Statham Elementary

Parent/Student Handbook 2022-2023

Dr. Salethia James, Principal

Ms. Kari Maxey, Assistant Principal

Revised June, 2022

2022-2023 Student Calendar

Approved 12/07/21

2022-2023

July 2022

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August 2022

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September 2022

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October 2022

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November 2022

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December 2022

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January 2023

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February 2023

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March 2023

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April 2023

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May 2023

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June 2023

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http://www.vertex42.com/calendars/

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Date	Event or Holiday
Jul 04	Independence Day
Jul 21	New Teachers Report
Jul 25-29	Teacher Planning Days (1-4)
Jul 27	Professional Learning Day (1) for teachers
Jul 29	Open House - all schools
Aug 01	Teacher Planning Day (5)
Aug 02	First Day of School for Students
Sept 2,5	Labor Day (Holiday)
Oct 06	End of 1st Grading Period
Oct 07	Teacher Planning Day (6)
Oct 10-14	Fall Break
Oct 19	Report Cards
Nov 08	Digital Learning for Students/Professional Learning Day (2)
Nov 21-25	Thanksgiving Break
Dec 21	Early Release/Last Day of 1st Semester (89)
Dec 22	Begin Winter Break for Students/Planning Day
Jan 01	New Year's Day
Jan 06	Professional Learning Day (3)
Jan 09	Begin Second Semester Classes
Jan 11	Report Cards
Jan 16	ML King Day (Holiday)
Feb 10	February break*
Feb 13	Digital Learning for Students/Professional Learning Day (4)
Mar 15	End of 3rd Grading Period
Mar 16	Teacher Planning Day (8)*
Mar 17	March Holiday*
Mar 22	Report Cards
Apr 3-7	Spring Break
May 24	Early Release/Last Day of School for Students (178)
May 24	Graduation BASA
May 25,26	Teacher Planning Days (9,10)
May 25	Graduation WBHS (8:00PM)
May 26	Graduation AHS (8:00PM)
May 27	Makeup Day for Graduation
May 29	Memorial Day
Jun 5-16	Tentative Summer School Program

* denotes possible weather make-up days

Afternoon Check-Out

Regular attendance is critical to the academic success of your child. Please try to schedule all doctors' appointments, etc., after school hours. In the event that you must schedule an appointment during the school day, please be aware that your child will be missing valuable instructional time and will be counted either absent or tardy, depending on the length of time he or she is away from the school.

There will be **NO CHECK-OUTS** permitted between **1:15 – 2:00 pm.** During this time, we are preparing for dismissal time and it is an extremely busy time of the day. Interruptions at that time of day are detrimental to the safety of our children, as we are working very carefully to ensure that every child gets on the right bus and gets home by the proper mode of transportation. **If you must pick up your child early for a doctor's appointment, you will need to be sure that check-out is completed no later than 1:15 pm.**

Attendance

Attendance at school is very important to student success. Children are tardy if they are not in their classrooms by 7:30am. Parents are encouraged to have their children ride the bus. However, if you bring your child to school, they should be here in time to walk to their classroom before the bell rings. The car rider door is locked at 7:25 am. If you arrive after 7:25, you will need to come to the front of the school. **5 or more tardies or early releases will prevent your child from earning perfect attendance.** If a student checks in after 11:00 am, they are also counted absent. Early checkouts prior to 11:00 am are counted as an absence**. Any checkout during the school day is counted the same as a tardy**. A note from a parent or doctor should be sent in with the student when they return to school from any absence. Georgia's compulsory attendance law requires that students attend school daily. Doctor's excuses are preferred and may be required after 5 absences. Parents should send excuses immediately upon the student's return to school.

Barrow County Code of Conduct

Barrow County Schools Code of Conduct is included in this document. Parents should review the Code of Conduct with their children in order for students to understand expectations for behavior. Statham Elementary School has implemented Positive Behavior Intervention Support. PBIS is a program in which school wide behavior expectations are taught and reinforced in a positive manner. While good behavior is rewarded, the Code of Conduct is still enforced. An updated version of the Code of Conduct is available on our school's website.

Car Rider Drop Off and Pick-Up

For safety reasons, it is important that children are dropped off and picked up in the car rider line. To pick up your student in the Car Rider line in the afternoon, you **MUST** have a car tag provided by the school. Parents without a car tag will be sent to the front office to pick up the student. Parents will need to show valid identification to the front office. If you need a car tag, you can see the front office staff.One car tag will be provided to each family for free. Additional tags may be purchased for $5.00 each. (Cash or check only). All walkers will receive walker tags as well after the verification of address. **Only students that reside within a 1 mile radius can be considered a walker.**

Students should not be dropped off in the front of the school while buses are arriving. The entrance

to the car rider drop off is on 3rd Street. Students will not be released to parents at the front of the school in the afternoon. The school does not open until 7:00 am. **Do not drop off your child prior to 7:00 am. Students are tardy at 7:30 am. Teachers will not remain outside or allow students in after 7:25 am. Students arriving after that time should enter through the front office.**

Corresponding with Teachers and Administrators

Teachers and administrators welcome your phone calls and emails. While we will try to respond during the school day, there are occasions that we may be delayed by meetings or other job responsibilities. If we cannot take your call or get back with you on the same day, please know that we are committed to returning your phone call or email within 24 hours.

Cumulative Record

Your child's test scores, birth certificate copy, health records, grades, and other data are kept digitally at the school level. This information is used to counsel with parents, determine a need for special services, record progress of each child, etc. Parents are welcome to review records upon request. Parents should notify the school when there are changes to addresses and telephone numbers. Parents of students who transfer from other schools are responsible for securing missing permanent record items.

COVID- 19 Health and Wellness

Fever protocols -- 100.3 (DPH says 100.4) and may return after 72 hours. Students and employees with COVID-19 symptoms or a temperature of 100.4 and above will be immediately isolated and sent home. Local health officials will be notified immediately for guidance on next steps, including closures.

Dress Code

The Barrow County Dress code included in the Code of Conduct must be followed. No flip flops are allowed as they are a safety hazard. Tennis shoes are encouraged. Students without proper shoes or clothing will need to call home in order to have appropriate clothes brought to the school.

Immunizations, Hearing and Vision Screenings

All children entering a Georgia school for the first time are required to have immunizations completed at the time of entry. Periodic booster shots may be needed to keep these records up to date. Documentation must be presented on Georgia Department of Human Resources forms. Forms are available from the local Health Department or your family physician. Failure to provide the necessary documentation of immunizations may result in your child being withdrawn from school. It is the parents' responsibility to have screenings for hearing, vision, and dental completed.

Items Not Permitted

Items such as cell phones, toys, electronic games, trading or playing cards, etc. are not allowed at school. Any such items brought to school without prior approval from your child's teacher may be confiscated and kept by the teacher or an administrator until a parent is able to come to the school to get them, and/or until the end of the year. We ask that you please check your children's book bags, pockets, etc. in an effort to make sure that such items are not brought to school.

Lost and Found

The school will operate a lost and found service. Please mark your child's belongings (First and Last Name), so that coats, gloves, sweaters, lunch boxes, etc. can be returned to the rightful owner. **Articles of clothing, etc., not claimed, will be donated to local charities/ agencies at the end of first semester and again at the end of the school year.**

Make Up Work

When a child has been absent for three or more consecutive days, parents may request make-up work by calling the school a minimum of **24 hours in advance**. Students who have been absent less than three consecutive days will receive the necessary make-up work upon their return to school. The classroom teacher will determine if students may return after school to pick up forgotten books or homework. **After 2:45 p.m., students and/or parents will not be permitted back into the classroom for items.**

Medication

The administration of medication by school staff shall be permitted during the school day if it is not possible for the parent, guardian, child's physician, or some other person authorized by the parent or guardian to administer the medication. In the event medicine must be administered to a student during school hours a permission form must be filled out in the office or with the clinic personnel. Medications **should not** be sent to school with the student. Parents/guardians should bring the medication in its original package to school.

Notes from School

One method used by teachers to keep parents informed is the practice of sending notes home with the child. Often, these may be placed in the student agenda. Some will require your signature and its return to school (as in field trip permission forms). All teachers use a "Wednesday Folder" where samples of the week's work are sent home for your review. Please take time to review this with your child and contact the teacher for answers to your questions.

Nutrition Information

More information about the school nutrition program can be found further in the handbook. However, it is important to note that outside food from restaurants is discouraged. If you choose to bring in items from a local restaurant, you should put the food in plain packaging from home. Parents are encouraged to have lunch with their child/children. We have designated areas for families to spend time with their children during the lunch time. Please know that due to safety, students can only select one friend from their homeroom to eat lunch with.

Phones and/ or Other Electronic Communication Devices

Students are **not allowed to have cell phones** or other electronic communication devices out on school grounds. Disciplinary actions for violations may include parent conference, confiscation of device, detention, in-school suspension, short-term suspension, and/or referral to law enforcement officials. Students involved in the BYOT (Bring Your Own Technology) program may only have phones out during planned and approved instructional activities. If cell phones are brought to school, students may only have them out during approved instructional activities supervised by the teacher. Cell phones will be confiscated and returned to the student at the end of the day if they are being used outside of approved instructional activities.

Physical Education (P.E.)

Our Physical Education program (P.E.) provides opportunities for students to build skills in movement activities, rhythmic and dance activities, games, and sports. Students will also participate in physically challenging activities designed to improve their level of fitness. Safety practices will be emphasized at all times. There are many ways parents can assist in making sure P.E. is a positive experience for their children.

We ask that you help us in the following ways:

- Make sure your child/ children are dressed appropriately on P.E. days.
- Make sure your child/ children wear **TENNIS SHOES** and comfortable clothing, including shorts underneath dresses or skirts.
- Take an interest in your child's fitness level and physical skills by asking about P.E. class and ask your child to show you what he/she learned.
- Encourage physical activities at home as a family. Let your child know that you value fitness and a healthy, active lifestyle.

School Events

Volunteer information will be sent out to all families for various ways that families can volunteer. Your participation is encouraged and appreciated.

When attending school events in the gymnasium or auditorium we would like to remind you of several expectations for behavior:

- Children should be supervised by a parent or guardian.
- Students and siblings should not run around during performances or on the bleachers at any time.

- Cell phones should be turned off during performances as they can be a distraction for the students performing.
- Please be respectful during performances.
- Students should not roam the hallways of the school during performances and should never move or use any school equipment.

School Hours

Elementary school hours are 7:30 am -2:00 pm. Doors are locked until 7:00 am, and teachers are not on duty. **Students may not be dropped off before 7:00 am (unless they are in the After School Program- Before Care).**

Snacks

Store bought items are the only items that will be accepted as acceptable snacks. This includes cakes and cupcakes for birthdays. Cakes and cupcakes for birthdays may not be shared in the cafeteria. These arrangements must be made with the teacher prior to you providing food. Nutritious snacks such as fruit, cheese, crackers, etc. are encouraged over cakes and candies. In Kindergarten, a snack is an integral part of the school day.

Transportation

Students transported to and from school by bus are under the same rules and regulations that apply at school. In the beginning of the school year, please specify on the Student Information Sheet whether or not your child will be a car rider or a bus rider. Changes in afternoon transportation will only be made if the parent sends a written request by the child on the morning of the afternoon the change is needed. Children who need to ride a different bus or be dropped off at a different place will be allowed to do so **only if a written note is provided by the parent. Changes WILL NOT be taken over the phone, via email or fax, as there is no way to verify who is making the change via the phone or email/fax.** All transportation changes should be made and communicated to your child before they go to school each morning. If a change in afternoon transportation is necessary, please write a note to the teacher; students should give those notes to their teachers upon arrival at school in the morning.

Visitors

Statham Elementary School welcomes parent involvement and visitors. Parents are encouraged to volunteer and visit classrooms as long as they have followed the Volunteer Guidelines outlined by Barrow County School System and received **PRIOR** approval from the child's teacher. Parents, as are all visitors, are required to come directly to the office upon arrival and provide valid identification. All visitors **MUST** be listed on the Volunteer List prior to visiting and volunteering in classrooms. If it is necessary for a child to be picked up before the official dismissal time, a parent or authorized designee must come to the main office and show the proper identification before approval is given to officially sign out the child. Office personnel will then call the child to the office. Teachers have been directed not to release any child from the classroom at any time without prior notification from the office. These procedures are important for your child's

safety!

Parent conferences may be arranged, as needed, before or after school, or during the teacher's planning period. **Under NO circumstances should any visitor, including a parent, go directly to a teacher's room, even if a prior conference has been arranged. All visitors are to report first to the main office. Before proceeding to the pre-approved location, visitors must sign in and receive a visitor's badge.** These procedures help us to ensure the safety of all children and help to uphold the integrity of your children's instructional program.

School doors are always locked for the safety and security of all students, teachers, and staff. You must use the call button at the front door to be allowed access to the front office. You will also be asked to show ID. Please understand these measures are in place for security purposes not to make visitors feel unwelcomed.

Barrow County School System Parent Handbook Contents

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18. BARROW COUNTY SCHOOLS INTERNET SAFETY, TECHNOLOGY RESPONSIBILITY, AND ACCEPTABLE USE POLICY
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20. POSITIVE BEHAVIOR INTERVENTION SYSTEM (PBIS)
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25. ANNUAL AHERA\ASBESTOS NOTIFICATION

PARENT'S RIGHT TO REQUEST A TEACHER AND A PARAPROFESSIONAL'S QUALIFICATIONS

In compliance with the requirements of the Every Student Succeeds Act, the Barrow County School System would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/or paraprofessional(s). The following information may be requested:

- Whether the student's teacher(s) –
    - has met State qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction.
    - is teaching under an emergency or provisional status through which State qualification or licensing criteria have been waived; and
    - is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teachers and/or paraprofessionals qualifications, please contact Dr. Salethia James at 770-725-7112 or Meggan McNally, Barrow County School System Director of Planning and Personnel at 770-867-4527.

COMPLAINT PROCEDURES

A. Grounds for a Complaint

Any individual, organization, or agency ("complainant") may file a complaint with the Barrow County School System (BCSS) if that individual, organization, or agency believes and alleges that BCSS is violating a federal statute or regulation that applies to a program under the Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA). The complaint must allege a violation that occurred not more than one (1) year prior to the date the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

B. Federal Programs for Which Complaints Can Be Filed

- Title I, Part A: Disadvantaged Children, Academic Achievement Awards, Schoolwide Programs
- Title I, Part C: Migrant Education Program
- Title II, Part A: Teacher and Leader Effectiveness
- Title III, Part A: English to Speakers of Other Languages
- Title VII, Part B: The McKinney-Vento Homeless Act

C. Complaints Originating at the Local Level

As part of its Assurances within the ESEA program grant applications and pursuant to Section 9306 within the Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA), an LEA accepting federal funds must have local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore, a complaint should not be filed with the Georgia Department of Education until every effort has been made to resolve through local written complaint procedures. If the complainant has tried to file a complaint with the Barrow County School System to no avail, the complainant must provide the Georgia Department of Education written proof of their attempt to resolve the issue with the Barrow County School System.

D. Filing a Complaint

A complaint must be made in writing and signed by the complainant. The complaint must include the following:

- A statement that the Barrow County School System has violated a requirement of a Federal statute or regulation that applies to an applicable program.
- The date on which the violation occurred.
- The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation).
- A list of the names and telephone numbers of individuals who can provide additional information.
- Whether a complaint has been filed with any other government agency, and if so, which agency.
- Copies of all applicable documents supporting the complainant's position.
- The address of the complainant.

The complaint must be addressed to:
Amy Wright, Federal Programs Director, Barrow County School System, 179 W. Athens Street, Winder, GA 30680.
Once the complaint is received by the BCSS, it will be copied and forwarded to the Federal Programs Director.

E. Investigation of Complaint

Within ten (10) days of receipt of the complaint, the Barrow County School System will issue a Letter of Acknowledgement to the complainant that contains the following information:

- The date the Barrow County School System received the complaint.
- How the complainant may provide additional information.
- A statement of the ways in which the Barrow County School System may investigate or address the complaint.
- Any other pertinent information.

If additional information or an investigation is necessary, BCSS will have sixty (60) days from receipt of the information to complete the investigation and issue a Letter of Findings. If the Letter of Findings indicates that a violation has been found, a timeline for corrective action will be included. The sixty (60) day timeline may be extended if exceptional circumstances occur. The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

F. Right of Appeal

If an individual, organization, or agency is aggrieved by the final decision of the Barrow County School System, that individual, organization, or agency has the right to request review of the decision by the Georgia Department of Education. For complaints filed pursuant to Section 9503 (20 U.S.C. 7883, complaint process for participation of private school children), a complainant may appeal to the Georgia Department of Education no later than thirty (30) days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the Barrow County School System's decision and include a complete statement of the reasons supporting the appeal.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is 18 or older, your own education records.
2. The right to request the amendment of the student’s education records to ensure they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. If the district decides not to amend the record, it will notify the parent or eligible student of the decision and inform them of their right to a hearing.
3. The right to consent to disclosures of personally identifiable information from the student’s educational records with certain exceptions. One exception that permits disclosure of personally identifiable information without consent is to school officials with a legitimate educational interest. A school official may be a person employed by the school district, a person or company that the school system has contracted to perform a specific task, or other party to which the school system has outsourced services. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.
4. In accordance with OCGA §20-2-667 section(g)(1), the Barrow County procedures and process for handling parent complaints in regards to possible violations of rights under federal and state privacy and security laws:
    a. Barrow County School System will provide the Parent/Eligible Student Complaint form to the Complainant within 3 business days of receiving the request. The complaint form will also be made available on the local school system’s website.
    b. Complaint forms should be sent to Dr. Matt Thompson at the Barrow County Central Offices at 179 West Athens Street, Winder, GA.
    c. A written response will be provided to the Complaint within 10 business days of receipt of complaint.
    d. The Complainant may file an appeal with the local school superintendent within 10 business days of receiving a written response from the local school system.
    e. Parents or eligible students may file an appeal for a final decision to the Barrow County Board of Education within 10 business days of receipt of a written response from the local school system.
    f. The Barrow County Board of Education will render a decision within 10 business days of receiving an appeal.
5. The Barrow County Schools, in Board Policy JR Student Records, designates the following information as directory information:

- Student’s name;
- Student’s grade level;
- Student’s photograph;
- Student’s participation in officially recognized clubs and sports;
- Weight and height of student if he/she is a member of an athletic team;
- Dates of attendance while enrolled in Barrow County Schools; and
- Degrees, honors, and awards received during the time enrolled in Barrow County Schools

Barrow County Schools may disclose designated "directory information" without written consent. The primary purpose of directory information is to allow Barrow County Schools to include this information in

school publications. Unless you, as a parent/guardian or eligible student, request otherwise, this directory information may be disclosed to the public. Any school district receiving ESEA funds must, upon request of military or higher education institutions, provide access to secondary school students' names, addresses, and telephone listings. School districts must notify parents of the option to require prior written parental consent to such disclosure. School districts must provide military recruiters the same access to secondary school students as is provided generally to postsecondary educational institutions or prospective employers. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to be disclosed to the public upon request. If you wish to exercise this right, you must notify the principal of the school at which your student is enrolled prior to a directory information request being made to the school or school system.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The following guidelines will be followed conducting research-involving students:

1. No individual, including teachers, administrators, other school district employees and college students, shall gather any data or otherwise conduct research on Barrow County students for his or her own personal use, including use for college classes, dissertations, theses or similar purposes, without receiving approval in advance from the Superintendent or his or her designee.
2. Without the prior written consent of the parent or the student, if he or she is an emancipated minor no student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

    a. political affiliations;
    b. mental and psychological problems potentially embarrassing to the student or his family;
    c. sex behavior and attitudes;
    d. illegal, anti-social, self-incriminating and demeaning behavior;
    e. critical appraisals of other individuals with whom the student has close family relationships;
    f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
    g. income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

3. In order to comply with federal requirements for school systems receiving Title IV funds to collect data on the incidence and prevalence of illegal drug use and violence among youth in school districts, students will be surveyed using the needs assessment survey provided by the Georgia Department of Education. All students in the surveyed grades will be surveyed unless parents complete the Passive Permission form indicating that they do not want their student to participate. Parents will be notified prior to the survey administration and will be given an opportunity to review the survey instrument.

In addition, the Superintendent or his or her designee must approve the use of any such survey, analysis or evaluation before the consent of the parent or student is sought.

NON-DISCRIMINATION NOTICES

BARROW COUNTY SCHOOLS GENDER EQUITY IN SPORTS

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A.-20-2-315). Students are hereby notified that Barrow County Schools does not discriminate on the basis of gender in its athletic programs. Inquiries or complaints concerning sports equity in this school system may be submitted to Dr. Ken Greene at 179 W. Athens St. Winder, Georgia 30680 - 770-867-4527.

TITLE VI AND TITLE IX NOTIFICATION

The Barrow County School District does not discriminate in its education and employment programs on the basis of religion, age, race, color, national origin, gender, marital or parental status, and disability. This district complies with Title VI of the Civil Rights Act of 1964, Title IX education amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the Perkins CTE Act of 2006. Inquiries may be made to the respective coordinator regarding Title VI (Dr. Brad Bowling), Title IX (Dr. Ken Greene) and the Perkins Act (Shenley Rountree) or Dr. Matt Thompson regarding 504 and ADA at: Barrow County Schools, 179 West Athens St. Winder, GA 30680, 770-867-4527.

SECTION 504 INFORMATIONAL NOTICE

Section 504 is an Act that prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with
a disability as anyone who: Has a mental or physical impairment which substantially limits one or more major life activities (major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working); Has a record of such impairment; Is regarded as having such an impairment. In order to fulfill its obligation under Section 504, the Barrow County School System recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. Any student or parent/guardian may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under 504. Copies of parental rights of students and parents under 504 can be found on the district website. Our Section 504 Compliance Coordinator for the Barrow County School System is Dr. Matt Thompson - 770-867-4527.

STUDENT COMPLAINTS AND GRIEVANCES

The Barrow County School System is committed to providing an environment free of sexual harassment and all forms of harassment and discrimination on the basis of race, color, religion, gender,

age, national origin, or disability. If a student believes he or she is being mistreated on account of race, color, religion, gender, national origin, or disability, the student may utilize the three-step procedure outlined below.

Step I: If a student has a complaint of discrimination or unfair treatment, he or she should report concerns to the Level One Administrator as described in Board Policy GAE, section 2) principal, the local school's Title IX coordinator, teachers, counselors, or other school administrators. If a student is not satisfied that a complaint presented to a member of the school staff has been resolved satisfactorily, the student or his or her parent may request a meeting with the principal, following which, the principal will inform the parent in writing of his or her decision on the complaint.

Step II: If, after meeting with the school principal, the student is not satisfied with the principal's decision, a written appeal may be submitted to the Superintendent's Office within 10 working days of the receipt of the principal's decision. The appeal must give specific reasons for reconsideration, state precisely the reasons for dissatisfaction with the principal's decision, and be limited to the matter under review. The complaint shall include: Mailing address of the complainant, intent of the complainant, reference or description of the statute, policy, rule, contract provision or regulation that is alleged to have been violated, misinterpreted or misapplied, and a brief statement of the facts.

Step III: For assistance with the student complaint or grievance process, you may contact the district Equity Compliance Officer/Title IX Coordinator Barrow County Schools, 179 West Athens St. Winder, GA 30680, 770-867-4527. **Retaliation on account of filing a complaint at any level is strictly prohibited*

SCOPE PROGRAM FOR GIFTED STUDENTS

Barrow County School District endorses the philosophy that education is a means by which each individual has the opportunity to reach his or her fullest potential. Students in grades K-12 who demonstrate a high degree of intellectual, academic, and/or creative abilities may be nominated for evaluation to determine eligibility to participate in the Program for Gifted Students. Referrals for consideration may be made by teachers, parents or guardians, counselors, administrators, peers, self, and other individuals with knowledge of the student's abilities.

The State Board of Education determines eligibility criteria for placement in the program. For a summary of those criteria or for further information about Barrow County's Program for Gifted Students, please contact the Gifted Program teacher at your child's school or Ginger Crosswhite, Gifted Program Director at 770-867-4527.

SCHOOL ATTENDANCE AND GEORGIA'S COMPULSORY EDUCATION LAW

School attendance is a high priority in the Barrow County School System. Regular attendance is vital to each student's academic progress and the development of positive habits for his/her adult life. ***Georgia Law O.C.G.A. 20-2-690.1*** mandates school attendance for students between the ages of 6 and 16.

This law also applies to younger children once they enter school. According to ***O.C.G.A. 20-2-690.1*** parents are responsible for enrolling and sending their children to school and the school staff is responsible for enforcing this law. Any student who has more than five unexcused absences in a school year is truant. School days missed as a result of an out of school suspension shall not count for the purpose of determining student truancy.

Failure to comply with Georgia's Compulsory Education Law (O.C.G.A 20-2-690.1) may result in consequences for both students and parents/guardians. Consequences for students include, but are not limited to, detention, Saturday school, and referral to juvenile justice for truancy. Consequences for parents/guardians include a fine of not less than $25.00 and not more than $100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties at the discretion of the court for each absence. Parents may also be charged with deprivation for failure to comply with this law.

Student absences may be excused for the following reasons:
1. Personal illness and when attendance in school would endanger their health or the health of others.
2. A serious illness or death in the immediate family necessitates absences from school.
3. Absences mandated by other governmental agencies, including pre-induction physical examinations for service in the armed forces, or court orders.
4. Observing a religious holiday that necessitates an absence from school.
5. Conditions that render attendance impossible or hazardous to their health or safety.
6. Registering to vote or voting, for a period not to exceed one day.
7. A maximum of five (5) school days per school year may be excused for students whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard in order for the student to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment overseas to a combat zone or combat support posting or during the parent's or guardian's leave from such a deployment. *(Note: Students serving as pages for the Georgia General Assembly are counted present on the days serving in the Assembly. In addition, students who are present for at least one-half of the instructional day shall be counted present partial attendance).*

Full-day school attendance is very important to student success. Students who arrive late or leave early miss important segments of classroom instruction.

SCHOOL NUTRITION PROGRAM

BREAKFAST IS OFFERED TO ALL STUDENTS AT NO COST DAILY.

It is our privilege to provide low cost nutritious breakfast and lunch meals to all students and staff of the Barrow County Schools. Nutrition is a very important part of the education process since a hungry child cannot learn. Barrow County School Nutrition meals adhere to the USDA dietary guidelines and requirements. Our menus offered are analyzed to reduce calories from fat while ensuring proper amounts of nutrients and total calorie intake for different age groups. Monthly menus are available on the Barrow County Schools Homepage on the Internet at www.barrow.k12.ga.us/school-nutrition.html for both breakfast and lunch meals.

Children with health issues or allergies (including lactose intolerance) must have a letter signed by a physician stating such on file with the cafeteria manager. These letters must be updated annually.

Meal Accounts: Each cafeteria has a computer program for tracking meals and payments. **ALL Barrow County School students are assigned a computer identification (ID) number, which serves as their meal account number. ALL** students are encouraged to **learn their account number to use at the cashier station at the end of the meal line.**

Prepayment for school meals enables the meal line to move more quickly. At all school levels, prepayment may be made weekly or monthly in envelopes provided by the school. **The student's name and account number must be listed on the envelope** in order to credit the proper account. Money not used can be refunded at the end of the school year or carried over to the next school year even if they will attend a higher level Barrow County School. Parents should call the school nutrition manager's office at the individual school if they have questions about the child's account during the year.
Families with more than one student at the same school should send the cash or check **SEPARATELY** for each student. **Checks** are to be made out to **SNP** with the student's name and account number on the check. Returned Checks are collected through Envision Payment Solutions. Other purchases from the school office or classroom must NOT be included with meal payments.

For your convenience, we now offer online prepayments. You may access this service at www.myschoolbucks.com and put money on your child's account. The site will open in July.

Free or Reduced Price Meals: Students automatically qualify for free school meals if they receive SNAP and may qualify for free meals if they receive Temporary Assistance for Needy Families. Families may also qualify for free or reduced price meals based on family income. **Families must complete a new application each year to determine eligibility.** Family applications rather than individual applications are used. Only one application will be needed per family. ALL household members including all children must be listed. School locations are required for all school age children. Please make certain that your application reaches the school nutrition manager at one of the schools your children attend. Applications will be completed at the time of registration at the Barrow County Professional Development Center. Parents may also fill out the free and reduced meal application online: https://www.myschoolapps.com/

CAFETERIA CHARGE BOARD POLICY (EE)

Cafeteria Charge

A copy of the charge policy shall be sent home with each student at the beginning of the school year. The charge policy shall also be included in handbooks and/or online portals.

School lunch meals should be paid for in advance or at time of purchase.

Payments may be made with cash or check at the register. Secure online payments may be made with a debit or credit card with an online meal pay service found at a link on the School Food Nutrition Website.

If necessary, a student lunch may be charged. All charges must be paid as soon as possible. Students with a negative balance are not allowed to purchase A la Carte items or extra food items in the cafeteria.

A charge notice will be sent to parents weekly via the following method – email, text or letter. Principals will also be notified of charged meal balances.

Families must reapply each school year for free and reduced price meal benefits. Applications are available at each school, on the Barrow County Schools website, and online. All information provided is confidential.

Students with unpaid meal charges may be denied participation in special events or activities (field days, non-instructional field trips, Prom/dances, graduation activities, and/or purchasing parking passes) if deemed necessary. Report cards will not be distributed until outstanding balances are paid. All charges must be paid by the end of the school year.

Principals will aid in the collection of outstanding balances.

IT IS OUR HOPE THAT PARENTS WILL NOT PLACE THEIR CHILDREN IN UNPLEASANT CIRCUMSTANCES BECAUSE OF MEAL CHARGES!

School Meal Prices

	PK-5		6-8		9-12	
	Full Price	Reduced Price	Full Price	Reduced Price	Full Price	Reduced Price
Breakfast 1 Day	No charge	No charge	No charge	No charge	No charge	No charge
Lunch 1 Day	$ 1.50	$ 0.40	$ 1.75	$ 0.40	$ 2.00	$ 0.40
Lunch 5 Day Week	$ 7.50	$ 2.00	$ 8.75	$ 2.00	$ 10.00	$ 2.00
Lunch 20 Day Month	$ 30.00	$ 8.00	$ 35.00	$ 8.00	$ 40.00	$ 8.00

CLUBS AND ORGANIZATIONS

Clubs and organizations are available at Statham Elementary School for student participation. The clubs and organizations that are available are listed below along with the purpose, faculty advisor and a description of past or planned activities. If you **DO NOT WANT** your child to participate in one of these clubs or organizations you must notify the principal in writing by completing the clubs and organizations form signature letter. You may obtain a policy signature letter from the school office. If a

club or organization not listed below is started during the school year, students will have to have parental permission prior to participation.

PTO/PTA, BOOSTER CLUBS, SUPPORT ORGANIZATIONS, AND FUNDRAISING

Booster clubs are an important part of the athletic and extracurricular program in the Barrow County School System. Booster clubs play an important role in supporting, encouraging, and in advancing these programs. The following rules and regulations are basic and broad guidelines for the establishment and operation of all booster clubs that support our schools in Barrow County.

- The principal of each individual school must approve all booster clubs, and questions about individual booster clubs will be addressed to the principal of each school.
- Booster clubs exist only to support the school and its program.
- A copy of each booster club's constitution, by-laws, and annual budget must be submitted to the principal before club activities each year. Each booster club will have a written operational philosophy with clear-cut objectives to be carried out by the club.
- Each booster club will have in its constitution procedures for an annual financial report.
- The Superintendent and principal have the right and the authority to audit booster club financial records.
- Each booster club will develop an annual budget with input from the coach or sponsor, and submit it to the principal for approval prior to the start of the season. A final annual financial report will be submitted to the principal at the conclusion of the season.
- The booster clubs will provide a written copy of their treasurer's report to each member present at each meeting.
- The principal or his/her designated representative will approve all booster club meeting dates, the meeting site, and the time of the meeting.
- Coaches or sponsors of each individual activity will attend booster club meetings.
- All fundraisers and projects conducted by a booster club must have prior written approval of the principal or his/her designee. Booster clubs must follow all Barrow County School System guidelines and policies pertaining to fundraising activities and facilities usage.
- *The Georgia Sales and Use Tax Regulations Prohibit Booster Clubs Access to the School's Sales Tax Exemption Form.*
- Booster clubs must abide by all guidelines, rules, policies, and regulations set forth by Barrow County Board of Education (Policy LEB, LEB-R, & JK), State Board of Education, Georgia High School Association and all local, state, and federal laws.
- All gifts or donations given to the school by the booster club will be accepted by the principal with a signed statement indicating that they will become the property of the school.
- The Superintendent and principal have the discretion to disband or dissolve any booster club, if he/she determines the guidelines above are not being followed.
- If the booster club is dissolved for any reason all associated funds immediately are to be transferred to the school.

MEDICAL PROCEDURES

The health, welfare and safety of your child are of utmost importance. At times, it may be necessary for your child to take medication. The school nurse or principal's designee shall be permitted to assist students in taking medication during the school day only if it is not possible for the parent, guardian,

child's physician, or some other adult authorized by the parent or guardian to administer the medication. In the event a student must take medicine during school hours, the guidelines set forth below shall direct the proper handling of all medications at school:

1. All medicines, prescription or otherwise, brought to school shall be carried to the school office immediately upon arrival at school and must be accompanied by written permission from the parent/guardian stating what the medication is, why the student is required to take it during the school day, the number of pills in the bottle, the dosage to be taken by the student and at what times. The parent/guardian should also state any potential adverse reaction the student may experience. Any student not complying with this policy and possessing any medication on the school campus shall be subject to discipline as set forth in the Student Code of Conduct.

2. Any medication brought to school must be contained in its original container with the nature of the medication and instructions for use clearly indicated. All prescription medication must be contained in the original prescription-labeled container with the student's name, date, name of the prescribing physician, name of the medication, instructions for administering the medication and the name of the pharmacy filling the prescription stated on the label.

3. The parent or guardian shall authorize the school nurse or principal's designee to speak or correspond directly with the child's physician in the event the nurse or designee deems it appropriate or necessary. In an emergency situation, the school nurse or principal's designee may call for emergency medical services (911). The parent will be notified of the emergency and their child's condition as soon as possible.

4. Written parental permission must be given on at least a yearly basis or when changes in medication occur. Parents must immediately notify the school of any changes in medication. No medication shall be given contrary to label instructions, regardless of parent permission, without specific written instructions from the child's physician.

5. Medications that are out-of-date or discontinued will be available for parents/ guardians to pick-up. Medications not picked up within one week of expiration or by the end of the school year will be properly disposed of in the presence of a witness.

6. Other than topical first aid ointments, no medicine shall be bought or supplied by the school or any employee. The school nurse or principal's designee may use first aid topical ointments, approved by the school nurse, for first aid purposes such as insect bites, abrasions, poison ivy etc., unless a parent/guardian requests in writing that first aid topical ointments not be administered.

7. Nurses or other school employees are authorized to administer 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 auto-injectable epinephrine to a student in such circumstances shall be immune from civil liability.

8. The major responsibility for a student taking medication at school rests with the student's parents. Barrow County Schools will not be responsible if a student misses a dose of medication.

9. If a student requires frequent doses of over counter medication, a doctor's order may be required.

For Additional Information see Board Policy – Medication – Board Policy JCGD

PROHIBITION AGAINST BULLYING

The Barrow County School District prohibits conduct which may be construed as bullying. Bullying may be defined as an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is :

- Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
    - Causes another person substantial physical harm as defined in law or visible bodily harm as defined in law;
    - has the effect of substantially interfering with a student's education;
    - is so severe, persistent, or pervasive that is creates and intimidating or threatening educational environment;
    - or has the effect of substantially disrupting the orderly operation of the school.

Possible disciplinary actions include warning/counseling, notification of parents, parental conference, detention, in-school suspension, short-term suspension, referral to a hearing officer, and referral to law enforcement officials. Upon finding that a middle or high school student has committed the offense of bullying for the third time in a school year, the student shall be assigned to the alternative school.

STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL

Any student *(or parent or friend of a student)* who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

MEDIA AND INTERNET PUBLICATION RELEASE NOTICE

The Barrow County School System and any of its schools may develop, participate in, or be the subject of media-based presentations and events that highlight various educational activities that take place

during the course of the school year and/or during school system sponsored summer activities. Those presentations may include but are not limited to:

1. First Name and/or photograph of your child and/or their work
2. Slide/tape presentation of your child and/or their work
3. Video of your child and/or their work
4. Computer generated presentations, which may incorporate photographs and video of your child and/or their work.

These media-based presentations may be used in, but are not limited to, the following activities or publication platforms:

1. Faculty professional learning
2. Classroom activities/projects
3. Parent programs
4. Media festivals and/or competitions (local, state and international)
6. Public relations/radio broadcasts /podcasts/newsletters/newspapers
7. TV presentations
8. Barrow County School System Internet web pages
9. School, teacher, and/or classroom project-based web pages
10. Social media including but not limited to Facebook, Twitter, YouTube and Instagram

NEWS MEDIA RELEASE NOTICE

Your student may also be photographed, videotaped or interviewed by the news media at school or some school activity or event. As a parent/guardian, if you do not want your child videotaped, photographed, or any of your child's creations, such as writing, artwork or multimedia to be used or publicly published with limited identifying information for any of the outlined purposes above, whether by the Barrow County School System or by the news media, you may object in writing. If you wish to exercise this right, objections should be sent to the principal of the school where your student is enrolled in writing within **10 days from the date of enrollment.**

BARROW COUNTY SCHOOLS INTERNET SAFETY, TECHNOLOGY RESPONSIBILITY, AND ACCEPTABLE USE POLICY

The Barrow County Board of Education believes the use of school district technology supports curricular and administrative objectives and has the potential to promote 21st Century skills such as creativity, collaboration, and communication. Technology can significantly enhance both the teaching and learning process and help prepare students for their roles in a technical society. This technology includes computer hardware, software, local and wide area networks and access to the Internet, the use of which is to be encouraged within guidelines that protect students and the rights of others.

Using Technology at School

We live in a global and digital world -- a world changed by technology and new ideas about how we communicate with one another and exchange information. As a result, students must develop the research, information fluency, and technology skills that will allow them to be successful, safe, and ethical in this digital world. For this reason, students are provided computer access privileges at school, as well as access to the Internet, email, digital communication and collaboration tools, online learning spaces, and electronic educational resources. In addition to these resources, tools, and equipment, which are essential to teaching and learning, the Barrow County School System also fully supports responsible, learning-centered use of personal devices to provide as many pathways to understanding as possible for our students.

The guidelines for responsible use of these tools, student-owned devices and the protection measures in place are outlined in the following documents:

- ***Barrow County School System Student Responsible Use of Technology Resources (https://goo.gl/VMOTlu)***
- ***Barrow County School System Bring Your Own Technology (BYOT) Regulation and Student Agreement (https://goo.gl/vMMOcC)***

Students are expected to follow all classroom/school rules online just as they do in class and will be held accountable for misconduct, which includes violations of the district's Internet Acceptable Use Policy and its established guidelines and the Student Code of Conduct.
Parents are always encouraged to review the online activities of their children and can access student accounts. Parents are also encouraged to speak with teachers when questions or concerns arise about the use of web-based tools in the classroom.

Standard applications and accounts that are configured for student use include (but are not limited to):

- **Barrow County School System's G Suite for Education Environment:** This education-focused Google Apps environment (https://edu.google.com/training-support/privacy-security/?modal_active=none) is hosted by Google, and managed by the district. This collection of online applications provides students with a Google email account, calendar, and access to Google Drive, where students can create, share, and publish documents, spreadsheets, presentations, and other artifacts of their learning. The district creates and manages user accounts; manages access to applications and email based on grade level organizations; and manages permissions. For example, email accounts the district creates can only communicate with other email accounts created by the district or a limited set of explicitly approved, academically oriented, external email systems such as Governor's Honors Program, College Board etc. (Please note that G Suite for Education accounts are covered by more restrictive data privacy practices than "regular" Google accounts, including a restriction on advertising and the use of student data for advertising purposes. G Suite for Education also was an early signatory to the Student Privacy Pledge. (https://studentprivacypledge.org/)

- **Microsoft 365 for Education:** The district also offers students and staff access to Microsoft's Office 365 platform. Like GSuite for Education, Office 365 is a cloud based, digital collaboration suite that provides students and staff access to the online version of the Microsoft Office Suite of tools, including Word, PowerPoint, and Excel. Using their Office 365 account, Students will have

the ability to create, share, and collaborate on content across the full suite of Microsoft applications on virtually any device. Students can also use their Office 365 account to download and install the full versions of the latest Office suite on up to 5 PCs/Macs and 5 mobile devices per user, and can continue using it as long as they are a student in the Barrow County School district.

The district will create and manage all user accounts and will also control access to applications and permissions based on grade level organizations. Student email will remain in our sandboxed GSuite email environment and we do not plan to use the email component of Office365 at this time.

In addition to providing students with the full Office Suite, all student's Office 365 accounts will also provide access to Microsoft's Minecraft Education Edition Platform. Minecraft Education Edition is a dedicated version of Minecraft that has been designed specifically for use in education. The educational version of Minecraft provides students and teachers with a secured and controlled environment that can be used to build real world collaboration, communication, and critical thinking skills in a variety of different subjects including Chemistry/Science, History, and Computer Science/Programming.

Please note that like GSuite for Education, Office 365 Educational accounts are covered by more restrictive privacy practices than consumer or Enterprise Office 365 accounts including restrictions on advertising as well as the use and collection of student data for data mining purposes. Regulatory information for both Office 365 and Minecraft for Education can be found here https://minecrafteducation.zendesk.com/hc/en-us.

Web 2.0 Tools for Educational Use: These are web-based tools that are considered an extension of the class and may require students to have a unique account created for them to access and save content. Products students create using these tools may also be published for a global audience. Under the supervision of a classroom teacher, students may engage in some of the following types of activities:

● Compiling research ● Online classroom discussions ● Teacher-led video conferences ● Multimedia projects	● Video production ● Research reporting ● Individual / collaborative projects ● Reading/ writing / peer review

- **BYOT (Bring Your Own Technology) Program:** This program permits students to bring their technology devices to school for academic use at the discretion of teachers and staff, using Internet access provided by the district and filtered in compliance with the Children's Internet Protection Act (CIPA). Parents and students who participate in this program are bound by rules and conditions found in the BYOT regulation (**IFBG-R3**) (***https://goo.gl/vMMOcC***)
- **Online Curriculum Systems**: Most of the curriculum adopted in the district is accompanied by or depends on access to an online system where content and assessments are stored. Many of these systems require students to have a unique account created for them which allows them to access supplemental video content, take quizzes, and strengthen their understanding about the ideas in a content area. For the district-wide curriculum, the district creates and manages these accounts. In these cases, the terms of use and privacy policies are reviewed thoroughly before providing any student account data to the vendor.

Parents who would like to read more about G Suite for Education, Web 2.0 Tools and the BYOT program can access these documents at the links below or you can request a hard copy from your school.

- BCSS G Suite for Education - (**https://goo.gl/JoOuom**)
- Web 2.0 Tools for Educational Use - (**https://goo.gl/ZRBYMH**)
- Bring Your Own Technology Regulation and Student Agreement - ***(https://goo.gl/vMMOcC)***

Internet Safety

Due to the complex nature of these systems and the magnitude of information available via the Internet, the Barrow County Board of Education believes guidelines regarding acceptable use are warranted to serve the educational needs of students.

It shall be the policy of the Barrow County Board of Education that the school system shall have in continuous operation, with respect to any computers or mobile devices having access to the Internet via the Barrow County School System (BCSS) network:

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and

2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel:

- **a.** Which provide for monitoring the online activities of users; and
- **b.** The use of technology protection measure to protect against access to visual depictions that are:
    1. obscene, as the term is defined in section 1460 of title 18, United States Code;
        - **i.** child pornography, as the term is defined in section 2256 of title 18, United States Code; or
        - **ii.** harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children's Internet Protection Act of 2000.
- **c.** Such procedures or guidelines shall be designed to:
    1. Provide for monitoring the online activities of users to prevent, to the extent practicable, access to inappropriate matter on the Internet and the World Wide Web;
    2. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by users online;
    3. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding students;
    4. Restrict minors' access to materials "harmful to minors," as that term is defined in Section 1703(b)(2) of the Children's Internet Protection Act of 2000;
    5. Educate users about their safety and security when using electronic mail, chat rooms, and other forms of direct electronic communication (including instant messaging);
    6. Educate users about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms; and
    7. Educate minors about cyberbullying awareness and response as required by the Children's Internet Protection Act.

Technology Use

The district's technology resources are provided for educational purposes that promote and are consistent with the instructional goals of the Barrow County School System. Use of computers, mobile devices, and network resources outside the scope of this educational purpose is strictly prohibited.

Students and employees accessing network services or Internet through any device, or accessing any school computer shall comply with the district's Internet and technology acceptable use guidelines. User privacy is limited with regard to the use of the system network and technology. The district reserves the right to monitor, access, and disclose the contents of any user's files, activities, or communications, including content sent/received through secure connections.

It must also be understood that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable tool for educational research, there are sections that are not commensurate with community, school, or family standards. It is the belief of the Board that the Internet's advantages far outweigh its disadvantages. The Barrow County Board of Education will, through its administrative staff, provide an Internet screening system, which blocks access to a large percentage of inappropriate content. It should not be assumed, however, that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.

Additionally, access to network services, the Internet, and computer resources is a privilege, not a right. Therefore, users violating the Barrow County Board of Education's Internet safety and technology acceptable use policy shall be subject to revocation of these privileges and potential disciplinary action.

Student Responsible Use of Technology Resources

The Barrow County School System (BCSS) supports and encourages the use of technology resources to enhance and facilitate learning and expects responsible and respectful behavior from technology users. Technology use (whether personal or school owned) is a privilege, not a right, and inappropriate use may result in a loss of those privileges as well as other disciplinary actions outlined in the student code of conduct.

This regulation was established by the Barrow County School System's Internet safety and Acceptable Use policy (IFBG) https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=IFBG&Sch=4009&S=4009&C=I&RevNo=1.3&T=A&Z=P&St=ADOPTED&PG=6&SN=true and outlines guidelines and procedures defining responsible use of district-owned technology, and personally owned technology connected to district resources, network resources, G Suite for Education tools, and Web 2.0 / social networking tools (for education) by its students.

Respect and Protect Yourself	• I will take responsibility for my actions when posting/viewing information and images online.

	● I will not reveal personal information such as my age, address or phone number, or those of other individual(s) with any online service or person. ● I will only use accounts created for my use. ● I will not share passwords for accounts created for my use. ● I will remember that anything I say online is public and usually permanent. ● I will follow school and BCSS policies, regulations and behavior standards.
Respect and Protect Others	● I will not use technologies to degrade or defame others. ● I will obtain permission of the individual(s) involved and a school staff member before photographing, videoing, publishing, sending or displaying their image or likeness. ● I will obtain permission from individual(s) when sharing commonly created electronic data. ● I will not share or forward inappropriate materials or communications. ● I will always act with integrity and respect.

Respect and Protect Intellectual Property	● I will have an understanding of the rules and laws applying to:
	  ○ copyright
	  ○ intellectual property
	  ○ fair use
	● I will ask permission before I post/publish content and media created by others.
	● I will use correct citation when I use content and media created by others in my own work.
	● I will only download, save or use either full or portions of any music, movies, images, or other digital content in accordance with copyright laws.

Respect and Protect Property	● I will take full responsibility for, and respectfully use, any technology available to me at school. ● I will use network bandwidth, file storage space and printers reasonably and responsibly. ● I will report abuse of technology to a staff member. ● I will report any material that may be deemed inappropriate to a staff member. ● I will report security or network problems to a staff member.
Student use of Personal Technology Devices	All of the above guidelines apply to the use of any personal electronic devices brought to school for learning purposes, in addition to those outlined in the *Barrow County School System Bring Your Own Technology (BYOT) Regulation.* Students and parents must agree to the guidelines in the BYOT regulation prior to their use in school.
Student use of Web 2.0 / Social Networking Tools for Education and G Suite for Education **(**Grades 6 -12)	Students are expected to follow all classroom/school rules online just as they do in class and will be held accountable for misconduct, which includes violations of the district's Internet Acceptable Use Policy and its established guidelines and the Student Code of Conduct. Parents are always encouraged to review the online activities of their children and can access student accounts or be provided a parental account, when available.

	Parents are also encouraged to speak with teachers when questions or concerns arise about the use of web-based tools in the classroom.

Student Code of Conduct

The Barrow County Student Code of Conduct is based on the philosophy that discipline is a tool that is used to teach students to become responsible for their own behavior. Since our students live in a society in which citizens are expected to obey laws and abide by commonly accepted standards of behavior, we must teach them to be self-disciplined. This Student Code of Conduct is built upon those commonly accepted standards of behavior sometimes called character traits. These character traits include: citizenship, cheerfulness, cleanliness, compassion, cooperation, courage, courtesy, creativity, diligence, fairness, generosity, honesty, kindness, loyalty, patience, patriotism, perseverance, punctuality, respect for others, respect for the creator, respect for the environment, sportsmanship, school pride, self-respect, self-control, tolerance, and virtue.

In order to educate students to become productive citizens as adults, we must create a safe, non-threatening and orderly school environment that enables teachers to teach and students to learn. We expect students to "behave themselves in such a way so as to facilitate a learning environment for themselves and others, respect each other and school district employees, obey student behavior policies adopted by the local board of education, and obey student behavior rules established by individual schools (O.C.G.A. 20-2-735)." This Code of Conduct establishes expectations for the maintenance of a positive learning environment at school.

The Student Code of Conduct is effective during the following times and in the following places:

1. At school or on school property at any time;
2. Off the school grounds at any school-related or school-sponsored activity, function or event and while traveling to and from such events;
3. On vehicles provided for student transportation by the school system and school bus stops where groups of students gather for the purpose of getting on or off the school bus.
4. Off school property provided a student's behavior poses a threat to the safety of students, staff or visitors at school or has the potential to disrupt the safe and orderly operation of a school.

Please see the Student Code of Conduct on the school or district website. You may also request a copy of the Student of Conduct from your child's school.

POSITIVE BEHAVIOR INTERVENTION SYSTEM (PBIS)

PBIS is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety and support improved academic outcomes. More than 16,000 U.S. schools are implementing PBIS. The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety and learning.

All Barrow County Schools participate in PBIS.

At Statham Elementary, teachers use a school wide Paw Card. Students receive stamps for displaying positive school wide expectations/ behaviors (being prepared, accountable, willing, and safe). If your child receives a letter (PAWS), this indicates that there were some concerns in the areas of being prepared, accountable, willing, or safe. Students are also rewarded through our Golden Ticket Program for displaying positive and appropriate behaviors in the hallways, during dismissal, in the cafeteria, and in the classrooms.

BUS DISCIPLINE

Students who ride the school bus may do so as long as they display safe and reasonable behavior. Choosing not to follow the bus behavior guidelines may result in suspension or loss of bus service. The bus driver is responsible for the safety and well-being of the students on the bus. The school administrator will determine consequences of misbehavior and the reinstatement of bus service for the offending students should a suspension become necessary. **A suspension applies to all buses** unless otherwise designated by school officials. The responsibility for student supervision by the school shall begin when the student boards the bus in the morning and is retained until the child leaves the bus at the end of the day. **Riding the school bus is a privilege not a right**, and may be revoked for safety and discipline infractions.

I. PARENT/GUARDIAN RESPONSIBILITY

Parents and guardians will be responsible for ensuring their child follows all rules and guidelines outlined by this notice, driver, and administrator. If the student violates the behavior guidelines resulting in a bus suspension, the parent will provide transportation for their child. Students will be picked up and dropped off at their designated stop. Exceptions will require a written request from the parent as outlined below. In an emergency a phone call by the parent to the principal and subsequent written approval from the principal to the bus driver will be acceptable.

The school bus ride is an extension of the school day and as such, is subject to all school policies and procedures. Bus Conduct Reports will be recorded in accordance with all other school record keeping procedures.

II. TRANSPORTING OF SCHOOL RELATED/NON-RELATED ITEMS

No animals or any items that may be deemed objectionable in nature will be transported on any bus. If necessary, the bus driver may confiscate these items and turn them in to the school administrator. Any item that may be considered a weapon (per Ga. Law) or dangerous to others in any way will not be allowed on the bus. (This may include sports equipment, laser pointers, toys, etc.) Band instruments that will be allowed on the bus are those that are small enough to be held in the student's lap. Instruments may not be in the aisle or take the space of a student if that space is needed to sit down. Damage to personal items is not covered by the school bus insurance coverage.

III. BEHAVIOR GUIDELINES

Each infraction of class I and II offenses shall be reported by the driver to the respective school

administrator.

A. Class I Offenses

1. Eating or drinking on bus
2. Out of seat while bus is in motion
3. Horseplay, yelling out bus window, loud noise (should be classroom behavior)
4. Possession of unacceptable material, objects, or obscene gestures
5. Profanity
6. Riding unassigned bus without signed note from parent and signed by school administrator
7. Checking mailbox while bus is still in sight (Area is in danger zone.)
8. Use of electronic devices during the operation of a school bus, including but not limited to cell phones; pagers, radios, tape or compact disc players without permission from the driver.
9. Using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.
10. Other offenses as reported by the driver or principal

B. Class II Offenses

1. Profanity, verbal abuse, and harassment (directed at student or driver)
2. Body parts out of window (i.e. head, hands, arms, and legs)
3. Throwing/shooting of any object (i.e. paper, pencils, paper clips, etc.)
4. Physical aggression or use of any object as a weapon
5. Use of tobacco, inhalants, or any controlled substance
6. Destruction of school property (vandalism - suspended until restitution is made)
7. Loading or unloading buses improperly or tampering with any portion of bus
8. Lighting of matches, fireworks, or any flammable object or substance
9. Riding of any bus after being suspended from one
10. Fighting (of any kind)
11. Other offenses as reported by driver or principal

As previously stated, the school bus ride is an extension of the school day and is subject to all school policies and procedures. Riding the school bus is a privilege (not a right) for students as long as they display safe and reasonable behavior. Riding privileges may be revoked for safety and discipline infractions at which time parents must provide transportation for their child.

<u>Bus Rules</u>

1. Students will follow the directions of the driver.
2. Students will be at the bus stop 5 minutes before the bus arrives. Students will wait in an orderly line.
3. Students will help keep the bus clean and in safe condition.
4. Students will cross the roadway in front of the bus, only after receiving a hand signal from the driver.
5. Students will go directly to an available or assigned seat when entering the bus. Keep aisles and exits clear.
6. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.

7. Students will not eat, drink, chew gum, or bring tobacco, alcohol or drugs on the bus.
8. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus.
9. Students may only bring approved objects on the bus that can be held on their lap.
10. Students will refrain from using loud voices, profanity and/or obscene gestures, and respect the rights and safety of others.
11. Students will not extend their heads, arms, or objects out of the bus windows and will refrain from yelling out windows.
12. Students will be totally silent at railroad crossings.
13. Students will stay seated until time to get off the bus.
14. Students will respect themselves, others and property.
15. Students must provide a written note, signed by a parent or guardian and a school official, giving permission to ride a different bus, get on or off the bus at a special bus stop location.
16. New Bus Riders or students that move to a new physical address must provide their bus driver and school administrator a note stating the new address. Attending school should provide the bus driver student information showing change in Infinite Campus.

BCSS STUDENT BUS TRANSPORTATION CHANGES PROTOCOL

Note: This protocol is for short-term (daily) changes only. For any long-term change in transportation, please use the appropriate Transportation Change Form available in your school's front office.

Students must have a written note from a parent or guardian that is dated and signed referencing that particular day or days affected. This will apply even if the parent makes the request in person at the school.

In the event of a change in transportation, school office personnel will:

- Have appropriate school administrator (or designee) sign the note
- Make a copy of the note with both signatures
- Send the original note with the student or the student's teacher to be given to the appropriate bus driver – this will be the student's pass to get on the bus.
- File the copy of the note in a specified place in the front office where it can be easily accessed in case of emergency.

Bus drivers will not allow a student to exit the school bus at a place that is not the student's normal stop unless the written note signed by both the parent/guardian and the school administrator (or designee) is in his or her possession.

No bus transportation changes will be accepted over the telephone.

Note: There are now set bus stops along all the bus routes and BCSS buses cannot stop at each individual house.

ANNUAL AHERA\ASBESTOS NOTIFICATION
REQUIREMENTS TO: PARENT/LEGAL
GUARDIANS/TEACHERS
EMPLOYEES/ORGANIZATIONS

This notification is provided pursuant to the requirements of the Asbestos Hazardous Emergency Response Act (AHERA) of October 1986; EPA Rule 40 CFR 763, Asbestos Containing Material in Schools, subpart E, et seq. effective December 14, 1987. These regulations are defined by the United States Environmental Protection Agency. Specifically, 40 CFR §763.84 (c) which requires that the Barrow County Board of Education notify you at least once a year of asbestos inspections, response actions, and any post response action activities, including periodic re-inspections and surveillance activities that are planned or in progress at our schools and administrative facilities.The Barrow County Board of Education has documented through a comprehensive asbestos survey, conducted by an AHERA accredited asbestos inspector, where asbestos containing, suspect asbestos containing and/or assumed asbestos containing building materials are located on our schools and administrative facilities. The Asbestos Management Plan documents a plan of action for managing and maintaining the asbestos containing building materials in-place and/or removal activities. The reports associated with the asbestos inspection, 3-year re-inspections, periodic surveillance, and the recommendations from operations and maintenance, are all documented in the Asbestos Management Plan. A copy of said plan is available at each school, Board Office, and the Maintenance Department.

Should you have any questions or desire further information, please contact the Maintenance Department at 770-867-5711.

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STUDENT/PARENT POLICY UNDERSTANDING ACKNOWLEDGEMENT

The Student Handbook/Agenda and the district website Student Handbook | Students (barrow.k12.ga.us) includes some very important information about the upcoming school year. Please take time to read this information now and refer to it frequently. If you have questions, contact the school office at **770-725-7112**. We will be happy to talk with you.

Each school is required to document that every parent and student has access to the Student Code of Conduct along with other required information, including notification of possible consequences and penalties for truancy, and has been given a chance to ask questions about anything he or she doesn't understand.

A completed and signed form must be on file for all students. Parents/Guardians and students age ten years or older by September 1st are required to sign this acknowledgement form in the space below. Please return the form to your child's teacher as soon as possible.

Students who are unable to read or fully understand this information are not required to initial or sign this document. However, parents are expected to explain the information to their children in terms that they can understand. Failure to sign and return this form will not excuse a student from the requirements of the policies. To complete this form, students and parents should each initial each item that you have read and understand and then sign the form in the space provided.

Parent Student

_____ _____ 1. Student Code of Conduct and Transportation – Bus Discipline

_____ _____ 2. School Attendance and Georgia's Compulsory Education Law

_____ _____ 3. School Nutrition: Cafeteria Charges

_____ _____ 4. Medical Procedures

_____ _____ 5. Parent's Right to Know Teacher's Training and Credentials

_____ _____ 6. Internet Safety

I have read and understand the 2022 - 2023 Student Handbook/Agenda. **I understand that I am responsible for following the guidelines set forth in this document.**

Student Signature: _____ Date: _____

I have reviewed the student handbook with my child:

Parent Signature: _____ Date: _____

SCHOOL CLUBS AND ORGANIZATIONS

2022 - 2023

If you do **NOT** want your child to participate in a particular club or organization at school please complete the information requested below and return to your child's school. For a complete list of school clubs and organizations for any particular school, please contact the school.

Student Name: _____ Grade: _____

My child, identified above, **may not** participate in the club or organization listed below:

_____

_____

By completing this form I am declining permission for my child to participate in the club or organization listed above.

Parent Signature: _____ Date: _____

DECLARACION DE ENTENDER LA PAUTA REFERENTE A LOS ESTUDIANTES Y LOS PADRES

La Guía para Estudiantes/Agenda y la página de Web del Distrito Escolar Student Handbook | Students (barrow.k12.ga.us) incluye cierta información importantísima sobre el ciclo escolar venidero. Por favor, lean Uds. esta información ahora para poder referirse a la Guía con frecuencia durante el ciclo escolar. Si tienen preguntas, pónganse en contacto con las oficinas de su escuela al <Insert School Phone # >. Les podemos contestar con gusto.

Se requiere que cada escuela mantenga documentación verificando que cada estudiante y cada padre tenga acceso a las Normas de Conducta junto con otra información requerida, incluyendo el aviso de las consecuencias potenciales y los castigos potenciales por ausencias injustificadas, y que se les haya dado la oportunidad de hacer cualquier pregunta sobre algo que no haya entendido bien.

Hay que tener un formulario rellenado y firmado para cada estudiante. Los padres/tutores legales y los estudiantes de diez años de edad y mayores para el 1 de septiembre tienen que firmar esta declaración que aparece a continuación. Favor de devolver este formulario al profesor de su estudiante tan pronto como sea posible devolverlo.

Los estudiantes que no pueden leer ni entender bien esta información no tienen que firmar ni escribir sus iniciales en el formulario. Sin embargo, es de esperar que los padres vayan a explicarles esta información a sus hijos con términos mas fáciles de entender. El hecho de no haber firmado o devuelto este formulario no será excusa para que cualquier estudiante no siga las pautas declaradas. Para rellenar este formulario, los estudiantes y tanto como los padres deben de escribir sus iniciales al lado de cada declaración para indicar la comprensión de ella y luego firmar el formulario en el espacio en blanco.

Padres Estudiante

_____ _____ 1. Código de conducta en le transporte– La disciplina en el autobús

_____ _____ 2. La asistencia a la escuela y la ley Georgia’s Compulsory Education

_____ _____ 3. La nutrición en las escuelas: Cargos en la cafetería

_____ _____ 4. Procedimientos Médicos

_____ _____ 5. El derecho de los padres de saber el nivel de entrenamiento y

certificación de los maestros

_____ _____ 6. Seguridad en la Internet

Yo he leído la Guía para los Estudiantes del Ciclo Escolar 2021-2022 y lo he entendido bien. Soy consciente de que yo mismo tengo la responsabilidad de seguir las pautas declaradas en este documento.

Firma del estudiante Fecha

Student Signature: _____ Date: _____

Yo he revisado con mi hijo(a) la guía estudiantil:

Firma de los padres Fecha

Parent Signature: _____ Date: _____

ORGANIZACIONES Y CLUBES DE LA ESCUELA

2022 - 2023

Si es que NO desea que su hijo(a) participe en un club o una organización particular en la escuela, favor de rellenar la información pedida mas abajo y devolver este formulario a la escuela de su hijo(a). Para obtener una lista completa de todos los clubes y las organizaciones de cualquier escuela particular, favor de ponerse en contacto con esa escuela.

Nombre del estudiante: Grado:

Student Name: _____ Grade: _____

My child, identified above, may not participate in the club or organization listed below Mi hijo(a), nombrado(a) previamente, no puede participar en el siguiente club o la siguiente organización:

_____

_____

By completing this form I am declining permission for my child to participate in the club or organization listed above. Al rellenar este formulario, rechazo mi permiso para que mi hijo(a) participe en el club o la organización nombrado(a) más arriba.

Firma del padre Fecha

Parent Signature: _____ Date: _____