

Smiley Elementary School

**Student Handbook
2026 - 2027**



As Strong as the Tide!

**Dr. Melanie Spradley, Principal
Mrs. Jeri Lester, Assistant Principal
Dr. Catherine Smiley, Assistant Principal**

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Receipt of Handbook

I have reviewed a digital copy of the 2026- 2027 Smiley Elementary Student Handbook and reviewed the contents with my student. I understand the handbook is also available on the Smiley Elementary School website at <https://seslongco.com/>

My Child's Name: _____

My Child's Grade Level: _____

My Child's Homeroom Teacher: _____

Parent Signature: _____ Date: _____

Student pictures are occasionally taken for school sponsored social media (Facebook, websites, local newspaper, Class Dojo, etc.). By signing below, you give Smiley Elementary permission to use your child's photos. If this page is not returned, we are assuming you are giving permission.

_____ I give permission to use my child's photo and name on school sponsored social media.

_____ I do not give permission to use my child's photo and name on school sponsored social media.

Please sign and return to your child's homeroom teacher.

WELCOME TO SMILEY ELEMENTARY

PRINCIPAL'S MESSAGE

As we begin the 2026 - 2027 school year, we are excited to partner with you in your child's educational journey!

At Smiley, we are committed to providing a safe, supportive, and engaging learning environment where every child can learn, grow, and succeed. Together, we are lighting the way to learning and helping our students build bright minds and bright futures.

Just as sunshine helps things grow, strong partnerships between home and school help children thrive. By working together, we can help our students develop confidence, character, and a love of learning while encouraging them to let their light shine.

The purpose of this handbook is to provide students and parents with a guide to the policies and procedures of our school. We urge you to review the handbook and keep in mind these guidelines are not all-inclusive. If you have any questions or suggestions, please let us know. It is our desire to keep the line of communication open between parents and the school. For further information regarding updates, programs, and upcoming events throughout the year, please visit our website at <https://seslongco.com/> and our Facebook page.

Thank you for being an important part of the Smiley Elementary family. We look forward to a wonderful year of learning, growth, and bright moments.

Sincerely,

Dr. Melanie Spradley, Principal
Mrs. Jeri Lester, Assistant Principal
Dr. Catherine Smiley, Assistant Principal

Our Mission

Our mission is to foster excellence, integrity, and unity within our academic community. Through a commitment to academic rigor, active engagement, and personal growth, we empower our students to become compassionate leaders, critical thinkers, and global citizens.

Our Vision

Our vision is to create a learning community where students, teachers, and families work together to achieve academic excellence, creativity, and kindness.

Our TIDE Motto

Today I will:

Take control of my choices and be the best student that I can be.

Invest in my goals and not give up.

Develop and use my talents to better myself, my school, my community, and my world.

Encourage others and lead by example through my actions.

STRUCTURE OF THE LONG COUNTY SCHOOL SYSTEM

There are five members of the Long County Board of Education (LCBOE). They are elected by the voters within the five Long County districts; one member from each district. The board members who currently hold these positions are listed below.

District 1 - Tony Duncan District 2 - Bruce Deloach, Chairperson District 3 - Melissa Craft
District 4 - Linda Deloach District 5 - Bryan Wingate, Vice-Chairperson

By Georgia law, the Board of Education is the policy-making body for the school district and sets the policies by which the Long County School System will operate. The person responsible for administering all the policies of the Board of Education is Heath Crane, Superintendent of Schools. All regular Long County Board of Education meetings begin at 4:30 pm on the second Tuesday of each month.

CHAIN OF COMMAND

Although the staff at Smiley Elementary School prides itself on the positive relationships between students, parents, and the community, situations which must be discussed beyond the normal realm of communication may arise. For this reason, the appropriate chain of command is as follows:

First contact: Teacher; Second contact: Principal or Assistant Principal; Third contact: Superintendent or Representative; Fourth contact: Board of Education

DAILY OPERATIONS

SCHOOL HOURS AND ARRIVAL PROCEDURES

School hours for grades 2-3 are from **8:25 am until 3:15 pm**. Students arriving to class after 8:30 will be considered tardy. We permit students to enter the building during our dropoff time from 7:50 - 8:15. Students enter the building through the cafeteria and are released to their classrooms after breakfast.

TARDINESS AND EARLY CHECKOUTS

Students arriving after 8:30 am will be marked tardy and must be escorted into the building to be signed in by a parent. Students arriving late because of a bus issue will not be marked tardy. To take advantage of our free breakfast program, students must be dropped off prior to 8:30 am to allow time for a grab and go breakfast bag.

To maximize student learning time, it is important for students to attend school every day. Our teachers provide instruction during the entire school day so it is important to avoid excessive tardies and early checkouts. Loss of instructional time has a negative impact on academic achievement. Students picked up before 12:15 will be counted absent for the day unless they return to school in a timely manner to represent at least a half day of attendance. Routine appointments should be made after school hours if possible. It is the policy of the school not to call students to the office prior to a parent's arrival for an early dismissal. To prevent delays in our school wide dismissal procedures, early checkouts by parents end at 2:50.

PARENT PICKUP STUDENTS

Parents, guardians, and emergency contact persons must present a valid picture ID prior to checking out a student. Please notify the office immediately if changes need to be made to a student's emergency contact information as students will not be released to anyone not listed. The State Department of Education outlines excused and unexcused absences. Students with excused absences will be permitted to make up missing assignments.

Tardies to school and early check outs will also count toward student absences for rewards, incentives, and yearly perfect attendance awards. Every three tardies/early checkouts without a doctor's note for the student will be considered an absence and negatively impact attendance rewards.

Each student will receive a numbered card tag for parent pickup purposes. For the safety of our students, parents/ guardians must present the school issued parent pickup number. Parent pick-up time is from 3:15 - 3:40 in front of Smiley Elementary.

TRANSPORTATION OVERVIEW

Smiley Elementary provides transportation services through the Long County School System. Students may travel to and from school by school bus, parent pick-up, or approved childcare transportation.

For the safety of all students, transportation arrangements should remain consistent whenever possible. Any changes to a student's normal method of transportation must be submitted in writing to the school.

TRANSPORTATION CHANGES cannot be accepted by phone, email, text message, or Class Dojo.

Students riding a school bus are expected to follow all bus rules and expectations to ensure a safe and positive experience for everyone. Detailed information regarding bus transportation procedures, expectations, discipline procedures, and bus safety can be found in the Transportation Services section of this handbook.

Parents who have questions regarding bus routes, bus stops, or transportation concerns should contact the school office for assistance.

LOST AND FOUND

All lost and found articles are turned into the Lost and Found cart on each hallway. At the end of each nine week grading period all unclaimed clothing is turned in to a local charitable organization. In order to reduce the amount of lost clothing, especially jackets/coats, ***please write your child's name on the label of the clothing.*** Parents are also encouraged to write student names inside lunch boxes and backpacks.

BREAKFAST AND LUNCH SERVICES

A nutritious breakfast and lunch are served daily. All meals served provide 1/3 of the daily nutrition requirements. All Long County students will receive free breakfast each school day. For those who do not qualify for free/reduced lunches, students may purchase a meal. Students eating breakfast and/or lunch will need to enter their lunch number at the register. Please help your child memorize their number if they don't already know it. To find the menu for the day, visit the Long County School System Website and click on the NUTRITION SERVICES tab, and then on the MENUS tab. Following are the current Meal Guidelines for the Long County School System.



Long County School Nutrition Meal Charge Guidelines SY 27

As a partner in education, the Long County School Nutrition Program contributes to a successful academic experience and encourages a lifetime of healthy eating by providing each student with the affordable opportunity to consume meals that are nutritious, appealing, and served by caring professionals. Students are offered breakfast for FREE and lunch is \$3.50 for all grades. Students approved for free or reduced-price meals eat at no cost for lunch. Parents or guardians may submit an application for free or reduced-price meals at any time throughout the school year by visiting LINQ Connect or by requesting a paper application from their child's school. Families are still responsible for paying the debt accrued prior to eligibility change if approved for free or reduced-priced meals. The following information provides guidance on how the Long County School Nutrition Program will handle meal charges.

1. Parents and guardians may set up an account through LINQ Connect. This can be completed by visiting linqconnect.com. Parents can elect to set up alerts as a reminder for when their student's balance is low. LINQ charges a convenience fee for credit/debit card prepayments of \$2.85 per transaction.
2. Students may also pay for meals using cash or check with no additional fees. They can do so by providing this to the cashier at the time of service or parents/guardians can visit the Long County Schools Nutrition Office at All check payments should be made out to Long County School Nutrition.
3. High school students will be allowed to accrue a negative balance of \$21; thereafter, the student will begin receiving an alternate meal at lunch. This will be effective September 1, 2026. This procedure is only applicable to students in grades 9-12. Parents are still responsible for charges incurred on their child's account. However, continued unpaid meal debt for PK-12 students may result in the district seeking a resolution through court proceedings.
4. Students are only allowed to charge lunch meals. A la carte or snack items may not be purchased separately if a student has accrued a negative balance.
5. If a student has incurred a negative balance and brings cash to purchase a meal, the money provided will be applied to the negative balance. If the total reduces the negative balance to below \$21, the student will be provided with a regular meal. If the total remains above \$21, the student will be provided with an alternate meal.
6. Long County Schools staff members will attempt to notify parents prior to an alternate meal being provided for high school students. Lunch bills will be sent via email twice weekly. Please make sure PowerSchool accounts are up-to-date with current email addresses and parent contact information.
7. If a child is incurring charges and the parent or guardian is having difficulty paying, it is encouraged to contact the School Nutrition Program office to discuss payment plans or the need to submit a free and reduced-price meal application.

MEAL MODIFICATIONS AND FOOD ALLERGIES

Students that are allergic to milk products or any other foods must complete a Long County Meal Modification Form each year by a physician and the form should be turned in to the school nurse to remain on file in the nurse's office. Once the Meal Modification form is returned, the lunchroom manager will be notified of any specific allergies.

ATTENDANCE MATTERS ***Every day is a chance to shine!***

ATTENDANCE POLICIES

The Long County Board of Education adopts the following policies and procedures to reduce absences (SBOE Rule 160-5-1-.10). **Students are expected to attend school every day.**

The Georgia Compulsory School Law (O.C.G.A. 20-2-690.1)--Mandatory education for children between ages six and 16 will be enforced by the school social worker and the magistrate and state courts of Long County.

Once a student accumulates 5 unexcused absences the School will send home a letter indicating the continued need for cooperation in compulsory attendance, this could include a call, conference, meeting with the School. After two reasonable attempts to notify the parent or guardian to discuss absences, a letter will be sent certified mail, return receipt requested or first class mail. Please note that potential judicial consequences and penalties are the following: could be found guilty of a misdemeanor and, upon conviction be subject to a fine of not less 75 than \$25.00 and not greater than \$100.00; imprisonment not to exceed 30 days; community service, or any combination of such penalties, at the discretion of the court having jurisdiction.

ABSENCES AND EXCUSES

Students are counted present at school if they are present at least half of the instructional day (12:15 PM.). Students in grades Pre-K-8 are allowed to accumulate no more than eighteen (18) absences (excused or unexcused) in any class during the school year. A written excuse must be provided within two (2) school days and students must make up any missed work within two (2) days (for documented excused absences only). It is the responsibility of the student to request missed work. Any absence, excused or unexcused, remains on the student's record and counts toward the allowable absences.

- Students are counted absent but excused when they provide written excuses for:
 - 1) personal illnesses and when attendance at school would endanger their health or the health of others
 - 2) a serious illness or death in the immediate family necessitates absence from school
 - 3) absences mandated by order of government agencies, including pre-induction physical examinations for service in the armed forces, or by court order
 - 4) students celebrating religious holidays
 - 5) conditions rendering attendance impossible or hazardous to their health or safety
 - 6) If a student's parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and that parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat supporting posting, the student will be allowed up to five (5) excused absences during the school year to visit with his or her parent or legal guardian prior to the parent's/guardian's deployment or during the parent's/guardian's leave. It is requested that you submit the documentation prior to the absences occurring.
 - 7) Local boards of education shall count students present when they are serving as pages of the Georgia General Assembly as set forth in O.C.G.A. § 20-2-692.

PROCEDURE FOR DOCUMENTING ABSENCES

Students who have been absent must bring a written excuse from a parent or a doctor's note stating the reason for the absence. The note must be brought to school within two (2) days following the absence. Notes written after two (2) days will not be accepted. The written excuse must contain the following information: (1) Name of student; (2) Date of note (3) Date of absence; (4) Reason for absence; (5) Parent signature or doctor's signature; and (6) Phone number of parent and/or doctor.

TRUANCY

Truant-160-5-.10: Any child subject to compulsory attendance during the school year that has more than five (5) days of unexcused absences. Students having five (5) unexcused absences are in jeopardy of violating Compulsory Attendance.

WITHDRAWAL PROCEDURES

If it becomes necessary for a student to withdraw from school, the parent(s) should inform the main office. Notification can be made in person, by telephone, or by letter. Please allow at least three (3) days advance

notice. Following notification, the records clerk will advise the appropriate personnel and prepare and/or copy the necessary forms, documents, and records.

- **Student Withdrawals** - The Long County School System is authorized to withdraw a student who:
 - Is not subject to compulsory school attendance;
 - and Is not receiving instructional services from the local school system through homebound instruction or instructional services required by the federal Individual with Disabilities Education Act (IDEA).
- **Student Withdrawal** - The superintendent or the superintendent's designee shall use his or her best efforts to notify the parent(s) or other person(s) who is in charge of a student if the school system plans to withdraw said student who is younger than 18 years of age and is not subject to compulsory school attendance.

The Long County School System is authorized to withdraw a student subject to compulsory attendance only if the local superintendent or the superintendent's designee has determined the student is no longer a resident of the local school system or is enrolled in a private school or home school program.

HOSPITAL/HOMEBOUND INSTRUCTION

A student is eligible to be considered for hospital/homebound educational services upon submitting a medical referral form to the school completed and signed by a licensed physician. Included in this form shall be a statement by the physician that the student will be absent a minimum of 10 school days or has a chronic health condition causing him/her to be absent for intermittent periods of time during the school year and that the student is not physically able to participate in educational instruction.

Instruction will be provided by a teacher on a contractual basis. Instructional services may be offered in home or hospital settings through telecommunication devices, individually, or in small groups. An adult must be present during each **entire** home visit instructional period.

HEALTH, SAFETY, AND SECURITY

SCHOOL HEALTH AND NURSE INFORMATION

A nurse is not always available to assist in the administration of medication. The student may be assisted by an adult designated by the principal.

MEDICATION PROCEDURES

Prescription and non-prescription medication will be given to students by school personnel only when the following guidelines are observed.

- Prescription medications must be brought to the school in the original prescription container labeled with the student's name, date prescribed, instruction for administering, name of drug, name of issuing health care provider, expiration date, and route medication is to be given. A "Medication Permission Form" must be completed on all medications. **A student must have taken at least one dose of the medication prior to school health personnel administering any medication.**
- **It is the responsibility of the parent/guardian** to deliver all medications (**prescription or non-prescription**) to the nurse's office or other designated school personnel. Medications must not be sent with a student to school. The only exceptions are for prescription inhalers, epinephrine auto injectors, insulin, and diabetic supplies. Primary and elementary students are not allowed to self administer any medications at school.
- **It is the responsibility of the parent/guardian** to notify the school of changes in the medication, dosage, and/or time of administration. A new "Medication Permission Form" must be completed indicating changes.
- **Non-prescription medications (over-the-counter medications)** must be brought to the school in the unopened original container. A "Short Term/Over the Counter Medication Permission Form" must be completed. **Cough drops are allowed at school.**
- Medications (**including over the counter medications**) administered for more than 10 school days are not considered to be of short term duration. A "Medication Permission Form" must be completed on all medications that will be given more than 10 school days.
- **It is the responsibility of the parent/guardian** to keep the school supplied with adequate amounts of medication for their child.
- Unused or discontinued medications must be picked up by the parent or guardian from the nurse's office prior to the end of the school year. All medications remaining will be disposed of by the school.

GUIDELINES FOR RETURNING FROM ILLNESS

- Students with a contagious illness should stay home. If your student has a communicable disease, please call the nurse at your child's school to inform them.

- Students should be fever free (temp. below 100.4°F) without the use of fever reducing medications for 24 hours before returning to school.
- Students may not return to school for 24 hours after vomiting or diarrhea has stopped.
- A student with head lice should remain at home and have the hair treated. Please do not send a child to school with lice. Please notify the nurse.
- Eyes with drainage, itching, pain, redness of the whites of the eyes, sensitivity to light, or redness of the eye lid should be seen by a health care provider to rule out pink-eye (conjunctivitis). If a student has pink-eye, he or she may return to school after being on prescribed medication for 24 hours.

In the event of a major accident or serious illness, the school will contact the parent/guardian as listed in our records. The Emergency Medical Services (EMS) protocol will be activated in the event of a medical emergency. EMS will determine if transport to the local hospital is necessary. Please keep your phone numbers & emergency contact number current with our school to assist in communication in case your child should need you.

Note to Parents: *If your child is vomiting or has diarrhea, an unexplained rash, illness or injury that cannot be handled at school, you will be asked to pick him/her up. If upon visiting the school nurse, the student has no obvious signs of illness, he/she will be asked to return to class and come back as needed. Often minor aches and complaints do subside after a visit to the school clinic. If your child needs special consideration (due to recent illness, injury, or unusual stress), please let us know by calling or sending a note to school.*

VISITORS ON CAMPUS

To protect instructional time and to keep students safe and secure, state law requires that all visitors report to the front office when they arrive on campus. At no time should a parent or visitor go directly to a teacher's room without first presenting a valid picture ID and checking in with the front office. Unauthorized visitors will be dealt with legally.

FAMILY ENGAGEMENT OPPORTUNITIES

While visitors are not permitted during the instructional day, Smiley Elementary offers multiple opportunities throughout the school year for families to engage with their students. Parent involvement events such as Open House, Book Fair Family Nights, curriculum events, etc. will be scheduled throughout the school year to provide parents and guardians time to visit the school. The table below lists upcoming Smiley events.

Opportunities for Parent Involvement		
Open House Book Fairs throughout the Year Curriculum Night Long County Community Night Fall Festival	Turkey Trot Academic Checkup Weeks Art Show GMAS Parent Night 2nd Grade Dance	3rd Grade Dance Field Day Honors Day GMAS Parade

Persons who insult or abuse school personnel (either verbally or physically) in the presence of pupils may be ordered to leave school premises. Upon failure to do so, these persons shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed \$500.00.

EMERGENCY DRILLS AND SCHOOL CLOSINGS

Throughout the school year, emergency drills such as fire, severe weather, and intruder are conducted so our students and staff remain safe in the event of a true emergency. Emergency procedures should be taken seriously, because they could save a life! If you would like to exempt your student from the intruder drill, a written request must be provided to the school's principal.

In the event of a true emergency situation, parents may not be allowed to check their students out of school if school personnel deem that it is unsafe to allow the parent to check out the child. Once conditions become safe, parents will then be allowed to check out their children. The safety of our children and staff is our first priority!

The local radio stations in Jesup (105.5 FM) and Hinesville (92.3 FM), as well as WTOG Channel 11, our Facebook page, and website (<https://www.seslongco.com/o/ses>) will carry all announcements as early as

possible about school closings due to inclement weather or other emergencies. When it becomes necessary to dismiss during the regular school day, announcements will also be made through these outlets.

CELLULAR PHONES AND ELECTRONIC DEVICES

The Distraction-Free Education Act of Georgia bans personal electronic devices (such as cellphones, smartwatches, and personal tablets) for students in grades K-8. This requires devices to be kept put away during the entire school day. If a student is caught with a device during the school day, it will be confiscated and be given to an administrator so it can be picked up by a parent or guardian. Smiley Elementary School will not assume liability for lost or stolen electronic devices. Searches will not be conducted for devices that are reported stolen.

STUDENT SUPPORT SERVICES

Helping every student shine!

SCHOOL COUNSELING PROGRAM

The guidance and counseling program is an integral part of the curriculum. Mr. Sapp, our school counselor, provides services in a variety of ways, including classroom guidance, consultation/collaboration with teachers, parent and community resources, and individual and group counseling sessions. Drop-in conference times are available on a requested basis as needed. Emergencies will be dealt with as they occur. An emergency situation might include: suicide threat/attempt; death of relative/classmate; self-disclosure or suspicion of child abuse, etc.

SUICIDE PREVENTION AND SCREENING

The safety and well-being of our students are of utmost importance to the Long County School District. As part of our commitment to fostering a supportive and safe school environment, we implement proactive measures to identify and support students who may be at risk for mental health challenges, including suicidal thoughts and behaviors.

- **Suicide Prevention Program:** To address the serious issue of youth suicide, our district has established a comprehensive Suicide Prevention program. This program includes:
 - **Education and Awareness:**
 - Training for staff, students, and parents on recognizing the signs of suicidal ideation and understanding how to respond appropriately.
 - Educational materials and resources available through our school counselors.
 - **Screening and Assessment:**
 - Regular screening for signs of emotional distress, including suicidal thoughts, as a part of our broader mental health and wellness initiatives.
 - Use of evidence-based screening tools to identify students who may be at risk.
 - **Confidentiality and Sensitivity:**
 - All screenings are conducted with the utmost respect for student privacy and confidentiality. ★ Parents and guardians will be notified if their child is identified as at risk, and appropriate steps will be taken to provide support and resources.
 - **Support Services:**
 - Access to school counselors for students in need.
 - Referrals to external mental health resources and services when necessary.
- **Parent and Guardian Involvement**
 - We believe that parents and guardians play a crucial role in the well-being of their children. We encourage open communication and partnership with families to ensure the best support for our students. If you have any concerns about your child's mental health, please do not hesitate to reach out to our school counseling office.
 - **Contact Information** For more information about our Suicide Prevention Program, including resources and support services, please contact:
 - **School Counselor:** Josh Sapp, jsapp@longcountyschools.org
 - **School Psychologist:** Lisa Kuhaneck, 912-545-2919, lkuhaneck@longcountyschools.org
 - **School Principal:** Melanie Spradley, mspradley@longcountyschools.org
 - **Emergency Contact** If you believe your child is in immediate danger, please contact emergency services immediately or the National Suicide Prevention Lifeline at 1-800-273-TALK(8255).

GEORGIA MULTI-TIERED SYSTEM OF SUPPORTS

All Long County schools use the Georgia Multi-Tiered System of Supports (GaMTSS), which supports the belief that academics, behavior, and well-being make up the “whole child.” The GaMTSS system is designed to help all children succeed by providing different levels of support based on student needs. This approach ensures that every student gets the support they need at the right time.

The basic principles of GaMTSS include:

- a teaming approach that maximizes, time, resources, and expertise
- a problem-solving process that uses data to make decisions and meet improvement goals
- a focus on prevention and learning supports to address student needs early
- ongoing and effective partnerships with parents, families, and caretakers

With these elements in place, the school is able to create a supportive school climate that can address a child’s unique needs, helping each to achieve full potential in school.

CHILD ABUSE REPORTING

All employees of the Long County Board of Education, including all teachers, administrators, guidance counselors, and visiting teachers, as well as school social workers and school psychologists employed by the Long County Board of Education, who have reason or cause to believe that a child is being or has been abused shall report immediately but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused in accordance with Georgia law and the protocol for handling child abuse cases for Long County, Georgia.

STUDENT EXPECTATIONS AND SCHOOL CULTURE

The Blue Tide Way!

The expectations for our Smiley Elementary students are to do everything The Blue Tide Way. We are ready; we are responsible; and we are respectful.

Blue Tide Expectations			
Location	We Are READY Prepared & Engaged	We Are RESPONSIBLE Accountable & Safe	We are RESPECTFUL Kind and Supportive
Classroom	• Have all of your materials. • Follow instructions. • Use a level 0 voice.	• Ask for help. • Use coping strategies when upset. • Follow classroom routines.	• Wait your turn. • Show empathy; include everyone. • Compliment classmates.
Hallway	• Ride the Wave. • Respect personal space. • Transition quickly.	• Hands by your sides. • Level 0. • Go directly to your location.	• Be mindful of others in the hall and classroom. • Greet others kindly.
Cafeteria	• Remember your lunch tag. • Get all you need in one trip. • Sit calmly.	• Clean your area. • Use a level 0 or 1 voice level.	• Say, “Thank you” to staff. • Wait patiently in line. • Respect the space of others.
Restroom	• Have all of your materials. • Follow instructions. • Use a level 0 voice.	• Walk in the restroom. • Level 0 voice level. • Report issues or messes..	• Keep the area clean. • Wait quietly if needed. • Be considerate of others.
Bus/Dismissal	• Keep everything in your bookbag. • Listen for announcements.	• Follow end of day routines. • Stay in your assigned area. • Ask questions if needed..	• Follow staff directions. • Include others; avoid conflict. • End the day with a kind word!

PBIS FRAMEWORK

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school’s sense of safety, and support academic improvements. This discipline approach combines continuous teaching of school expectations and acknowledging positive

student behaviors to create a school climate of productivity, safety, and learning. As a PBIS school, we strive to Be Ready, Be Respectful, Be Responsible.

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed will be in proportion to the severity of the behavior. The student's discipline history, the age of the student, intent, exceptionality, English Language Learner status, and other relevant factors will also be taken into account.

STUDENT RESPONSIBILITIES

It is expected that each student will exhibit the kind of personal self-discipline which is conducive to a good learning environment. The administration and faculty will enforce rules that are necessary for the safe operation of the school. However, parents/guardians should assume the primary responsibility of encouraging the proper behavior of their children. No student ever has the right to interfere with a fellow classmate's right to learn.

Students are expected to follow all expectations included in the PBIS Expectation Matrix and behave in a manner considered to be ready, responsible, and respectful. Students are expected to:

- Respect all administrators, teachers, support personnel, and fellow students in school.
- Refrain from the use of profane or obscene language. All negative gestures and insults are to be kept to oneself.
- Leave all toys, pets, games, electronic devices (including cell phones and smart watches), glass items, playing/trading cards, etc. at home unless permission is granted by a teacher for special classroom use. *School personnel are not responsible for any unsolicited material or equipment a student may bring to school unless it is confiscated. Parents may recover a confiscated item by contacting the teacher. Unclaimed items will be discarded at the end of the school year. Furthermore, students are not permitted to sell or exchange items at school or on the school buses.*
- Take care of school property. Students will be held responsible for loss or damage to school property including Chromebooks. Theft of school or other student's property will not be tolerated.
- Be honest and avoid lying and cheating.
- Refrain from bringing weapons of any kind to school.
- Resolve personal conflicts without physical aggression or fighting. If necessary, students may seek the help of school personnel/counselors.

STUDENT DRESS CODE

Students in the school system are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and safety. All students shall dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. Examples of inappropriate dress and grooming include lack of cleanliness in person or dress; shoelessness; "short-short" clothing; bare midriffs; "tank tops"; "see-through" clothing or apparel which designates gangs or similar organizations or any dress that is disruptive to the educational process. Designated dress involving school activities approved by the principal shall be acceptable. The principal or other duly authorized school official shall determine whether any particular mode of dress or grooming results in a violation of the spirit and/or the intent of this rule.

The following rules regarding dress code are enforced:

- Wear shoes and correct fitting clothing at all times. Tight or extremely loose clothing may interfere with daily activities. No pajamas, lounge wear, bathing suit tops, or sleep wear.
- Please refrain from wearing: cleats (steel or rubber), heelys (shoes with wheels), halter tops, crop tops, see-through tops, midriff tops, or tops with excessively large armholes or low-cut neck holes.
- Do not wear clothing or have in their possession anything, which advertises tobacco or alcoholic beverages or suggestive and/or profane language.
- Please refrain from wearing sunglasses indoors.
- Students must wear pants, shorts, and skirts high enough around the waist so that neither skin nor any undergarment will show.
- Girls should not wear high-heel shoes except for special occasions such as a program at the school. High heels deter students from participating in recess, physical education, and normal day-to-day activities which require movement.
- Hemlines, including shorts and skirts, must be at least mid-thigh.
- Jeans or pants with holes above the knees must have sufficient clothing underneath.
- Refrain from wearing dog collars, chains with locks, or bracelets with spikes.
- No hats or hoodies are allowed to be worn in the building except on designated days (hat day, field day, dress-up days, etc.)

DISCIPLINE GUIDE

Administrative Oversight: This code of conduct is meant to serve as a guide, not as an all-inclusive policy manual. The administration of Smiley Elementary School will determine the severity of the action and the appropriate punishment for actions that are not taken into account in this code. Smiley Elementary School reserves the right to use administrative oversight in dealing with discipline problems at the school.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

Discipline incidents are classified as Level 1, Level 2, Level 3, or Level 4 infractions. The underlying principle is to use the least severe action that is appropriate for the misbehavior. Administrators will increase the severity of the action if the misbehaviors continue.

Level 1			
Level 1 Behavior Incidents are acts that disrupt the orderly operations of the classroom, school, transportation, or extracurricular activities such as: - Out of Assigned Area - Disruptive Behavior or Play - Disobedient/Insubordination - Computer/Technology Misuse - Cheating - Disrespectful Language - Confrontation Violation - Tech Violation (cell phone, watch, etc) - Failure to Comply with School Rules - Lying/Misrepresentation - Threat, Non-criminal - Disrespectful Language - Bus Rules - Prohibited Items Violation Administrative Responsibilities - Investigation - Parent/Guardian Contact - Witness Statement - Student Conference - Obtain Discipline Referral from Teacher Range of Corrective Strategies Prior to Administering Discipline - The principal or designees may select at least one of the following from Level 1 Actions. Principals may authorize use of Level 2 Actions for repeated, serious, or habitual Level 1 incidents. - Review of Matrix - Re-teach Behavior - Coaching - Reflective Assignment/Apology Letter Level 1 Actions - Parent/Guardian Contacted and/or Conference - Loss of activity or other free choice time - Assigned Seats - Confiscation (if needed) - Conference with Student - Reflection Activity - Silent Lunch or eat in designated area during lunch - Recess Detention - Classroom detention/time out - Daily/Weekly Reports **Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s) that is approved by the building administrator.			
Level 2			
Level 2 Behavior Incidents are more serious than level 1 incidents. These behaviors significantly interfere with the learning process and /or the well-being of others such as: - Harassment (non-sexual) - Physical Aggression - Vandalism (Less than \$1000) - Severe Inappropriate Activity - Bus Disruption - Bullying - Sexual Harassment - Profane or Obscene Language - Repetitive Disruptive Behavior - Theft (Less than \$750) - Threat - Repetitive Disobedience - Leaving School Grounds Without Permission Administrative Responsibilities - Investigation - Student Conference - Witness Statement - Parent/Guardian Contact - Obtain Discipline Referral from Teacher Range of Level 2 Discipline Actions - The principals or designees should apply discipline in a progressive manner. The principal or designees can select one of the following strategies from level 1, as well as one action from level 2. - Review of expectations - Referral for School Counseling - Daily/Weekly Behavior Reports - In-School Suspension - Participation in the cleaning/repair of any damage caused to the school-related environment. - Financial restitution for the repair of any damage caused to the school related environment. - Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the student to be engaged in the desired character trait(s). - Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s). - Reflective Assignment/Apology Letter - Behavior Contracts - Loss of Privileges - Bus Suspension - Check in/ Check Out - Coaching - Confiscation (if needed) - Out of School Suspension up to 3 school days.			

Level 3		
Level 3 Behavior Incidents are more serious than level 2 incidents. These behaviors cause significant disruptions with learning, create health and/or safety concerns, or damage school property such as: - Fighting - Physical Attack - Possession of Alcohol - Possession of Weapon - Sexual Misconduct - Verbal Assault on a Student - Theft (equal to or greater than \$750) - Possession of Drugs/Vapes - Disruption of School - Verbal Assault on a School Board Employee - Vandalism (equal to or greater than \$1000) - Computer/Technology Misuse (Major) - Inappropriate, Lewd, or Obscene Act		
Administrative Responsibilities - Investigation - Student conference - Witness Statement - Parent/Guardian contact and/or conference - Obtain Discipline Referral from Teacher		
Range of Level 3 Discipline Actions - The principal or designees must select at least one of the level 3 actions: - Parent/Guardian contact and/or conference - Restriction from programs and special assemblies. - Participation in the cleaning/repair of any damage caused to the school-related environment. - Financial restitution for the repair of any damage caused to the school-related environment. - Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s). - Suspension from school for up to five (5) school days, which shall include any time during which the student was subject to suspension pending investigation. - Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s) - Student conference - Full day of In-school suspension for up to 10 school days.		
Level 4		
Level 4 Behavior Incidents are the most serious acts of student misconduct and threaten life such as: - Imminent Threat of Violence, High Level - Bomb Threat - Possession of a Firearm, handgun, rifle, or shotgun - Attempted a Criminal Act Against a Person - Weapons - Post/Transmit a Threat of Mass Shooting or Terrorism - Aggravated Assault		
Administrative Responsibilities - Investigation - Notify SRO - Notify Board Level Admin - Witness Statement - Student conference - Threat Assessment - Obtain Discipline Referral from Teacher - Parent/Guardian contact and/or conference		
Range of Discipline Actions -The principal or designee must use the following level 4 actions: - Parent/Guardian Contacted - Suspension from school for up to five (5) days. - Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s). - Student Conference - Restriction from school programs and special assemblies. - Confiscation (if applicable)		

IN-SCHOOL SUSPENSION (ISS)

The specific purpose of In School Suspension is to provide an alternative to the removal of the student from school and time to relearn the behavior expectations for Smiley Elementary. This program allows a disciplined student to attend school, be counted present, complete classroom assignments, and return home at the end of the day. However, she/he is not allowed to interact with peers at any time during the school day while assigned to In School Suspension. This discipline consequence is assigned by administration and is based on the merits of each case. Any student who misbehaves during their assignment to In School Suspension waives his/her right to this discipline alternative and may receive Out of School Suspension (OSS) regardless of the number of times In School Suspension has been assigned.

OUT-OF-SCHOOL SUSPENSION (OSS)

A student suspended from school has the following restrictions:

1. The student will not participate in any school sponsored activity including extracurricular events during the suspension. Participation may resume on the day following the suspension.
2. The student will not return to the school or the campus until the day after the suspension.
3. The parent will be encouraged to report to the school for a conference upon the student's return.
4. The first time a student is assigned OSS as a discipline measure, the following procedure is to be followed:
 - a. The student is responsible for requesting all make-up work from his/her teacher(s) the first day returning to school after OSS.
 - b. The student is allowed one (1) school day to complete the make-up work for each day of OSS that was assigned.
 - c. The student is responsible for turning the make-up work in to the teacher(s) by the date it is due.
 - d. The make-up work may not be prepared during the school day.

HARASSMENT, THREATS AND BULLYING

Harassment is defined as a pattern of intentional, substantial, and unreasonable verbal or written contact that is initiated, maintained, or repeated after being given notice that the conduct is inappropriate. Bullying behavior is defined as: Willful attempts or threats to inflict injury on another person, when accompanied by an apparent present ability to do so; or intentional displays of force such as would give the victim reason to fear or expect immediate bodily harm (O.C.G.A. 20-2-751.4).

1. No student shall engage in verbal or written harassment or abuse of or toward another student or students or school system employees or other adults.
2. No student shall threaten, verbally or written, expressed or implied, or conspire to cause bodily injury to any student, school employee or non-school employee.
3. No student shall bully another student or students. After the first initial conference with administration and parents, disciplinary actions will incur.
4. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not the electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to: any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

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

WEAPONS POLICY

Possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel, and is a violation of state law.

No student shall possess or use any weapon in any school building, on school premises, at any school sponsored function or activity, including sporting events and other similar or related functions; in any school vehicle or bus; or in a private vehicle parked on school property, or on other public or private property in proximity to school property while attending school or a school sponsored or school related function. For purposes of this policy, "weapon" means and includes:

- any pistol, revolver, gun, weapon, or imitation weapon designed or intended to propel bullets, missiles, or objects of any kind;
- any disk, bowie knife, switchblade knife, ballistic knife, or other knife of any length;
- straight-edge razor, box cutter, utility knife, etc; or razor blades.
- spring stick, metal knuckles, blackjack, baseball bat, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely;
- any disc of whatever configuration, having at least two points or pointed blades, which is designed to be thrown or propelled and which may be known as a throwing star or dart, or any weapon of like kind;
- any blade equaling or exceeding two (2) inches will be dealt with severely with a police report being filed and the student receiving a minimum five (5) day suspension.

Penalties for violation of this policy may be immediate suspension from school for a period not exceeding five (5) school days. Subject to investigation, by the proper authorities, the principal may recommend expulsion from school. It must be noted that a plastic gun or water pistol can be defined as a weapon under this policy. Parents must monitor items that are brought to school to be sure they do not fall under the definition of this policy. All decisions for punishment are rendered as appropriate by the administration.

Fireworks and "pop its" are also not allowed. Penalty for bringing these items to school will be determined based on administrative discretion.

ALCOHOL, TOBACCO, DRUGS, AND VAPING

At no time during school or school functions will the use or the possession of tobacco or vapor products be allowed. Disciplinary sanctions will be imposed on students who violate this policy.

It shall be the policy of this school to take positive action through education, counseling, parental involvement, intervention, medical referral, and police referral in the handling of incidents in the school involving the possession, sale, and/or use of behavior-affecting substances. These substances shall include, but not be

limited to, cocaine, marijuana, LSD, glue, alcohol, barbiturates, any controlled substance as defined by Georgia law, and anabolic steroids. The possession and use of alcohol and illicit drugs is wrong and harmful.

It shall further be the policy of this school to provide age appropriate, developmentally based alcohol and other drug education and prevention programs, which address the legal, social, and health consequences of alcohol and other drug use and to provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol. These programs shall also provide information about any alcohol or other drug counseling rehabilitation and re-entry programs available to students.

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, controlled substance, alcoholic beverage, anabolic steroids, or intoxicant of any kind at school or on school property at any time; off the schools grounds at a school sponsored activity, function or event; or en route to and from school.

A student shall not attend school or any school event after having consumed any quantity of alcohol or illegal substance. Use may be detected by observation, odor, or other means.

Compliance with these requirements is mandatory. Use of a drug authorized by a medical prescription from a registered physician in the amount prescribed by the physician shall not be considered a violation of this regulation. All prescription drugs shall be kept in their original containers and must be delivered to the school nurse along with a district prescription medication form.

Possession or use of Vaping and vaping products, including e-cigarettes, or similar devices or products, vaping oils, refill cartridges, vape chargers, Juuls, and other vape paraphernalia are not allowed. This prohibition includes any product that contains cannabidiol (CBD), whether hemp or cannabis and regardless of the amount of THC in the product or the extent to which it is legal or illegal under state law, and related paraphernalia)

PROCEDURES FOR HANDLING DRUG-RELATED INCIDENTS

Procedure for handling incidents in the school involving the possession, sale and/or use of alcohol, other drugs, or any behavior affecting substance shall be as follows:

1. The building administrator will be responsible for carrying out the policy and its supporting procedures within the school.
2. The building administrator will serve as the clearing point for records, reports, and inquiries relating to school.
3. Staff members shall report any violation of this policy to any member of the school's administrative staff. Administrative staff members are the principal and assistant principal(s).
4. The parent or custodian of any involved student shall be contacted immediately.
5. Disciplinary action shall be specific.
 - a. A student known to be in violation of this policy shall be suspended by the administration from school. A referral to the disciplinary tribunal for further action may be made by the building administrator.
 - b. A student known to be under the influence of such substances at school may be suspended for a minimum of five (5) days.
 - c. A student suspension may be reduced by the discretion of the administration if a student seeks and obtains treatment from an approved intervention or treatment program. The principal or designee will furnish information to the student or the student's parent or custodian regarding approved intervention and treatment programs.
 - d. The school will cooperate with the police department by reporting the source of supply, if known to the school.
 - e. The school will assist students who use drugs, through counseling, drug abuse education, cooperation with city or county health departments, personnel, and individual physicians, or by other appropriate means.
 - f. A copy of this policy shall be provided to all parents and students.

ACADEMICS AND STUDENT LEARNING ***Learning and growing together!***

ADDITIONAL PROGRAMS

In addition to having a regular classroom teacher, a student will also have teachers in media, physical education, art, Computer lab, Agriculture through Literacy, and Spanish. The school also provides, as needed, classes for remediation, for learning disabilities, behavior disorders, the gifted, speech and language difficulties, physical, mental or emotional disabilities, and visual impairment.

MEDIA CENTER

The media center, or library, has many books for use by students. The media center will open at 8:40 A.M. and close at 3:00 P.M. each day allowing students opportunities to visit the media center. Books may be checked out for a period of one week. It is very important for parents to read to their children, and allow children to read to them on a daily basis. The media specialist will provide a variety of incentive programs during the year to encourage students to visit their media center often.

- **Beanstack:** To build a culture of reading through reading challenges and motivation tools, Smiley Elementary utilizes the digital program Beanstack. There will be school, class, grade level, and individual challenges for students to participate. Students earn badges by logging their reading minutes. Parents can also interact with the platform through an app to encourage their children to read.

TEXTBOOKS AND TECHNOLOGY DEVICES

Textbooks and library books will be issued to individual students who will be held responsible for them. If a book is lost or stolen, the student must pay the stated price for the book before another book can be issued. All books must be returned or accounted for before grades are issued at the end of each semester.

Smiley Elementary is also fortunate to have Chromebooks for student use. These devices are intended to enhance daily classroom instruction. Failure to comply with the Long County Schools Internet Acceptable Use Guidelines/Procedures (page 32) will result in consequences such as loss of privileges or restitution for damages as determined by the school administration.

HOME AND SCHOOL CONNECTION ASSIGNMENTS

All students at Smiley Elementary should either read for at least 20 minutes per day or be read to for the same amount of time. Reading on a regular basis will increase both fluency and comprehension which are critical to the success of our students. Grade level homework expectations will be sent to parents at the beginning of the school year by individual teachers. Parents are encouraged to ask students questions relating to class work and/or activities each day.

PROGRESS REPORTS

Progress Reports will be issued to all students after approximately 4½ weeks of each nine-week grading period. The reports should be signed by a parent or guardian and returned to the homeroom teachers the following school day.

REPORT CARDS

Student report cards are sent home at the end of each nine weeks of school. A slip of paper on which the parent/guardian signs acknowledging receipt of the report card is sent home as well. We ask parents/guardians to sign this slip and send it back to the child's homeroom teacher.

Please examine your child's report card carefully and sign and return it as soon as possible. A signature does not indicate approval or disapproval of the grades by the parent. It is a verification that the parent has seen the card and is aware of the child's performance.

GRADE REPORTING PERIODS 2026 - 2027

Nine Weeks	Time-Line	Progress Report Dates	Report Card Dates
First	Aug 17 – Oct 15	September 15	October 22
Second	Oct 20 – Dec 18	November 18	January 7 <i>Mid Year Academic Checkups:</i>
Third	Jan 5 - March 11	February 3	March 17 <i>Promotion in Doubt Academic Checkups:</i>
Fourth	March 15 - May 27	April 20	May 27

GRADING SYSTEM

Reports cards based on mastery of the standards through recorded test grades, assessments, daily grades, etc. The grading scale is as follows: A - 90 - 100; B - 80 - 89; C- 70 - 79; F - 69 and below.

Students on the Principal's List must have all grades 90 or above. Honor Roll students must have at least one A and 80 or above in the other three major academic subjects. To receive Academic Honors for an end of the year award, the report card must reflect the Principal's List or Honor Roll for every nine week term.

Students will have two school days to complete missing or incomplete work. In order to be promoted to the next grade level, students are expected to earn a grade of 70 or above in all content areas. Any student who receives a failing grade for the year in one or more content areas will be considered for retention.

INCOMPLETE GRADES

Students receiving incomplete grades must complete course requirements within two weeks of the beginning of the following nine weeks or receive a failing grade.

ASSESSMENT ADMINISTRATION GUIDELINES

As students progress through elementary school, they are expected to become increasingly independent readers. Assessment procedures are designed to support this growth by gradually reducing read-aloud assistance and preparing students for state assessments. Students with accommodations through an IEP, Section 504 Plan, or ESOL services will continue to receive approved testing supports. Parents with questions regarding assessment procedures or accommodations should contact their child's teacher or school administrator.

GRADE LEVEL	ASSESSMENT READ-ALoud EXPECTATIONS
Kindergarten	Assessments may be read aloud by the teacher throughout the school year.
First Grade	Teacher support is gradually reduced throughout the year as students become more independent readers.
Second Grade	Students increasingly read assessment passages, questions, and answer choices independently throughout the year.
Grades 3 - 5	Students are expected to independently read assessments unless accommodations are documented through an IEP, 504 Plan, or ESOL plan.

POWERSCHOOL

Parents or Guardians of second and third grade students may gain access to student grades through our school grade reporting system PowerSchool. Parent/Guardian access will be made available within the first nine weeks of school.

ASSESSMENT DATA

Using the State Longitudinal Data System and data analysis protocol, Georgia Milestones Assessment Data are analyzed to see which areas and which students need to be targeted to improve overall instruction. In addition to the Georgia Milestone Assessment, the following will be analyzed throughout the course of the year:

- District Content Assessments (Summative/Formative)
- Georgia Alternate Assessment (GAA)
- NWEA MAP Growth
- Reading Diagnostic
- Social-Emotional Behavior Screener
- AMIRA

LITERACY AND ACADEMIC INITIATIVES

HOUSE BILL 307

Blue Tide Families,

As we begin a new school year it is important for us to inform you about an important legislative development in Georgia that will impact your child's education, specifically focusing on early literacy. House Bill 307 (the Georgia Early Literacy and Dyslexia Act, or GELDA) is designed to consolidate House Bill 538 (Georgia Early Literacy Act) and Senate Bill 48 (Georgia Dyslexia Law). House Bill 307 is intended to enhance early literacy outcomes and support students who are at high risk of not attaining grade level reading proficiency.

Key components of House Bill 307 include:

- **Screening and Identification:** The bill mandates the administration of a universal reading and a characteristics of dyslexia screener three times per year for students in kindergarten through third grade. The district will utilize HMH Amira. HMH Amira will measure foundational reading skills, Rapid Automatized Naming (RAN), provide micro-interventions, and progress monitoring. Additional qualitative and quantitative data will be collected throughout the school year. If you prefer that your child NOT participate in the Georgia Reading and Dyslexia Screening Process, please notify your child's principal in writing. Otherwise, consent is implied.
- **Parental Notification:** Clear communication with parents regarding student progress and instructional support will be provided based on the 15 school days timeline. HMH Amira progress monitoring reports will be provided to parents at a minimum 3 times a year.
- **High-Quality Instructional Material:** HMH Into Reading will serve as the core reading curriculum. HMH received the highest ratings from the GA Advisory Committee. UFLI will serve as the core phonics curriculum for kindergarten through third grade.
- **Professional Development and Teacher Preparation:** Professional Development will focus on the Science of Reading, foundational literacy skills, structured literacy, and High-Leverage Practices.
- **Tiered Reading Support Plan:** The bill mandates Tiered Reading Support Plans for students with reading difficulties. Reading Support Plans will be provided to parents based on the 15 school days timeline. Reading Support Plans will include: the evidence-based intervention practice(s), intervention target skill(s), name the educator providing the intervention, describe the progress monitoring tool, frequency of monitoring, and intervention start date.

House Bill 307 reinforces Georgia's commitment to supporting all learners and promoting literacy skills at an early age. Scan the QR code to learn how you can support your child's development of foundational reading skills.



Thank you for partnering with us.

TRANSPORTATION SERVICES

SCHOOL TRANSPORTATION PROCEDURES

Transportation services are a *privilege* provided by the Long County Board of Education. All students must abide by all established bus rules/expectations to ensure safety to themselves and others and to retain the opportunity to ride the bus.

Each student who rides a bus is required to conduct himself/herself in a manner consistent with established standards of behavior. Any behavior which distracts the driver presents a hazard to the safe operation of the bus and jeopardizes the safety of all passengers.

Students must board and depart buses at their assigned stops unless other arrangements are made in advance. If the parent wants the student to ride a different bus, get off or on at a different stop, or to ride the bus that day, a note must be sent to school explaining the desired change.

The note should include:

- the student's first and last name,
 - the homeroom teacher's name,
 - the date,
 - the address of the requested stop, and
 - the parent's name and contact information.
- The student must turn the note in to his/her homeroom teacher during the homeroom period.

**** If there is no note from home, the student will be required to follow his/her regular afternoon transportation schedule. For student safety, transportation changes cannot be made over the phone.**

The driver has full authority on the bus. Failure to follow prescribed rules of conduct will result in a student being referred for disciplinary action. The driver will report the name of the offending student along with a description of the conduct to the administration. Parents/guardians are required to pick students up at the designated bus stop. The guidelines in the state of Georgia are as follows:

Age	Guidelines
8 and under	Require a parent, guardian, or appropriate-aged designee (13 years old and older) to be present at the bus stop to receive them. Should never be left alone, not even for short periods of time.
Between 9 and 12	Typically allowed to disembark at the bus stop alone. Based on level of maturity, can be left at home for brief periods of time.
13 and older	Generally can be left as babysitters, with the exception of children in foster care. It is not recommended, however, that 13 year olds babysit infants, small children and children that require special attention due to medical conditions.

BUS EXPECTATIONS:

BE READY:

- WALK TO THE BUS AND GO TO YOUR ASSIGNED SEAT
- STAY IN YOUR ASSIGNED SEAT FACING FORWARD/SITTING
- KEEP YOUR HANDS/FEET TO SELF

BE RESPONSIBLE:

- FOLLOW DIRECTIONS OF DRIVER
- REMAIN SEATED
- TALK USING LEVEL 1 VOICE (LEVEL 0 AT RAILROAD CROSSING)
- KEEP BELONGINGS TO YOURSELF

BE RESPECTFUL:

- TALK NICELY TO OTHERS
- FOLLOW DIRECTIONS OF DRIVER
- KEEP HANDS/FEET TO SELF

BUS DISCIPLINE PROCEDURES

Inappropriate behavior on the school bus distracts the driver, is a serious hazard to safe operation of the bus, and jeopardizes all riders. To protect the safety and well-being of all riders, students must follow conduct rules. Proper bus conduct must be a joint effort of bus drivers, students, parents, teachers, and administrators.

Severe/continuous misbehavior will be dealt with on an individual basis pending administrative judgment of the offense.

GRADES 2 - 3

1st Offense - Student conference with Administration; letter to parents.

2nd Offense - Warning/conference/reteach with student. Notice to parents stating warning of bus suspension.

3rd Offense - One day bus suspension. Parent conference required.

4th Offense - Three days bus suspension. Parent conference required.

5th Offense - Five days bus suspension. Parent conference required.

6th Offense - Ten days bus suspension. Parent conference required.

* When suspension of bus privileges occurs, a conference must be held with the parent, student, and administrator before any bus privileges may be restored.

* Suspension days may vary according to the severity of the offense.

Significant lapse time between referrals may result in a return to an earlier consequence level. However, due to the absolute necessity of providing safe transportation for all students, extreme behaviors may result in first referral action initiating at a later consequence level. Such exceptions are at the professional discretion of the Transportation Director and/or Administrator.

Same day referrals (i.e. A.M./P.M. route) will be considered one referral rather than two in order to allow parents time to counsel with the child and give the child an opportunity to correct inappropriate behavior(s).

BUS VANDALISM POLICY

Vandalism on the school buses will result in suspension from riding the bus and restitution for damages accordingly:

- Minor damages to seat cover - 2 days suspension and \$30.00 restitution for repair.
- Replacing the seat cover - 5 days suspension and restitution for seat cover.
- Total seat replacement (padding and cover) - 10 days suspension and \$55.00 restitution for seat replacement.
- Other acts of vandalism will be dealt with on a case-by-case basis. Students will be assessed and restitution fees based on cost of materials and labor.

****Length of suspension will be based on the severity of the act.**

The student will not be allowed to ride the school bus until restitution is paid at the Board of Education Office. Full suspension periods will be served in all cases.

STUDENT LIFE, ACTIVITIES, AND RECOGNITION *Celebrating success!*

BLUE TIDE REWARDS

Students have the opportunity to earn rewards for following the Blue Tide Way of being ready, responsible, and respectful.

- Within the classroom: Teachers will include positive reinforcements in their classrooms.
- Tide Ticket Shout Outs will be completed by teachers to recognize students demonstrating ready, responsible, and respectful behaviors. These Tide Shout Outs will be read aloud by administration during morning announcements.
- Teacher Pods will select one student monthly to receive the Student of the Month award.

HONOR'S DAY

During the last week of school, awards ceremonies will be held to recognize the academic achievements of our students.

- **Principal's List:** A student with a grade of **90** or above in all major subjects will be on the Principal's List for the nine weeks..
- **Honor Roll:** A student with a grade of **80** or above in all major subjects will be on the Honor Roll for the nine weeks.
- **Perfect Attendance:** Perfect Attendance for the year will be recognized at Honors Day. Excessive late sign-ins and early checkouts impact the receiving of this award.
- **Birthdays:** All students at Smiley Elementary are special. Teachers will honor student birthdays within their classrooms.
- **Honors Day:** At the conclusion of the school year, we celebrate student achievement with our annual Smiley Honors Day Programs. Each grade level will hold an awards ceremony to recognize outstanding accomplishments.

ICE CREAM and POPCORN SALES

Each Tuesday and Thursday, ice cream will be available for students to purchase during their lunch period. Popcorn will be available for purchase on alternating Fridays. The cost for each is \$1.00. Money should be sent to school in an envelope with the student's name and homeroom teacher written on the front. **Teachers do have the right to deny these purchases based on behavior.**

PHYSICAL EDUCATION

Physical education is required for every student unless a student is eligible for adaptive physical education. The purpose of this class is to acquaint each student with various physical activities that will orient the student toward better physical, mental, and social health. A student learns through physical activities to persevere, to exert fully, to set realistic goals, to lead and follow, to cooperate, to respect, to accomplish, and to discipline himself. As part of our Healthy Schools Program, our students are encouraged to participate in at least a total of 60 minutes of physical activity between school and home.

FAMILY PARTNERSHIPS

PARENT-TEACHER CONFERENCES

Conferences can be scheduled by contacting the school at 912-545-2147 or via the teacher's school email address. Staff members typically respond within 24 hours. Conferences may be scheduled before school, after school, or during the teacher's planning period to protect instructional time. If requested by the teacher or parent, a building administrator may attend the conference.

SMILEY ELEMENTARY PARENT INVOLVEMENT POLICY

Smiley Elementary School affirms and assures the right of parents and legal guardians of children being served in activities funded by Title I the opportunities to participate in the planning, design and implementation of the Title I program and its activities.

A. Smiley Elementary School shall involve parents in the joint development of a written parent involvement policy that shall be incorporated into the school system's plan under section 6312 of the Every Student Succeeds Act (ESSA). The school system shall involve parents in the process of school review and improvement under section 6316 through input received from school level improvement committees, school council meetings with parent membership, and through input received from other parent meetings or written surveys. The school system shall also establish expectations for parent involvement through written information distributed to parents through system, school, and classroom newsletters, parent contracts, the local media, as well as through school or system websites.

B. Smiley Elementary School shall provide coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance through the distribution of written information and resources and through meetings in or out of the school involving appropriate personnel.

C. Smiley Elementary School shall build the school's and parent's capacity for strong parental involvement through a variety of activities to include but not limited to:

- Providing information to parents in written form or through meetings on topics such as the State's academic content standards, State and local student academic achievement standards/assessments, and the requirements of parent involvement under the law.
- Providing materials and training to help parents work with their children and monitor their progress to improve their children's achievement.
- Training educational staff on how to build ties between parents and the school.
- Coordinating and integrating parent involvement strategies with Head Start, Pre-K programs and other programs, to the extent feasible and appropriate by communicating directly and indirectly with these agencies through verbal or written information when needed.
- Sending information to parents in a format and, to the extent feasible, in a language that parents can understand.
- Providing reasonable support for parental involvement activities as parents may request or as the school or system deems appropriate or necessary.

D. Smiley Elementary School shall conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parent involvement policy to determine whether there has been increased participation and whether there are barriers to greater participation, particularly by parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. This data will be obtained from parent, committee, or school council meetings or through parent surveys.

Smiley Elementary School shall, to the extent possible, implement the activities to meet the federal requirements under Title I, Part A, Sec. 6318. It shall encourage and support activities that allow the schools to effectively involve parents, which places a positive impact on student success.

TITLE I, TITLE II PROGRAM INFORMATION

Title I Part A is a part of the Every Student Succeeds Act (ESSA). This act provides federal funds through the Georgia Department of Education to local educational agencies (LEAs) and public schools based on the percentage of low socio-economic students. The purpose of the funds is to help ensure that all children meet challenging state academic content and student academic achievement standards. The Title I program offers a variety of services which may include: additional teachers and support staff, extra time for instruction, a variety of supplemental teaching materials/supplies, smaller classes, and additional training for staff.

All schools in Long County follow the guidelines for a School-wide Title I school.

These guidelines include: (1) the identification of the greatest areas of needs; (2) the implementation of school-wide reform strategies that will strengthen the core academic program, increase the amount and quality of learning, provide strategies for meeting the needs of underserved populations, and address the needs of all students; (3) instruction by "highly qualified" teachers; (4) professional learning for teachers; and (4) parental involvement strategies.

PARENT RIGHT TO KNOW

Parents will be informed of the school improvement status of the school as well as the level of achievement of their child in each area of the state assessments. Parents will be notified, in writing, if their child has been assigned, or has been taught for at least four consecutive weeks, by a teacher who does not meet the highly qualified definition. Parents also have the right to be involved in the planning and implementation of the parent involvement program at the school. In compliance with the requirements of the Every Student Succeeds Act statute, parents have the right to request information about the professional qualifications of their student's teacher(s). The parents or guardians of any student attending a school within the Long County School System may request the following information regarding the professional qualifications of the student's classroom teacher(s) by completing a Teacher/Paraprofessional Qualifications Request Form:

- Whether the student's teacher –
 - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - is teaching under emergency or other 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 the child is provided services by paraprofessionals and, if so, their qualifications.

The information will be mailed home to the parent within 10 working days of the request form being completed. Parents may also request information about whether or not their child is receiving services by a paraprofessional and, if so, the paraprofessional's qualifications. The Teacher/Paraprofessional Qualifications Request Form is located on the school district's website and is available at the Long County Board of Education. For additional information concerning this process, please contact the school principal.

TECHNOLOGY AND DIGITAL CITIZENSHIP

Board Policy IFBG: Internet Acceptable Use

Status: ADOPTED

Original Adopted Date: 04/11/2005 | Last Revised Date: 09/09/2025

Internet Acceptable Use

Long County Schools Acceptable Use Guidelines/Procedures

The Long County Board of Education ("Board") believes that technology and its utilization enhances the quality and delivery of education and is an important part of preparing students for a global economy. The use of school equipment, including computer hardware, software, local and wide area networks, and Internet access are also used to support the vision, mission, and goals of the Long County School District ("District").

Due to the complex nature of these systems and the magnitude of information available via the Internet, policy and regulations regarding acceptable use are warranted in order to serve the educational needs of students.

Acceptable Use

Technology services and resources will be made available to all District schools with the following goals in mind:

To promote educational excellence for the advancement of teaching and learning by facilitating resource sharing, innovation, and communication among community, state, national, and global learning environments.

To support research and education by providing access to relevant resources and opportunities, promoting critical thinking, collaboration, creativity, and communication.

To stimulate personal growth in information-gathering techniques, to significantly expand each user's knowledge base, and to promote intellectual inquiry and awareness of global diversity through communication and exploration.

To assist students in developing the intellectual skills needed to discern the validity of media sources.

The District shall implement technology protection measures (i.e., an internet filtering mechanism) to block or filter, to the extent practicable, student and adult Internet access to material that is obscene, pornographic, or harmful to minors and/or includes child pornography, as those terms are defined in Regulation IFBG-R(1) and applicable law. The District

administration may record or monitor the Internet activities of staff and students to address inappropriate use of the Internet as provided by law. This applies to any devices on the District's network and any school equipment from any location. Additionally, in the discretion of the Superintendent or his or her designee, such technology protection measures may be configured to preserve bandwidth and/or protect against access to other inappropriate content. The Superintendent or his or her designee may only disable the technology protection measures, to enable access for bona fide research or other lawful purpose for adult use.

No school equipment shall be used for accessing, sending, receiving, viewing, or downloading obscene material, child pornography, or material that is harmful to minors, as those terms are defined in IFBG-R(1) and applicable law. Any student, District employee, or any person who is not a student or District employee, who intentionally violates Policy IFBG and/or Regulation IFBG-R(1), whether or not such student, employee, or person was, at the time of such violation, on school

property, on a school bus or other school vehicle, at a school related function, or elsewhere, shall be subject to the consequences, including disciplinary measures, as set out in IFBG-R(1).

The Superintendent or his or her designee is authorized and directed to implement regulations or procedures to monitor the Internet activities on school equipment, address complaints regarding possible violations of this Policy and Regulation IFBG-R(1), provide for expedited review and resolution of a claim that the application of this Policy and Regulation IFBG-R(1) is denying a student or District employee access to material that is not within the prohibitions of this Policy and Regulation IFBG-R(1), and educate students about appropriate use of technology and responsible digital citizenship. Such educational programming will specifically address issues related to Internet safety, inappropriate material, cyberbullying and Internet interactions.

The Superintendent or his or her designee is further authorized and directed to establish regulations or guidelines establishing standards for the acceptable use of School District technology resources, including penalties and disciplinary action for violations of those standards.

INTERNET SAFETY AGREEMENT

Privileges: The use of the Internet and Long County School System technology resources is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Any user not complying with the Long County School System Acceptable Use and Internet Safety Agreement shall lose Internet and/or network privileges for a period of time deemed appropriate by the superintendent. Student infractions may result in appropriate disciplinary action in addition to suspension or termination of access privileges. Unauthorized use of the network, intentional deletion or damage to files and data belonging to other users, or copyright violations may be termed theft as defined under the Long County Schools Student Discipline Code. Before using the Internet, each student and faculty member will participate in an orientation conducted by an administrator or faculty member. The orientation will be on the Long County School System Acceptable Use and Internet Safety Agreement, the proper use of the network, and network etiquette.

Based upon the acceptable use guidelines in this document, the superintendent, the technology coordinator, and the school principals will deem what is inappropriate use. The superintendent's decision is final. Also, the superintendent or school principal may deny access at any time until a decision is made. The administration, faculty, and staff members of Long County Schools may request that the technology coordinator deny, revoke, or suspend specific user privileges temporarily until a decision is made.

Staff Supervision: All employees should become familiar with this procedure and should enforce, follow, and abide by the rules concerning appropriate use while at school including when their duties involve supervision of students using the Internet or the school's technology equipment.

Compensation: The student, and/or the student's parents/legal guardians shall be responsible for compensating the school system for any losses, costs, or damages incurred by the school system relating to or arising out of any violation of these procedures.

Security: Security on any computer system is a high priority, especially when the system involves many users. A user identifying a security problem must notify a classroom teacher or the local school administrator. The security problem is not to be demonstrated to any other user. Users must never divulge or allow others to use their passwords. Use of another individual's account is prohibited without express written permission of the account holder. Account holders are ultimately responsible for all activities under their account. Attempting to log on as a system administrator is prohibited. Any user identified as being a security risk or as having a history of problems with other computer systems may be denied access to the Internet.

Vandalism: Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, modify, or destroy data, equipment, or software.

Disclaimer: Long County Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school system will not be responsible for any damages suffered by any user. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the risk of the user. Long County School System specifically denies any responsibility for the accuracy or quality of information obtained through its services. The Long County Board of Education reserves the right to monitor all e-mail and Internet traffic without notice.

Network Etiquette: Users are expected to abide by the generally accepted rules of network etiquette.

Penalties for Misuse: Failure to abide by this policy may result in the suspension and/or revocation of access privileges. Additionally, student violations may result in discipline up to and including suspension or expulsion. Students could be expelled from school for engaging in conduct on the Internet or school networks that contain elements of criminal mischief as defined by state and federal law. Any unauthorized access or breach of state or federal law is subject to criminal prosecution. Staff violations may also result in discipline up to and including dismissal.

RIGHTS, POLICIES, AND LEGAL NOTICES

NON-DISCRIMINATION STATEMENT

Long County Schools does not discriminate on the basis of race, color, religion, national origin, age, disability or gender in employment decisions or educational programs and activities, including its athletic programs. Any student, employee, applicant for employment, parent/guardian or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon any of the factors listed above should promptly report the same to the principal of the school or the appropriate coordinator as listed below, who will implement the Board's discriminatory complaints or harassment procedures. Students may also report harassment or discrimination to their school counselor. Long County Schools is committed to diversity, equity, and inclusion for all.

TITLE IX

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving financial assistance." In order to comply with Title IX, the Long County Board of Education has appointed Karen Swindell, Athletic Director, to coordinate its Title IX program. Karen Swindell will be available in reference to any grievance, question, or complaint dealing specifically with Title IX. Normal channels of communication, from student to administrator to Board of Education, are to be completed before the student grievance procedure is utilized.

FERPA RIGHTS AND PRIVACY INFORMATION

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) (the "Act"), you have a right to:

(1) 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 eighteen (18) or older, or those who are emancipated, your own education records. Parents or eligible students should submit to the Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent will make arrangements for the access and provide notice of such arrangements.

(2) Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write to the school principal, specify the part of the record they want changed, and specify why it is 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 parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.

(3) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception which permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee). 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. FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and, state and local authorities, within a juvenile justice system, pursuant to specific State law. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.

The Long County School District hereby gives notice that it is our policy to disclose directory information to the public. The Long County School District has designated the following information as directory information:

- Student's name, address and telephone number;
- Student's date and place of birth;
- Grade level;
- Student's participation in official school clubs and sports;
- Major field of study;
- Weight and height of student if he/she is a member of an athletic team;
- Dates of attendance at the Long County School System;
- Honors and awards received during the time enrolled in Long County School System;

- Most recent previous educational agency or institution attended; and
- Video, audio, or film images or recordings of school events.

You are also notified that from time to time students may be photographed, video taped, or interviewed by the news media at school or some school activity or event; unless you, as a parent/guardian object in writing to your student being photographed, video taped, or interviewed to the principal of the school where your student is enrolled. The principal will take reasonable steps to control the media's access to students. However, your submission of a written objection does not constitute a guarantee that your student will not be interviewed in circumstances which are not within the knowledge or control of the principal.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request.

In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters or institutions of higher learning, upon request, with the name, address, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent.

You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 5 days after officially enrolling in school or within 5 days of the date of the release of this notice.

To file a complaint with the United States Department of Education under 20 C.F.R. 99.64 concerning the alleged failures by the Long County School System to comply with the requirements of the Act or the regulations promulgated thereunder, contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

PROTECTION OF PUPIL RIGHTS AMENDMENT

The following information is to inform you of your rights regarding district surveys, collection and use of student information for marketing purposes, and certain physical examinations. These rights include:

1. Consent before students are required to complete a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education.
 - Political affiliations or beliefs of the student or student's parent;
 - Mental or psychological problems of the student or student's family;
 - Sex behavior or attitudes;
 - Illegal, anti-social self-incriminating or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
 - Religious practices, affiliations or beliefs of the student or parents; or
 - Income, other than is required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of –
 - Any other protected information survey, regardless of funding;
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use-
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

When a student reaches the age of 18 or is an emancipated minor under State law, the parent's rights transfer to the student. The district has adopted policies, in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. Parents will be notified of these policies at least annually at the start of each school year and after any substantive changes. The district will also inform parents at the beginning of the school year if the district has identified the specific or approximate dates of activities or surveys and will provide an opportunity for the parent to opt his or her child out of participating in a specific activity or survey. For activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be

provided an opportunity to review any pertinent surveys. The following are specific activities and surveys covered under this requirement:

- Collection, disclosure or use of personal information for marketing, sales or other distribution;
- Administration of any protected information survey non-funded by the U.S. Department of Education; and
- Any non-emergency, invasive physical examination or screening as described above.

To file a complaint with the U.S. Department of Education concerning alleged failures by the Long County School District to comply with the requirements of PPRA, contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202

FRAUD POLICY

Purpose: To ensure the reporting of suspicion of fraudulent activity, the Long Board of Education requires employees, clients and providers of confidential channels to report suspicious activities.

Definition: Fraud: A false representation of a matter of fact, whether by words or by conduct, or by concealment of that which should have been disclosed, that is used for the purpose of misappropriating property and/or monetary funds from district resources or revenues.

The Long Board of Education thoroughly and expeditiously investigates any reported cases of suspected fraud to determine if disciplinary, financial recovery and/or criminal action should be taken.

Procedures and Responsibilities:

- Anyone suspecting fraud should report concerns to the Long County School Superintendent or his/her designee at the Long Board of Education at (912) 545-2367.
- Any employee with Long County Schools (temporary staff, full-time staff and contractors) who receives a report of suspected fraudulent activity must report this information within the next business day. The employee should contact the Superintendent or his/her designee at (912) 545-2367. Employees have the responsibility to report suspected fraud. All reports can be made in confidence.
- The Long Board of Education shall conduct investigations of employees, providers, contractors, and vendors.
- If necessary, an individual reporting suspected fraud will be contacted for additional information.
- Periodic communication through meetings and/or distribution of written information should emphasize the responsibilities and channels to report suspected fraud.

Long County School System ASSESSMENT SECURITY NOTICE Teachers, administrators, and parents depend on accurate, valid, reliable, and timely information about student academic performance on high stake tests. The test results are used to improve instruction, identify the strengths and weaknesses of individual students, implement targeted intervention, and to ensure academic success for all students. Testing irregularities, breaches of test security, or improper administration defeats our efforts to improve student achievement. Long County Schools are responsible for ensuring all personnel whose duties involve either testing administration or data collection are trained and adhere to state assessment guidelines. All alleged violations will be reported to the State Dept. of Education, Office of Assessment and Accountability. After this initial report, the Georgia Department of Education will determine if the alleged violation requires further investigation.

Any person who witnesses or believes a violation occurred either by school personnel or students should report the alleged violation. If you have any questions concerning test security, please contact the principals at each school. You can also contact Dr. Patricia Krumnow, Director of Testing, or Mr. Heath Crane, Superintendent.

Mrs. Nicole Strickland-Principal
nstrickland@longcountyschools.org
Long County Primary School

Dr. Melanie Spradley-Principal
mspradley@longcountyschools.org
Smiley Elementary School
912-545-2147

Mrs. Kesha Lee-Principal
klee@longcountyschools.org
McClelland Elementary School
912-545-7910

Mr. Jamie Horne-Principal
jhorne@longcountyschools.org
Long County Middle School
912-545-2069

Mr. Brian Thomas-Principal
bthomas@longcountyschools.org
Long County High School
912-545-2135

Dr. Patricia Krumnow- Director of Testing, pkrumnow@longcountyschools.org (912)545-2367
Mr. Heath Crane- School Superintendent, hcrane@longcountyschools.org (912)545-2367



Right to Know Notification

Right to Know Professional Qualifications of Teachers and Paraprofessionals

Date: **July 23, 2026**

Dear Parents,

In compliance with the requirements of the Every Students Succeeds Act, the **Long 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—
 - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - is teaching under emergency or other 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 the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact the **Long County School System**, at **912-545-2367**.

Sincerely,

Dr. Patricia Krumnow
Title I Director/ Long County School System



De derecho a la información

Derecho a conocer las calificaciones profesionales de los maestros y paraprofesionales

Fecha: **23 de julio de 2026**

Estimados padres:

Conforme a los requisitos de la Ley para que todos los alumnos tengan éxito, a la **Sistema escolar del condado de Long** le gustaría comunicarle que puede solicitar información sobre las calificaciones profesionales del (de los) maestro(s) y/o paraprofesional(es) de su hijo/a. Puede solicitarse la siguiente información:

- Si el maestro del alumno:
 - ha cumplido con la calificación y los requisitos para la licencia del Estado para los niveles del grado y las asignaturas en las que el maestro enseña;
 - está enseñando en carácter provisional o de emergencia a través del cual no se exigen los requisitos para la licencia ni la calificación del Estado y
 - está enseñando en el campo de la disciplina de la certificación del maestro.
- Si son paraprofesionales los que le brindan servicios al alumno y, de ser así, sus calificaciones.

Si desea solicitar información acerca de las calificaciones del maestro y/o paraprofesional de su hijo/a, comuníquese con **Sistema escolar del condado de Long**, al **912-545-2367**.

Saludos cordiales,

Dr. Patricia Krumnow
Director de Título I / Sistema Escolar del Condado de Long

Revised 6/22/2026