



# Stark Elementary School

209 Stark Road, Jackson, Georgia 30233  
Telephone: (770) 775-9470 FAX: (770) 775-9478

**2018 – 2019**

## Shannon Daniel, Principal

**School website:**  
[ses.butts.k12.ga.us](http://ses.butts.k12.ga.us)

### *The BCSS Purpose Statement*

*Butts County School System's purpose is to provide learning and life experiences that maximize the individual potential of all students so they are prepared for a productive future.*

### *This agenda belongs to:*

Student Name \_\_\_\_\_  
Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Emergency: \_\_\_\_\_  
Email: \_\_\_\_\_

# **Stark Elementary Students SOAR...**

**S**tudent Achievement and Success

**O**rganizational Effectiveness

**A**nd

**R**elationships and Perceptions

## **STARK ELEMENTARY SCHOOL CREED**

Today I will do my best to be my best.

I will listen, follow directions,  
and accomplish all that is expected.

I will be honest.

I will respect the rights of others.

I will accept and appreciate differences in  
those different than myself.

I can learn. I will learn. I must learn.

Today I will do my best to be my best."



# STARK ELEMENTARY SCHOOL

## 2018 - 2019 School Calendar



August 6	First day of school
September 3	Labor Day Holiday
October 5	End of grading period
October 8-12	Fall Break
October 15	Student Holiday/Teacher In-service
November 19-23	Thanksgiving Holidays
December 20	End of grading period Last day before holidays
December 21 – January 3	Christmas Holidays
January 4	Student Holiday - teacher in-service day/ professional learning
January 7	Return from Christmas Holidays
January 21	Martin Luther King Holiday
February 18-22	Winter Break
March 14	End of Grading Period
March 15	Student Holiday/Teacher In-service
April 1-5	Spring Holidays
May 24	Last Day of School End of grading period Report Cards

# **Stark Elementary School**

209 Stark Road

Jackson, GA 30233

Phone: (770) 775-9470 Fax: (770) 775-9478

August 6, 2018

Dear Parents/Guardians:

As a parent of a student at Stark Elementary, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Georgia Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Georgia Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call 770-775-9470.

Thank you for your interest and involvement in your child's education.

Sincerely,

Principal



### **Notice of Non-Discrimination**

It is the policy of the Butts County Board of Education to comply fully with the requirements of Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act of 1975 (ADA), Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990, and all accompanying regulations.

The Butts County School System does not discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practice, educational program, or any other program, activity or service. If you wish to make a complaint or request accommodation or modification due to discrimination in any program, activity or service, contact Butts County Schools, Human Resources, *181 North Mulberry Street, Jackson, Georgia 30233*, or phone 770-504-2300.

### **Notice of Rights of Students and Parents under Section 504**

**Resolution Agreement: U.S. Department of Education, Office for Civil Rights & Georgia Department of Education (OCR Complaint #04-11-1267)**

Each LEA must make its Section 504 Policies and Procedures available on its website, where available, and in printed material, including student handbooks. Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provides parents and/ or students with the following rights:

- Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
  - Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
  - Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
  - Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
  - Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
  - You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
  - You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
1. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
  2. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
  3. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
  4. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
  5. You have the right to examine your child's educational records. 34 CFR 104.36.
  6. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
  7. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
  8. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
  9. You have the right to, at any time; file a complaint with the United States Department of Education's Office for Civil Rights.

## **Section 504 Procedural Safeguards**

### **1. Overview:**

Any student, parent or guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system’s Section 504 Coordinator; however, a grievant’s failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system’s Section 504 Coordinator. The school system’s Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

### **2. Hearing Request:** The Request for the Hearing must include the following:

- a. The name of the student.
- b. The address of the residence of the student.
- c. The name of the school the student is attending.
- d. The decision that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the grievant.
- g. The name and contact information of the grievant.

Within 10 business days from receiving the grievant’s Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

### **3. Mediation:**

The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

### **4. Hearing Procedures:**

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant’s Request for hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date.  
The request for a continuance must be in writing and copied to the other party.
- c. The grievant will have an opportunity to examine the child’s educational records prior to the hearing.
- d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
- e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.
- f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
- g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
- h. The hearing shall be closed to the public.
- i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.

- j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
- k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
- l. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
- m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

**5. Decision:**

The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.

**6. Review:**

If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

Students may report harassment or perceived discrimination to the school administrator. All such reports may be investigated by the Title VI and Title XI Coordinators, considered by Section 504 of the Americans with Disabilities Act Coordinator, and the Sports Equity Coordinator.

The OCR office for Georgia is located at:  
Atlanta Office for Civil Rights U.S. Department of Education  
61 Forsyth St. S.W., Suite 19T70 Atlanta, GA 30303-3104  
Telephone: 404-562-6350  
FAX: 404-562-6455; TDD: 877-521-2172 Email: [OCR.Atlanta@ed.gov](mailto:OCR.Atlanta@ed.gov)

The OCR National Headquarters is located at:  
U.S. Department of Education Office for Civil Rights  
Customer Service Team 400 Maryland Avenue, SW  
Washington, D.C. 20202-1100 Telephone: 1-800-421-3481  
FAX: 202-245-6840; TDD: 877-521-2172  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)



## Stark Elementary Car Rider Procedures 2018-2019



In an effort to promote the safety and well-being of our students, we have developed a car rider procedure protocol. The following car rider procedure protocol will be utilized during the 2018-2019 school year:

### **AM Procedures**

1. Students may be dropped off at 7:20 AM. Students may not be dropped off before 7:20 AM unless they are registered for our Early Morning Care program.
2. Please use the outside lane (curbside) only for drop off.
3. Please pull all the way down to the last adult so we may unload as many cars as possible.
4. If you choose to walk your child inside, please park your car in a parking space and check-in with the front office staff to get a Visitor's Pass.
5. If you arrive after 7:50 AM, you will need to walk your child inside to sign them in.

### **PM Procedures**

1. Each student will be assigned a car rider pass during the first week of school.
2. Once a car rider number has been assigned to a student, the parent/guardian will be issued one car rider pass. If an extra pass is needed, please contact Ms. Amy Williams in the office. There will be a \$1.00 fee per extra car rider pass.
3. As a parent/guardian pulls into the school driveway, the inside lane (closest to the parking lot) must be kept clear until dismissal begins (when cars are being loaded) as this allows guests or for any necessary emergency vehicles access to our parking lot and building.
4. When picking up a child, the car rider pass must be visible. If a parent/guardian does not have a Stark Elementary issued car pass, he/she will be required to park their vehicle and report to the main office to show identification before a student will be released. Homemade tags or verbal communication of a student's number will not be accepted.
5. Please pull all the way down to the last adult or station so we may load as many cars as possible.
6. Students who have not been picked up by 3:10 will be sent to our extended day program and applicable fees may apply.

***Please be patient. These procedures are being implemented in an attempt to provide adequate security and protection for our school's most valuable assets:  
OUR STUDENTS!***



# Stark Elementary Policies and Procedures



## **EARLY MORNING CARE**

Early morning care begins at 6:20 a.m. The cost is \$2.50 per child per day. If you would like for your child to attend early morning care, please contact the office.

## **ARRIVAL**

Upon arrival, students will pick up breakfast and report directly to class. Students who arrive after 7:50 are considered tardy and must be signed in at the front office by an adult.

## **DISMISSAL**

Students will be dismissed at 2:50 p.m.

## **AFTER-SCHOOL CARE**

Stark Elementary School offers after school care daily from the end of the school day until 6:00 p.m. The cost is \$8.00 per day per child. Call 770-775-9470 for more information.

## **TRANSPORTATION CHANGES**

**Transportation changes must be written in your child's agenda.** In the case of an **emergency**, you may telephone the front office and fax written documentation to 770-775-9478 **on the day of** the emergency change.

## **TRANSPORTATION QUESTIONS**

If you have questions regarding bus transportation, school districts, etc., please call Mr. Lamar Smith, director of transportation at (770) 504-2320 x1855.

## **EARLY DISMISSAL/CHECK-OUT**

Early check-out ends promptly at 2:20. After 2:20, students are not dismissed unless parent or student has a doctor's appointment or emergency. No child will be released to any adult without written authorization on the child's information sheet. A picture I.D. will be required before a student is allowed to leave with an unfamiliar adult.

## **MAKE-UP WORK**

Students will be permitted to make-up work missed while absent. It is the student's responsibility to complete the missed assignments within one week of the absence. Students will not be allowed to make up work missed due to suspension or expulsion.

## **TELEPHONE/MESSAGES**

The office telephone is for business purposes only. Students will be permitted to use the telephone for emergencies only. To avoid unnecessary interruptions, parents are asked to avoid phone messages for students, except in cases of emergency. To ensure that your child receives an important message, please call the school before 1:50 P.M.

## **CHANGE OF ADDRESS OR TELEPHONE**

For emergency purposes, it is important that the school has accurate addresses and telephone numbers (home and emergency). Please notify the school of any changes in address or telephone numbers.

## **SCHOOL VISITATION**

All visitors (including parents) must sign in at the office. For safety reasons, visitors will receive a pass which must be worn and visible at all times while on campus. Forgotten books, lunches, etc., may be left at the office. Parents are encouraged to visit our school; however, we recommend scheduling your visit at least 24 hours in advance with the teacher.

## **PARENT/TEACHER CONFERENCES**

A cooperative relationship between parents and the teachers is important for students to make satisfactory progress. To ensure that instruction is maximized in every classroom, conferences must be scheduled after school or during the teacher's planning period. Appointments may be arranged by communicating with the child's teacher through the agenda, by telephone or email.

## **LOST OR STOLEN ITEMS**

Lost items should be turned in to the front office. To minimize losses, please make sure your child's belongings are labeled. If an item is lost, please check with the office. The school is not responsible for personal items lost, stolen, or damaged on school premises or on school buses. However, every effort will be made to recover such items.

## **SELLING/TRADING**

Students are not allowed to sell, swap, or buy anything from other students while at school, on school premises or on school sponsored transportation.

## **ITEMS THAT SHOULD NOT BE BROUGHT TO SCHOOL**

- **No cell phones allowed on campus**
- Large amounts of money - please send only what your child needs for the day
- Toys, games, radios, CD players, laptops, laser pointers, electronic devices, collectible cards, etc.
- Items to be sold for personal profit
- Pets
- Pocket knives, bullets, or any weapon (including look-alike weapons), or explosive devices (*See Weapons Notice*)
- Gum or candy
- Any item not needed for class
- Medication (see Health Guidelines)

**Such items will be taken up and kept in the office until the end of the school year or until a parent picks the item up. The school is not responsible for any of the above items being lost, stolen, or damaged on school grounds or school buses.**

## **ICE CREAM**

Students may purchase ice cream during lunch each day. The cost for ice cream is \$1.00. Students must eat lunch before purchasing an ice cream. Money for ice cream should be sent on a daily basis as we do not collect money on a weekly basis.

## **LIBRARY BOOKS, TEXTBOOKS, AND MATERIALS**

Library books, textbooks and instructional materials are the property of the Butts County School System. When checked out by students, the books are on loan for the purpose of reading and studying. Students are responsible for all library books, textbooks, and other materials borrowed or assigned. The charge for lost or severely damaged items will be the replacement costs of the item.

## **NON-PAYMENT OF SCHOOL MONIES**

Stark Elementary reserves the right to collect monies owed to the school (lost books, lunch money, returned checks, etc.). To encourage payment, the school will hold report cards until accounts have been settled. If accounts are not settled, the school may send account to Magistrate Court for collection.

## **SUPPLIES**

A list of suggested supplies for each grade level is available in the front office and on the school website. Students of families who are unable to financially afford all materials suggested on the supply list will not be penalized. **\*\*NO ROLLING BOOKBAGS\*\***

## **WITHDRAWAL POLICY**

The school should be notified at least one day in advance of withdrawal. Students may be withdrawn from school only by the custodial parent or guardian. All school materials, textbooks, and library books must be returned and all financial obligations cleared upon withdrawal. School records will be forwarded to the new school upon enrollment and request.

## **SCHOOL VOLUNTEERS**

We welcome parents and community members to volunteer in classrooms and on field trips. All volunteers must have a background check screening. Screening forms are available in the front office, and should be filled out and returned to the school.

## **EDUCATIONAL FIELD TRIPS**

Field trips will always be supervised by school personnel. Each student will be given a permission slip prior for each scheduled trip which must be signed by a parent/guardian and returned to the teacher by the indicated deadline in order to participate in a scheduled field trip. Parents who have completed a background check and have been approved may volunteer to assist with supervision of students during a field trip. All volunteers will be actively involved in assisting with the safety and supervision of our students, so younger children or siblings, etc. will not be allowed to participate in a field trip. Anyone who volunteers as a chaperone will have to follow the **school volunteer procedures**.

## **SCHOOL CLOSING**

Due to inclement weather, school closing may become necessary. An effort will be made by school officials to contact the local radio station to assist in disseminating information. Please tune in to WJGA 92.1 FM for information before calling the school.

## **SCHOOL CLUBS AND ORGANIZATIONS**

At the beginning of each school year the school will provide information regarding all school clubs and organizations for students. The list includes the name of the club or organization, the main purpose or mission of the group, the name of the club sponsor and a description of past or planned activities. The list will be attached to the student handbook and will include a form where the parent or guardian may decline permission for his or her child to participate in a club or organization. For any club or organization started after the beginning of the school year, the school will obtain written parental permission prior to student participation in the new club or organization.

### **Student Council - Advisors Stark Elementary Teacher/or Counselor (Grades 4-5)**

Student Council is the governing body of students here at Stark Elementary School (SES). The purpose of Student Council is to further the best interests of all students through student representation in matters affecting the student body. This organization will also host and assist with student activities to improve our school community conditions.

### **National Beta Club - Advisor Ms. Rankin, Counselor (Grade 5)**

The National Beta Club promotes character, develops leadership skills, encourages service involvement and recognizes student achievement to students in the fifth grade. All members must be performing on or above grade level. There is also a one-time membership fee for the junior division.

### **4-H - Advisor Jenny Brown,-4-H Director (Grade 5)**

The 4-H program mission is “to help youth and volunteers in their development through educational programs using the knowledge base of the land grant universities of the United States.” Commitment to the mission involves support of specific program objectives including helping youth develop leadership capabilities, personal standards and values, positive self-concepts and effective communication skills. The development of such skills through experiential learning is the cornerstone of 4-H youth programming.

### **Eagle Pride Singers - Advisor Ms. Bomar, Music Teacher (Grades 4-5)**

Members of the chorus are selected through auditions, teacher recommendations and grades. They often participate in school and community events, as well as competition festivals.

### **WSES News Network - Advisor Ms. Hooker, Media Specialist (Grade 5)**

The morning news crew brings the morning announcements to life in a studio setting to allow others in the school to know what is happening around school. All 5<sup>th</sup> grade students may apply for the position of newscaster or producer. This is a year long position and commitment.

### **CHAMPS - Advisor Butts County Sheriff's Department (Grade 5)**

CHAMPS (Choosing Healthy Activities and Methods Promoting Safety), the highly acclaimed program that gives kids the skills they need to avoid involvement in drugs, gangs, and violence. CHAMPS goes beyond traditional drug abuse and violence prevention programs. It gives children the skills needed to recognize and resist the subtle and overt pressures that cause them to experiment with drugs or become involved in gangs or violent activities.

### **Good News Club -Sponsored by Lighthouse Baptist Church (Grades K – 5)**

Good News Club is a Faith Based after school activity helping children to come together and work as a community in the school environment.

### **Art Club – Advisor Ms. Spires, Art Teacher (Grades 4-5)**

The purpose of the Stark Elementary Art Club is to inspire and recognize those 4<sup>th</sup> and 5<sup>th</sup> grade students who have shown an outstanding ability in art and who want to showcase their talents within the Butts County Community.

# Butts County Schools Student Attendance Guidelines

The goal of the Butts County School System is to have all children in school each and every day and on time unless there is a valid reason for the student to miss school.

## 1. Excused Absences with a Doctor's Note:

- Personal illness
- A physician's excuse/note explaining the reasons for absences must be presented to the school on the date of return to school. Failure to submit a note will result in the absence being marked as unexcused.
- The school system reserves the right to verify the accuracy of the physician's excuse.
- If child is sent home with head lice, student is excused for 1 day only. Parent is expected to rid student of head lice, get clearance letter from Health Department and return child to school.

## 2. Excused Absences with a Parent's Note:

Some examples of excused absences with a parent's note (see Butts County Board of Education policy JB for full list):

- Personal illness
- Serious illness or death in student's immediate family
- Court order by governmental agency
- Celebrating religious holidays
- Conditions rendering attendance impossible or hazardous to student's health/safety
- A letter written by a parent/guardian, detailing the reasons for the absence, will be accepted by the school on the date of return as an excused absence. **If the child is out for 3 consecutive days, the parent/guardian must present a doctor's excuse for those 3 days to be excused.**
- **A total of 5 parent notes will be accepted for excused days**, provided the reason given for the absence qualifies as an excused absence.

## 3. Unexcused Absences:

Some examples of unexcused absences:

- Missing the bus, oversleeping, vacations/trips, car trouble, babysitting, running errands, skipping school
- An automated phone/computer system will be used to notify parents when students are absent daily.

### After 3 Unexcused Days

- Personal contact will be made and documented by a school official.

### After 5 Unexcused Days

- Attendance conference will take place with student, parent, and school official.
- All attendance conferences will be documented in our Student Information System.
- Letter detailing conference will be mailed home.

### After 7 Unexcused Days

- Notification will be made to the System School Social Worker.
- Legal action may involve charges being filed on the parent/guardian/student for violating the compulsory attendance law 20-2-690.1, for violating code section 15-11-2 (12) which includes truancy (habitually absent from school without cause) and/or deprivation (education). Parents may be subpoenaed to appear before the Butts County Attendance Task Force (ATF) to address attendance concerns.
- School will notify parent and student when the student has only 3 absences remaining (after 7 unexcused days missed) before violating the state's attendance requirements regarding the denial of driver's permits and licenses.

### After 10 Unexcused Days

- Letter mailed to parents.
- School will contact the Dept. of Motor Vehicle Services and student's license or permit may be suspended or denied.

## **Tardies/Early Checkouts**

- Documentation will be required to excuse an early dismissal or tardy arrival.
- If a student is tardy or checked out an excessive number of times, a referral may be made to the System School Social Worker.

*Pursuant to the Georgia Compulsory Attendance Statute, O.C.G.A. & 20-2-690, et seq., a parent or legal guardian who fails to send his or her child to school may be charged with a misdemeanor. At its discretion, a court having jurisdiction may subject the parent or guardian to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed thirty (30) days, community service, or any combination of such penalties, if found guilty of violating the Compulsory Attendance Statute. Each day's absence after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall be considered a separate offense as related to the penalty.*

## **School Health Guidelines**

### **1. Medication Use:**

- *The providing of medical care to students is the responsibility of the parent. Whenever it is absolutely necessary that medication be given to a student during the school day, the following guidelines should apply:*
- Each school year, an *Authorization for the Administration of Medications by School Personnel* should be signed by the parent and filed in the school office. A new medication form must be completed for each medication or for changes in medication. Medications taken twice daily or given in the morning are to be administered at home. Medications that are to be taken three times daily can also be taken at home, unless the medication needs to be taken with a meal.
- Medications brought to school in unlabelled bottles, plastic bags; aluminum foil, etc. will not be administered. Students are not allowed to keep medication in their possession at school (except as stated below with asthma inhalers, epipens and diabetic supplies). Violations of these guidelines may be subject to disciplinary actions.
- Narcotic or sedative medications will not be administered at school. The student should remain at home until they no longer require this type of medication. (i.e. Tylenol with codeine, Lortab, Xanax, Valium)
- Overnight field trips will require a special form, *Overnight Medication Form*. Controlled substances will require signature(s) of both the parent and the physician. Over the counter medications will require only the parent permission. All medications should be delivered by the parent to the school personnel in charge of the trip at time of departure. School personnel will oversee the administration of all medications and provide documentation on the form. Upon return from the trip, the medications will be returned to the parent by the school personnel. All completed forms will be submitted to the school clinic upon return.
- School-day field trips will require a special form, *Field Trip Medication Form*. The clinic personnel will complete the top part of the form, prepare an envelope for the student containing the dose(s) required for one day, and have the teacher come to the clinic to receive and sign for the medication. The detailed procedures are listed on the Field Trip Medication administration procedures.

### **A. Prescription Medications:**

1. The physician must complete a medication form for **long term medications** (medications given for more than two weeks) and the form should also be signed by the parent. With parental consent, the medication can begin to be administered immediately; however, the form from the physician must be received during this two-week period or the school cannot continue to administer the medication. Medications must be brought to the school by the parent. Prescription medications **cannot** be transported on a school bus.
2. All refills brought to the school must be in a newly labeled bottle for the school to retain for medication administration. Medications cannot be poured into an old bottle by the parent or school personnel. The Pharmacy will provide 2 bottles upon request, one for home and one for school. Parents are encouraged to bring enough medication needed until the next refill is due (usually a month) and take into consideration holidays and weekends so that there is enough medication retained for home use. The school discourages the practice of signing out medication to the parent/guardian once it has been signed in.
3. Short term prescription medications (Example: antibiotics) must be brought to the school office by a parent and the parent must complete the authorization form.

4. All prescription medication must be in an original container (with pharmacy label) and include the student's name, date, current dosage, directions, duration, and medication name. Any changes in the dosage or new written orders by the prescribing physician may be mailed, faxed or brought to school by the parent.
5. Any changes in dosage or new written orders by the prescribing physician may be mailed, faxed or brought to the school by the parent.
6. All medications should be counted by a designated school representative and the parent and documented on the Count Sheet.
7. All medications when administered should be documented on a medication documentation form (*Short Term Form or Long Term Form*).
8. Asthma inhalers, epipens and supplies and equipment needed to perform monitoring and treatment functions authorized by the student's diabetes medical provider may be kept with the student if written authorization from the physician and parent is on file in the office.
9. Epipens may be administered by any trained employee to a student if there is a perceived or actual severe allergic reaction regardless if there is a prescription for the medication on file. 911 must be called anytime an Epipen is administered.
10. Levalbuterol or albuterol sulfate may be administered by any trained employee to a student if there is a perceived or actual respiratory distress requiring the medication regardless if there is a prescription on file.

**B. Non-prescription Medications (over-the-counter):**

1. Tylenol, Pepto-Bismol, Tums, etc. **will not** be provided by any school personnel.
2. Over-the-counter medications will be given on a short-term basis only (two weeks or less). Medication must be brought to the school office by the parent. Students are discouraged from bringing medications on a school bus.
3. Over-the-counter medications must be in the **original** container and the parents must sign the Short-term medication form. OTC medication may **not** exceed the recommended dosages according to the labeled directions. If the duration is longer than recommended on the label, the parent must provide the school with a letter of medical necessity from the student's physician.
4. Medications should be counted by designated school representative and the parent and documented on the *Short Term Medication Form*.
5. Medications when administered should be documented on the *Short Term Medication Form*.
6. Students are allowed to transport and possess cough drops and eye rewetting drops for use during the school day.

(Legal Reference: O.C.G.A., 16-13-73; 16-13-75; 26-3-8; GA Practical Nurses Practice Act, 43-26-32.)

**2. Head Lice**

- Infested children will be sent home with a letter to parents regarding recommendation for treatment, disinfecting the home, and procedures for readmission to school. Our local protocol requires that children be nit-free. Only one day will be counted as an excused absence, all other days will be marked as unexcused as per our Attendance Guidelines. Children cannot return to school until treatment has been completed and a letter of clearance from the Butts County Health Department is provided to the school.
- All siblings, of a confirmed case, will be checked if they attend a Butts County School.
- School Nurse or Clinic Worker will be trained in head lice detection. In the event that the nurse or clinic workers are not in the school building, there will be a backup person trained. The backup person will send students home only if they detect live bugs in the student's head. If there are no live bugs, the student will be checked the next day by the nurse or clinic worker.
- If there are 3 confirmed cases within a 2-week time period from the same class, the entire class may be checked. Principal has discretion on checking any classroom for possible infestation.
- School System will follow the recommendations of the Georgia Head Lice Manual in regards to classroom treatments.
- If a parent reports head lice to the classroom teacher or the front office, it should be reported to the clinic personnel and/or school nurse so appropriate action can be taken.

3. **Illnesses**

- Every effort will be made to encourage students to remain at school when they complain of minor pains and discomfort. Parents will be notified immediately of anything requiring more serious attention. You will be required to pick up your child when he/she has a serious illness (i.e. fever greater than 100 degrees, vomiting, diarrhea, unusual rash, red/itchy draining eye, etc.). Children should not return to school until they have been without fever, vomiting, or diarrhea for 24 hours. This may be enforced if there is a suspected contagious illness and deemed appropriate by clinic staff.
- If a student has painful urination, blood in their urine, or pain in their private areas, the school will contact you. You may be requested to take your child to the doctor for an evaluation. This complaint can be from many sources; therefore, you will want to work with your school nurse and physician and provide to the school nurse information regarding the diagnosis.

4. **Chronic Conditions**

- When a student has a chronic medical condition that needs managing by the school staff, health plans will be required for any student that needs an Epipen for severe allergies, Type I Diabetes, Seizure Disorder (Epilepsy), Special Procedures, etc. These will be required for attendance. The school nurses may deem additional health conditions or situations not listed that may need a plan based on individual students.

5. **Clearance to Return to School**

- There are several situations where a clearance note will be required for your child to return to school. These are but not limited to: Returning from surgery (need clearance and any limitations), clearance from head lice (see #2), clearance after being sent home for a suspicious rash or skin condition, clearance for pain in privates, blood or burning of urine.

*In the event of a life-threatening situation or critical injury, the school will make every effort to contact the parent/guardian and take appropriate emergency medical action. Should this need arise, the parent/guardian will be financially responsible for medical care/treatment and ambulance transportation. Our School Nurses follow the guidelines suggested by the School Health Resource Manual developed in combination by the Department of Education and Children's Healthcare of Atlanta.*

## **SCHOOL NUTRITION PROGRAM**

We welcome your child to the School Nutrition Program in the Butts County School System. The food service program is a self-sustaining program, which operates from monies received through payments for meals and reimbursements from federal and state programs. Meal choices are offered daily at each school. Current monthly menus are posted at each school as well as on the school system's website.

### **MEAL PRICES FOR 2018-2019**

#### **BREAKFAST PRICES**

There is **no charge** for breakfast for students.  
Adult \$1.75 per day.

#### **LUNCH PRICES**

There is **no charge** for lunch for students.  
Adult \$3.50 per day .

*\*Students will be charged for any extra food or milk. Additional pricing of a-la-carte items are posted in the school cafeteria.*

In the event the cafeteria receives a returned check due to Non-Sufficient Funds (NSF) or a closed checking account, a \$20 processing fee may be levied to cover costs for the returned check.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

## **STUDENT DRESS CODE COMPLIANCE (K-12)**

**Building level principals have the responsibility and authority to enforce the student dress code.** Dress code will be specified in the student handbook and annually reviewed with staff, students, and parents. The handbook shall additionally specify disciplinary action to be taken for students who fail to comply with the required dress codes.

- It is not the desire of the school system to exclude students from the educational setting because of dress code violations. However, the school board and administration believes that a reasonable expectation for student dress should be established and followed by all. As a result, students shall be subject to a progressive set of disciplinary actions that include, but are not limited to, the following: Verbal warning to the student of dress code violation;
- Notice to parents of continued violations;
- Assignment to in-school suspension for repeated violations;
- Required meeting between student, staff, and parents;
- Suspension from school for chronic violations

Each teacher will be responsible for checking students with this code and initiating the progressive disciplinary actions for violations, following school disciplinary procedures.

### **BUTTS COUNTY SCHOOLS DRESS CODE (K-5)**

- No tank tops, halter tops, cropped tops, spaghetti straps, see-through mesh, fishnet tops, sleeveless shirts/jerseys nor clothes with cuts, slits, or holes are allowed.
- Clothing with words or symbols (such as pictures and/or emblems) that advocate violence or terrorism, that are vulgar, or which advertise alcohol, drugs, or illegal activities are prohibited.
- Vests, blazers, sweaters, coats, windbreakers, or sweatshirts, which meet the requirements of this dress code, may be worn over shirts.
- All pants/shorts must be worn **at the waist** and should not drag the ground. Pant legs may not be mega-wide, pushed or rolled up.
- Belts are to be worn correctly with the entire belt within the belt loops.
- Spandex, leggings, jeggings, biker's pants, excessively tight, or form-fitting clothing are not allowed.
- Shorts, skirts and dresses must be long enough to come below the fingertips or longer.
- Shoes shall be properly fitted or strapped. No wheelies, roller shoes, or flip-flops. Sandals with back heel strap are allowed.
- *Tennis shoes are required for PE participation.*
- Extreme hairstyles and unnatural colors that, in the opinion of the principal or the principal's designee, would interfere with learning or be a health or safety hazard are not permitted.
- If students violate the above dress code, as determined by the principal or the principal's designee, parents will be called to bring other clothes for their child to wear. Students will be sent to STOP (Student Time Out Program) until the situation is resolved.

### **School Safe Tip Line**

If you have information that needs to be shared with the proper authorities, text the information to (678)752-1517 or email [sessafetipline@bcssk12.org](mailto:sessafetipline@bcssk12.org). You DO NOT need to include your name.

## **Disciplinary Policies and Procedures**

The SES faculty and staff believe that all students have the right to learn. In order for students to accomplish this goal, each student must be in a safe, secure school climate. Therefore, an age appropriate discipline plan has been established to help children learn and acquire the necessary social skills to become respectful, responsible students and citizens. Parental involvement will be emphasized at the classroom and the administrative level. It is essential, especially with younger children, that effective two-way communication is maintained between the home and school so that parents and teachers may work *cooperatively* toward the academic and social progress of the child. This student agenda has been provided as a means of communication between home and school.

## **ASSAULT, BATTERY, PHYSICAL VIOLENCE, AND DISRESPECTFUL CONDUCT**

No student shall exhibit disrespectful conduct toward or verbally or physically assault or batter another student, any teacher, other school administrators/officials, bus drivers, other employees, or any other person on school property while on the school bus, or while attending school-related functions (O.C.G.A. § 2-2-751.5, 20-2-753).

Physical violence is defined as

1. Intentionally making physical contact of an insulting or provoking nature
2. Making physical contact, which causes physical harm to another unless such physical contact or harm is in self-defense based on O.C.G.A. § 16-3-21. (O.C.G.A. § 20-2-751.6)

Typically, there are five levels of disruptive behavior described in the discipline chart. Each level has its own set of consequences determined by the administrator based on the severity and frequency of the incidents. Shown in the chart are the various levels of infractions as well as the range of consequences that may be used at each level.

Butts County Schools will provide support processes designed to help students address behavioral problems. These support services may be available through the school, the school system, community organizations, or other public entities.

O.C.G.A. § 20-2-735(a) – No later than July 1, 2000, each local board of education shall adopt policies designed to improve the student learning environment by improving student behavior and discipline. These policies shall provide for the development of age-appropriate **student codes of conduct** containing standards of behavior, a student support process, a progressive discipline process, and a parental involvement process.

O.C.G.A. § 20-2-735(e)- The **student code of conduct** developed pursuant to this Code section shall encourage parents and guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult. It shall be unlawful for any person to carry, or to possess or have under control, any weapon within a school safety zone or at a school building, school function, or on school property or on a bus or other transportation furnished by the school.

O.C.G.A. § 20-2-751.1- Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.

The term “**weapon**” or hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any non-lethal air gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher. O.C.G.A.16-11-106. Punishment: A fine of not more than \$10,000; \*State Law requires that proper law enforcement agencies be contacted. Imprisonment for not less than two, nor more than ten years, or both. A juvenile who violates this shall be subject to the provision of cases of weapons matching the above criteria.

## **CHRONIC DISCIPLINARY PROBLEM STUDENT ACT**

**Definition – “Chronic disciplinary problem student”** means a student who exhibits a pattern of behavior characteristics which interfere with the learning process of students around him or her and which are likely to recur. A Discipline Task Force has been set up to help students and their families who are having a difficult time in school because of behavioral concerns. The Task Force will intervene with these students and parents and provide a workable plan for all parties involved (i.e. the student, parents, and school). The student and parents will be asked to take part in developing a plan, which will address the behavioral concerns.

## **THREAT POLICY**

Because of the instances of violence on school campuses around the nation, the Butts County BOE believes that it is important to take preventative measures to stop potentially violent situations before they occur. As a result, any student making statements of violent injury or death towards other students or school staff will be immediately suspended and referred for an independent clinical assessment by appropriately trained mental health professionals. The student will remain suspended until the assessment report clears the student for return to school. The overall purpose of this policy is to evaluate the seriousness of threats of violence.

Arrangements for the independent clinical assessment will be made through contractual agreement between the school district and a certified provider of such diagnostic services. The school system will be responsible only for the costs associated with the initial diagnostic assessment. If indicated, specialized treatment will be the responsibility of the parent/guardian. The student may be referred for consideration by the school Student Support Team if a potential disability or learning problem is indicated. Nothing in this policy is intended to replace or supersede violations of the criminal code or other student behavior policies of the school district.

## **INAPPROPRIATE BEHAVIOR POLICY O.C.G.A §20-2-751.7. (a)**

The Professional Standards Commission shall establish a state-mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student, which shall not prohibit the ability of a student to report the incident to law enforcement authorities. Each local school system shall be required to implement and follow such state mandated process and shall include the mandated process in student handbooks and in employee handbooks or policies.

## **SEXUAL HARASSMENT POLICY**

No student shall harass other students or employees based on race, color, sex, national origin, religion, age, or disability. Harassment includes, but is not limited to, conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, or demands which are intimidating or create a hostile environment for a student or employee, or physical contact. Violations shall result in prompt and appropriate discipline, including suspension or expulsion of students. (JCAC) 15

## **COMPLAINTS OF DISCRIMINATION/HARASSMENT**

The School District does not discriminate on the basis of race, color, religion, national origin, disability or gender in employment decisions or educational programs and activities, including its athletic programs. Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the School District based upon any of the factors listed above should promptly contact the school to be directed to the appropriate department. Students may also report harassment or discrimination to their administrator or school counselor.

## **GEORGIA BULLYING LAW** (House Date Signed by Governor – May 6, 2015) O.C.G.A. 20-2-751.4

“(A) As used in this code section, the term “bullying” means an act that is:

- (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- (3) Any intentional written, verbal, or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - (a) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
  - (b) Has the effect of substantially interfering with a student’s education;
  - (c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - (d) Has the effect of substantially disrupting the orderly operation of the school.

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. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school 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. For purposes of this Code Section, 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."

## **IFBGA USE OF ELECTRONIC COMMUNICATIONS**

The Butts County Board of Education is committed to the development and establishment of a quality, equitable, and cost effective electronic communications system. The system’s sole purpose shall be for the advancement and promotion of learning and teaching.

Use of electronic communications is a privilege, not a right. Inappropriate use may result in the cancellation of those privileges. The use of electronic communication must be in support of education and research and consistent with the educational objectives of the Butts County School System.

Students using electronic communications, including the Internet, shall comply with the administrative procedures established by the system. The Board, through its administrative staff, reserves the right to monitor all computer and Internet activity of students and staff. Staff and students must be advised that privacy in use of the Internet is not guaranteed. Transmission or receipt of any materials in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening material, or obscene or sexually explicit material. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is prohibited. Use of electronic communications by anyone other than students and staff is prohibited.

The Superintendent or designee (s) shall make all decisions regarding whether or not a user has violated the established procedures and may deny, revoke, or suspend access at any time. The Board makes no assurances of any kind, whether expressed or implied, regarding any electronic communication services provided, or the accuracy or quality of information or software obtained through electronic communications.

Neither the Board; nor individual schools within the system will be responsible for any damages the user suffers or any debts incurred. Use of any information obtained via electronic communications is at the student’s or staff member’s own risk. Violations: Failure to abide by Board policy and administrative regulations governing electronic communications may result in the suspension and/or revocation of system access. Additionally, student violations may result in disciplinary actions up to, and including, suspension and expulsion. Staff violations may result in disciplinary action up to, and including, dismissal. Fees or other charges may be imposed and criminal charges may be filed, as appropriate.

ADOPTED: 6/2/97. LEGAL REFERENCE: OCGA 20-2-167 (1995, 1994, 1992,1991,1990,1989, 1988, 1987, 1985) REFERENCE: PeachNet Acceptable Use Policy (8/19/96) BOARD OF EDUCATION OF BUTTS COUNTY 0627z

## **NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

(1) The right to inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, 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 or designee will make arrangements for access and provide notice of such arrangements.

(2) The right to 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 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) The right to consent to disclosures of personally identifiable information (PII) from the student's education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. One exception that 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 (including school nurses and school resource officers); a member of the school board; a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist, or online educational services provider); a contractor, consultant, volunteer, or other party to whom the school district has outsourced services, such as electronic data storage; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his/her tasks. The District allows school officials to access only student records in which they have a legitimate educational interest. School officials remain under the district's control with regard to the use and maintenance of PII, which may be used only for the purpose for which disclosure was made, and cannot be released to other parties without authorization.

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.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the district may disclose appropriate designated "directory information" without written consent, unless the parent or eligible student has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school to include this type of information from the student's education records in certain school publications, such as the annual yearbook, graduation or sports activity programs, and honor roll or other recognition lists.

The School District has designated the following information as directory information:

**[Note: The board may, but does not have to, include all the information listed below. Information listed must be consistent with those items designated in board policy].**

- (a) Student's name, address and telephone number;
- (b) Student's date and place of birth;
- (c) Student's participation in official school activities and sports;
- (d) Weight and height of members of an athletic team;
- (e) Dates of attendance at schools within the district;
- (f) Honors and awards received during the time enrolled in district schools;
- (g) Photograph; and
- (h) Grade level.

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, upon request, with students' names, addresses, 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 10 days after officially enrolling in school or within 10 days of the date of the release of this notice.

(5) 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 the principal to your student being photographed, video taped or interviewed. You must notify the principal of your objection by the date specified above. 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.

(6) You have the right to file with the United States Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of FERPA or the regulations promulgated there under. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

### **Protection of Pupil Rights Amendment (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
  1. Political affiliations;
  2. Mental and psychological problems potentially embarrassing to the student and his/her family;
  3. Sex behavior and attitudes;
  4. Illegal, anti-social, self-incriminating and demeaning behavior;
  5. Critical appraisals of other individuals with whom respondents have close family relationships;
  6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
  7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred. For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920**



Student's Name \_\_\_\_\_

Grade \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

**PLEASE SIGN THIS PAGE IN EACH BOX AS INDICATED  
AND RETURN TO YOUR CHILD'S TEACHER**

We need your permission for specific parts of our school program. If you are willing for your child to take part in these activities, please sign the form below and return it to school.

**2018-2019 Photographs and Publications**

I grant permission for my child, \_\_\_\_\_, to be photographed during school related activities. I understand that these pictures may be published in the newspaper, the yearbook, scrapbooks, bulletin boards, our closed-circuit news program, and the SES Facebook page and website.

Parent's Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Clubs and Organizations**

I grant permission for my child, \_\_\_\_\_ to participate in clubs and organizations at Stark Elementary School for the 2018-2019 school year.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**2018-2019 Computer and Internet Usage**

I grant permission for my child, \_\_\_\_\_, to use the computer equipment provided by Butts County Public Schools and to access the Internet for research purposes and other academic activities.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2018-2019 Handbook**

I have read and understand the handbook. I am willing to ensure that my child will follow all school policies and discipline procedures of Stark Elementary School.

Child's Name: \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_