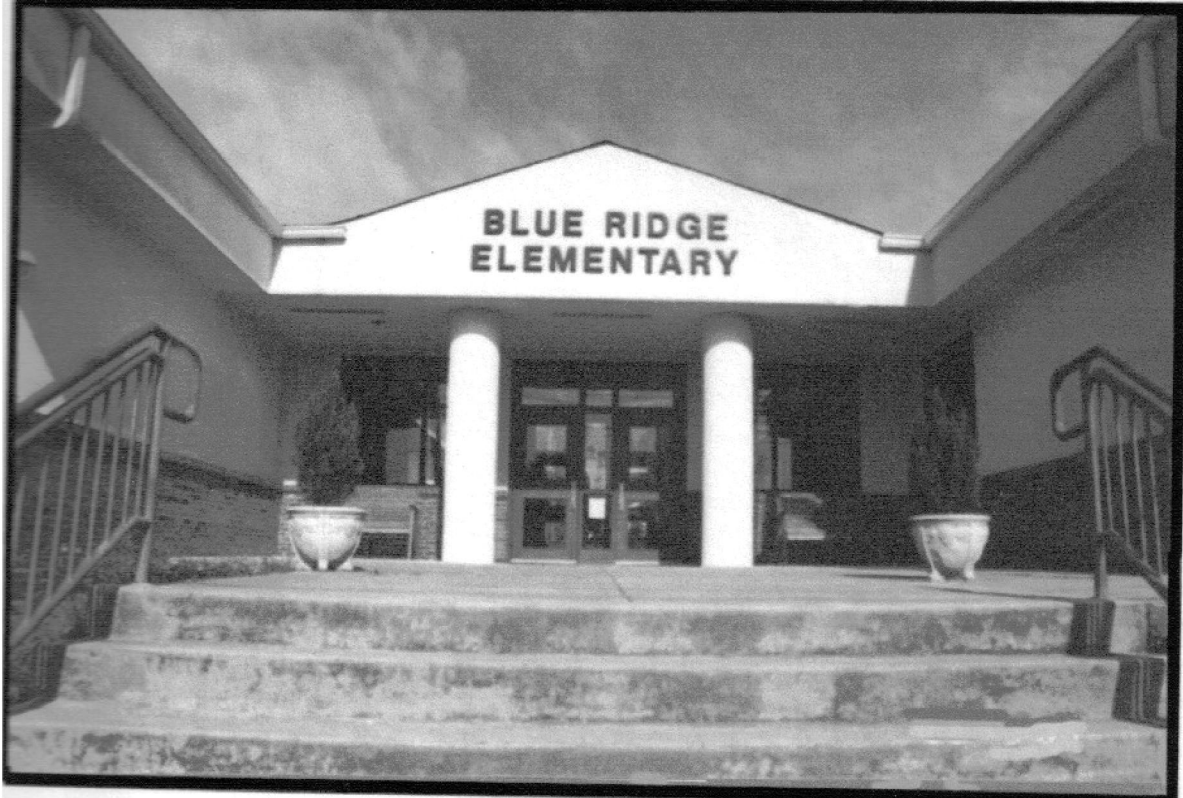




Parent/Student Handbook
2016-2017



Blue Ridge Elementary School Parent/Student Handbook

Fannin County School System

The Fannin County School System is committed to graduating all students on time with the skills they need to be successful. We believe this can best be accomplished in a high performing learning environment focused on continuous improvement.

Vision

The Fannin County School System will be recognized as a world class school system that holds a vision of excellence for all students with successful progression at each level and a 100% graduation rate.

Mission

Developing young futures.....
Learning for tomorrow,
Today

WELCOME

Dear Parents/Guardians and Students:

It is our pleasure to welcome you to Blue Ridge Elementary School. The faculty and staff join us in saying we're happy to have you as part of the Blue Ridge family. We hope this will be a successful and satisfying year for you.

The pages of this handbook are filled with important information regarding school policy and procedures. Parent/guardians and students should review the contents together. If you have any questions, please call the school office at 706-632-5772. We believe that open and clear communication between school and home is important to the success of our educational growth.

We welcome your participation and support this school year. Working together, we will be able to reach our collective goals and celebrate the achievements of our students.

Thank you,

Shannon D. Miller
Principal

PTO

Our Parent-Teacher Organization (PTO) is an important part of the success we have experienced at Blue Ridge Elementary School. The PTO helps make us a better school for all our children. We hope that you will become an active member in our group by attending our meetings and volunteering to help with the many activities and fundraisers during the year. Notes will be sent home announcing each upcoming PTO meeting.

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SCHOOL HOURS

- Blue Ridge’s school building opens at 7:15 AM and closes at 3:30 PM for students or 4:30 PM for those who participate in tutoring. The office is open until 4:30 p.m.
- All elementary students who arrive before 7:35 AM must report directly to the lunchroom and be seated. They will be dismissed from the lunchroom at 7:35 to report to class.
- Students are tardy at 8:00 AM.
- All students should be on time for school and should remain for the entire day.
- Please avoid picking your child up early if at all possible. Students who leave before 3:00 PM often miss valuable instruction. A parent or guardian **must** sign out students who leave early.
- Students should be picked up by the time the buses leave, unless specific arrangements have been made with the principal.

7:15 AM.....	School building opens
7:35 AM.....	Students released from lunchroom
7:35-8:00 AM	Breakfast/Character Education Activities
8:00 AM-2:45 PM.....	K—Grade 2 instructional day
8:00 AM-3:00 PM	Grades 3-5 instructional day
2:45 PM.....	K-2 parent pickup
3:00 PM.....	3-5 parent pickup
3:25 PM.....	Load buses

Guidelines for Attendance

Regular school attendance is required by Georgia law (20-2-690-1) for all children ages of 6-16. (Regular attendance means actual attendance of a pupil during the entire day of school.)

Fannin County School System Elementary Schools and Middle School guidelines:

Absences:

1. At five unexcused absences the Family Support Worker will mail a letter to the parent/guardian.
2. At six unexcused absences the principal may choose to send the school attendance officer to the child's home for a home visit.
3. At seven unexcused absences the Family Support Worker will mail a letter to the parent/guardian. At this time, the parent will be contacted to meet with the Attendance Support Team to discuss ways to help improve attendance.
4. At ten unexcused absences, a student will be referred to juvenile court.

ATTENDANCE—TARDINESS—ABSENCES

- Any absence from school is detrimental to learning. Therefore a concerted effort should be made to have children present for the entire school day.
- Please make every effort to have your student arrive on time. Students who are tardy must check in at the office before reporting to class.
- Excused absences include: medical appointments, personal illness, death in the immediate family, certain religious holidays, and other absences deemed appropriate by the principal. All other absences are classified as unexcused
- The child's parent/guardian must send a written excuse within three days explaining the child's absence. The County Student Attendance Team contacts parents/guardians whose students have excessive absences. Juvenile Court could result in these cases.

STUDENT SIGN-OUT

- To take a student away from school before the end of the school day, the parent/guardian must come to the office and sign out the student.
- Although occasional early checkouts may be necessary, parent/guardians are encouraged to not pick up students early unless they are sick or have a doctor's appointment.
- Kindergarten through grade 3 will not be counted absent if they stay through 10:30 AM. Grades 4 and 5 will not be counted absent if they stay through 11:00 AM.

BUS TRANSPORTATION

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day. Once a student boards the bus – and only at that time – does he/she become the responsibility of the school district. In view of the fact that a bus is an extension of the classroom, the board shall require students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. When a student does not conduct himself/herself properly on a bus, the bus driver of that school will bring the incident to the attention of the building principal. The building principal will inform the parents immediately of the misconduct and request their cooperation in correcting the student's behavior. A student can be suspended or expelled from school for misbehaving on the bus.

A student who becomes a serious disciplinary problem on the bus may have his/her riding privileges suspended or revoked. In such cases the parent of the students involved become responsible for seeing that their child gets to and from school safely.

THE FANNIN COUNTY BOARD OF EDUCATION ADOPTED THE FOLLOWING RULES FOR RIDING THE SCHOOL BUS.

1. Stand off roadway while awaiting the bus.
2. Keep your seat at all times when the bus is moving.
3. Keep your arms and head inside windows.
4. Walk ten feet in front of bus. Wait for driver's signal before crossing road.
5. Unnecessary conversations with driver are dangerous. Please remain quiet.
6. Outside of ordinary conversations, classroom conduct is to be observed.
7. Absolute silence is required at all railroad crossings.
8. The driver is in full charge of bus and students. Students must obey the driver.
9. The driver has the right to assign students to certain seats if necessary to promote order on the bus.
10. Students are not to leave the bus at any place along the route except for necessary bus transfers unless he/she presents a request by his/her parents that has been approved by the principal.
11. Students are not to use tobacco in any form on the bus.
12. Students must be on time; the bus cannot wait for those who are tardy.
13. Riding the bus is a privilege and should not be abused.

HOMEWORK WHEN ABSENT

- When your child is absent from school, your child will be responsible to get their assignments from their teachers when returning to school.
- Fannin County Policy states that work should be completed within 5 school days after returning to class.

PARTY POLICY

- On certain occasions parties are permitted. Traditionally, these celebrations occur at Halloween, Christmas, and Valentine's Day.
- Parties are left to the discretion of the classroom teacher and should be coordinated between the teacher and the room parent volunteers.
- All parties require the approval from the administration.

SCHOOL SUPPLIES:

- Students are expected to come to school with paper and pencil and all other supplies necessary for doing their schoolwork.
- Additional supplies may be requested throughout the school year.

COMPACT OF RIGHTS AND RESPONSIBILITIES:

STUDENTS

For your success, you are encouraged to:

- Attend school daily
- Strive to do your best at all times
- Follow school rules
- Be prepared
- Accept responsibility for your behavior and actions

PARENTS/GUARDIANS

For your child's success, you are encouraged to:

- Promote high expectations for your child's behavior, academic achievement, and homework
- Establish and maintain open lines of communication between home, school, and teachers
- Ensure that your child gets plenty of sleep, a good breakfast, and is dressed appropriately
- Participate in school activities including parent-teacher conferences and PTO
- Regularly discuss schoolwork with your child
- See that your child attends school regularly
- Assist your child in being responsible for his/her behavior and actions

SCHOOL PERSONNEL

For your child's success we will:

- Provide a safe and effective learning environment
- Establish and maintain open lines of communication between school and home
- Comply with district and state policies and regulations
- Promote high expectations for student behavior and academic achievement
- Provide opportunities for every student to be successful
- Promote student responsibility for behavior and actions

SCHOOL TELEPHONES

- School telephones are business phones and are not to be used by students except in emergencies.

SCHOOL WEBSITE

The Fannin County School System website and the Blue Ridge Elementary website can give you invaluable information about the school system and the school. In order to contact your child's teacher by e-mail, follow these procedures:

- Go to the URL for the Fannin County website which is www.fannin.k12.ga.us.
- Click on Schools, then Blue Ridge Elementary and Blue Ridge Teachers.
- Scroll down to the teacher you need to e-mail.

PAGERS AND CELL PHONES

Students may carry pagers and cellular telephones in Fannin County Schools under strict provisions, which include:

- Cell phones and pagers are to be in the OFF position at all times during the instructional day unless they are being used for instruction under the BYOD guidelines*. The instructional day is defined as from the time students arrive on school property until the time school is officially dismissed.
- During the instructional day, cell phones and pagers may be used, with ADMINISTRATIVE PERMISSION, or in the case of an emergency.
- The use of cell phones while on school buses is strictly prohibited unless an emergency situation arises and students have PERMISSION FROM THE BUS DRIVER.

Any violations of this policy will be considered a disciplinary matter and will be subject to the following disciplinary action:

- The first electronic device infraction shall result in the confiscation of the device. Once the device is confiscated it will only be returned to a parent or guardian.
- The second infraction shall result in confiscation of the device, a parent or guardian conference, and immediate termination of the right to carry a pager or cellular telephone for the rest of the school year.
- Any violation of this policy may also, at the principal's discretion, result in additional disciplinary action. Other disciplinary action may include work detention, in-school suspension, out-of-school suspension, or placement in Alternative School.

*Bring Your Own Device (BYOD):

BYOD will be implemented in the upper elementary grades. Guidelines for this process will be set to the parents based on individual grade level guidelines.

WEATHER/EMERGENCY CLOSINGS

Occasionally, unexpected circumstances arise that require Fannin County Schools to delay opening, dismiss early, or close due to weather or other emergencies.

- Closures will be announced over the local radio stations as soon as possible, and the phone alert system will be activated.
- **Parent/guardians should have a form on file at school with alternative places for their child to be sent in the event they cannot be reached. Students should be aware of this procedure.**

SCHOOL COUNSELOR

School personnel or parent/guardians may request the services of the Counselor to help children deal with personal, social, or behavioral problems.

- When necessary, parent/guardians may be contacted by the Counselor to offer assistance in dealing with certain issues.
- Conferences with the Counselor should be prearranged whenever possible.
- Students will participate in scheduled instructional classroom guidance sessions conducted by the school counselor.

ILLNESS OR ACCIDENT AT SCHOOL

- If a child becomes ill during the school day and needs to go home, the school will notify the parent/guardian.
- Should the child need emergency medical attention, the child's welfare will come first. Appropriate steps will be taken to get medical services started while an effort is made to contact the parent/guardian.
- If the parent/guardian cannot be contacted during an emergency, the other person(s) listed by the parent/guardian on the health form on file in the School Nurse's Office will be contacted.

SCHOOL NURSE

Blue Ridge is very fortunate to have the services of a fulltime School Nurse.

- **A health form MUST be completed for each child by a parent/guardian and will be kept on file in the school clinic.**

MEDICATIONS

Medicine brought to school to take during the day must be brought to the office by a parent or guardian. It must be in its prescription container or original non-prescription container and must be clearly labeled with student's name and dosage. All medications are kept in the school clinic, and are dispensed only by the Nurse or designated school staff. It is NOT permitted to transport medications on the school bus. Parents should contact the school nurse for information about medications given on long-term and short term basis.

IMMUNIZATION POLICY

Before official enrollment, all students enrolling in a Georgia school must have an official Georgia Department of Human Resources Certificate of Immunization. This certificate may be secured from a local physician or the Fannin County Health Department. All students enrolling in Kindergarten will be required to show proof of immunization for Hepatitis B. This immunization is a 3-shot series and takes 4 months to complete. (Form 3231)

BIRTH CERTIFICATE

All students entering school for the first time in Kindergarten or First Grade must present an official copy of his/her birth certificate at the time of registration. Children must be 5 years old on or before September 1st to enroll in the Kindergarten program. Children must be six years old on or before September 1st to participate in the First Grade program.

HEARING, VISION, DENTAL RECORDS

All students entering school for the first time must present a certificate of hearing, vision, and dental examination by the Fannin County Health Department, a physician and/or a dentist licensed by the State of Georgia. This certificate is available from local physicians or the county health department. (Form 3300)

SOCIAL SECURITY NUMBER

At the time of initial enrollment, a Social Security number will be requested for each student. Social Security numbers are not required for enrollment. No student will be denied enrollment for declining to provide his or her Social Security number or for declining to apply for such a number.

PROOF OF RESIDENCE

School officials require that the parent or guardian provide proof of Georgia residency at the time a student is initially enrolled in a Fannin County school. The acceptable items to provide such proof are: settlement/closing papers on a

house **OR** current lease agreement **AND** a current utility bill (gas, power, or water). Note that the two items of proof **MUST** show the “911” address (actual physical location). Post Office box addresses cannot be used as proof of residence.

WELLNESS POLICY

The Board of Education recognizes that student wellness and proper nutrition are related to students’ well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes and protects student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

To the extent practicable, all schools in the district participate in available federal school meal programs. All foods and beverages made available on campus during the school day shall be consistent with the requirements of federal and state law. Guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the U.S. Secretary pursuant to the Child Nutrition Act and the Richard B. Russell National School Lunch Act, as those regulations and guidance apply to schools. School food service staff at the school or district level shall monitor compliance with nutrition guidelines within school food service areas.

It is the intent of the Board that the district shall teach, encourage and support healthy eating by students. Schools shall provide nutrition education consistent with federal and state requirements and engage in nutrition promotion aimed at improving student health.

All students in grades K-12 shall have opportunities, support and encouragement to be physically active on a regular basis. The district will provide physical education consistent with federal and state requirements and engage in promotion of physical activities aimed at improving student health.

HEAD LICE

- School-wide head checks will be conducted on all students monthly.
- In the event that your child is found to be positive, you will be contacted and our School Nurse will assist you with identifying available treatment options.
- If you (parent/guardian) discover head lice on your child, please notify the School Nurse so she may implement individual classroom checks in an attempt to prevent outbreaks.

MOVING OUT OF FANNIN COUNTY SCHOOL DISTRICT

If a student moves during the school year, the school should be notified before the day of the move. All school books and library books must be returned and all charges paid. The office will prepare the withdrawal sheet and student record for transfer to your child’s next school.

INSURANCE RESPONSIBILITY

The Fannin County school system DOES NOT provide free accident insurance at school. Information on purchasing low cost school insurance is provided at the beginning of the school year. This insurance covers accidents that might happen at school or while going to or from school. 24-hour coverage is also available.

CAFETERIA

All prices below are subject to change during the year.

PRICES/PAYMENT

I. Lunch and Breakfast Prices for FCSS Enrolled Students:

Lunch and Breakfast Prices for Adults Employed by the Fannin County Board of Education

LUNCH:

Student Elementary Schools \$1.95
Student Reduced Price Meals \$0.40
Adults \$3.70
Student Second Meal \$3.70

BREAKFAST:

Student Breakfast free to all students
Adults \$2.20
Student Second Meal \$2.20

MENU

- Daily lunch choices include a main menu entrée with several types of vegetables and fruits or a salad.
- Sack lunches may also be offered during the week.
- Additional menu items may be purchased after a lunch has been purchased.
- Only milk, water, and sometimes fruit juices are served to students in the cafeteria. Students who are allergic to milk or milk products must bring a statement from his/her doctor to obtain an alternate drink with the purchase of a lunch.
- Menus are published in *The News Observer* and on the Fannin County School System website. On occasion menus may be changed due to delivery problems.

LUNCH CHARGE POLICY

- Students are encouraged to accumulate no more than 20 charges.
- A parent/guardian will be contacted when charges reach 20.
- Phone notification may be used for excessive outstanding balances.
- Free and reduced lunch forms are available at each elementary school year round.
- If personal financial situations change you are encouraged to apply for free or reduced lunches.

FOOD ALLERGIES

- If your child suffers from food allergies, please contact the School Nurse.
- A physician's notice of food allergies will need to be a part of the student's health form records in the School Nurse's office.

FIELD TRIP LUNCHES

- Sack lunches may be purchased from the cafeteria for students and for adult chaperones. An order form will be sent home with your student before the trip.

LUNCH SCHEDULE/GUESTS

- The lunch schedule will be announced at the beginning of the school year.
- Parents/guardians are welcome to join their children at lunch.

CAFETERIA STAFF

- Our Nutrition employees are certified and are required to take continuing education classes each year. They have also completed the National Restaurant Association's Serve-Safe course.
- We are committed to serving quality, nutritious meals, and to educating our students to help them develop healthy eating habits. The Nutrition staff can be contacted at 706-632-5772.

CAFETERIA BEHAVIOR

The same general rules for behavior apply in the cafeteria as in the classroom.

- Classes will sit together and are responsible for clearing the table before being dismissed.

CAFETERIA POLICIES

- Students are encouraged to eat breakfast and lunch at school.

- Information about lunch prices and about free and reduced prices is provided at the first of the school year and on request.
- No drinks or snacks will be sold to students until the lunch period is over.
- Drinks in an unbreakable container are allowed in the cafeteria if these items are wrapped in foil or some other covering.
- A Thermos® or drinks in a carton may be brought, or milk may be purchased at breakfast or lunch.
- Please provide utensils when your student brings their lunch from home.

DRESS CODE

Appropriate dress for school is important. These guidelines should be followed:

- Shoes must be worn at all times. No cleats allowed.
- Clothing items which display inappropriate language or gestures, advertise illegal substances (drugs, tobacco, alcohol) or weapons, and/or promote gang-related activities are strictly prohibited.
- Clothing accessories that present a disruption to the school environment are prohibited.
- No bare midriffs, spaghetti straps, or muscle shirts
- No garments with holes which are deemed offensive or in poor taste.
- No hats worn in the building. (Except on announced special occasions.)
- Tennis shoes are recommended for gym class and recess.
- Low-riding pants must fit appropriately. Short, skort, and skirt hem length must be no shorter than four inches above the knee.
- The administration has the authority to determine concerns not covered by the above guidelines.

PETS /ANIMALS

- Animals are not permitted on school property with the exception of specially-trained service animals e.g. Seeing-Eye Dogs or those being used for instructional purposes.
- The Principal must be notified of the presence of any animals on campus.

TOYS/ELECTRONIC GAMES

Toy guns, knives, trinkets, electronic games and equipment, and other trivia are to be left at home. Children are easily distracted and may cause injury to others.

- Banned toys or other items will be taken up by the teacher and held at his/her discretion. Playground equipment may be brought only with prior permission from the teacher.

PERSONAL ITEMS

In an effort to reduce the opportunity for property to be stolen, we recommend certain items not be brought on school campus. These items *include but are not limited to* CD players, radios/tape players, headphones, I-pods/MP₃ players, pagers, laser pointer, non-Band musical instruments, electronic hand-held games, card games, etc.

School personnel will not be held responsible for items reported stolen. Personal items may be confiscated by school personnel and will be returned to the parent/guardian. Repeated violations may result in more serious disciplinary action.

CONFERENCES

A conference with your child's teacher is your best means of learning how your child is performing in school.

- Parents will be notified in advance of any county-wide parent/guardian—teacher conference days. On these days, an alternative school schedule may be used.
- However, parents may schedule a conference at other times simply by contacting the teacher. The teacher will set up a time convenient for both parties.
- “Drop-in” (unscheduled) conferences should be avoided, since this interferes with instructional time and other teacher duties.

COMPLAINT PROCEDURES

The staff at Blue Ridge always strives to resolve complaints in a fair and timely manner.

- Step 1: contact the teacher and schedule a conference
- Step 2: if the problem persists, request a second conference with the teacher or teachers with either the principal, assistant principal, counselor or all three in attendance
- Step 3: if the first steps have not brought about a satisfactory resolution, request a principal conference

REPORT CARDS

- Report cards will be issued at the end of each nine-week grading period.
- Parents should sign the report card envelope and return it to the school promptly.
- Progress reports will be sent home at midterm.

INFINITE CAMPUS PARENT PORTAL

Infinite Campus Parent Portal, an online information service for parents/guardians, is available at <https://campus.fannin.k12.ga.us/campus/portal/fannin.jsp>. Infinite Campus allows registered parents/guardians to view their child's grades online after the grades are entered into the electronic grade book by the child's teacher.

STANDARDIZED TESTING

- Kindergarten: The Georgia Kindergarten Assessment Program (GKID) is administered throughout the school year to all kindergarten students. The GKID assesses a student individually in five areas: communicative skills, logical-mathematical skills, physical skills, personal skills, and social skills. This assessment aids in determining readiness for first grade
- Grades 3-5: The Georgia Milestones Assessment System, given in the spring, is designed to measure student acquisition of knowledge, concepts and skills set forth in the state curriculum. It is given in the content areas of english/ language arts, mathematics, social studies and science.
- Writing Assessments (Grades 3 and 5) will no longer be implemented, but progress in writing will be evaluated within the Georgia Milestones Assessment System.

BENCHMARKS

Every 9 weeks, the students will be assessed to gauge academic progress. These assessments will be used as benchmarks to plan instruction. These assessments do not affect grades.

PROMOTION AND RETENTION

Promotion or retention of students can sometimes be a difficult decision.

- Teachers and administrators will work with parents in the decision-making process to determine what is best for each individual student.
- In addition, Fannin County has adopted a Promotion/Retention Policy as required by State of Georgia legislation.

TUTORING

Free tutoring is offered during the school year. Notes will be sent home with information about the program.

- Teachers will refer students to the program based on those who are not meeting grade level requirements and/or are having difficulty in the classroom performing in reading/language and/or math.
- Students are tutored by a certified teacher.
- Tutoring in reading/ELA and math is offered from 3:30-4:30 PM.
- Students must be picked up at 4:30 PM.

ACCELERATED READER (AR) PROGRAM

- The Accelerated Reader program combines technology and research to increase independent reading. The child first reads (or has read to him/her) a book from the Accelerated Reader book list. The child then takes a computerized test on the book, answering simple multiple-choice questions that check the child's recall of basic facts and events in the book.
- After finishing the test, the child receives a point score based on the difficulty level of the book and the number of questions he/she answered correctly.

- The computer keeps track of each student's points, reading level, and test percentages. This is valuable information for teachers.
- A student's points also serve as the basis for various rewards.
- Points earned by the students should reflect the work of the student.
- The list of Accelerated Reader books is available in the Blue Ridge Media Center and on the Blue Ridge Elementary School web page.

GIFTED EDUCATION PROGRAM

The Fannin County Board of Education recognizes the need to provide gifted education services to students who have the potential for exceptional academic achievement in Grades K – 12. The Gifted Education Program is designed to provide an enriching and challenging alternative to the regular curriculum program. A resource model is provided for students in Grades K-5 with an itinerant teacher. These students receive a minimum of five segments of instruction per week from a certified teacher who is gifted endorsed.

Students are referred for consideration for the gifted program by teachers, counselors, administrators, parents or guardians, peers, self, or other individuals with knowledge of the student's abilities. Identification and eventual placement decisions are made on a case-by-case basis. In order to qualify for placement, students must meet three of the four components established by the State Board of Education. These include: mental ability, achievement, creativity, and motivation. On the mental measure students in K-2 must score in the 99th percentile and students in grades 3-12 must score in the 96th percentile. If a student does not qualify for gifted placement, they cannot be tested again for two school years.

SPECIAL EDUCATION

Special education services are available for eligible students.

NEEDS BASED INSTRUCTION - NBI

The daily schedule includes Needs Based Instruction (NBI) time. During this segment, instruction is provided to strengthen and enrich various skills.

RESPONSE TO INTERVENTION – RTI

Response to Intervention is a method of academic intervention designed to provide early, effective assistance to children experiencing difficulties in academic areas.

PARENT RESOURCE ROOM

The Parent Resource Center is located in the parent liaison room and has a wide range of books and materials available for parent check out.

TEXTBOOKS AND LIBRARY BOOKS

- Textbooks and library books are furnished to your child by the school system on a loan basis, and should be treated as borrowed property.
- Students must pay for the loss or abuse of textbooks or library books.
- The BRES PTO furnishes planners to students as requested by grade-level teams. If a planner is lost, students will be required to purchase another planner.

LOST-AND-FOUND

Students may come to the lost and found area to look for lost items. Small items such as jewelry, watches, keys, etc. are returned to the office. For easy identification, please write your child's name on all personal items.

SCHOOL-WIDE BEHAVIOR PROGRAM

Positive Behavioral Support (PBIS) is a behavior management program adopted by the Fannin County School System. PBIS is recommended by the Georgia Department of Education. It is a proactive behavioral plan, which rewards and reinforces good behavior.

DISCIPLINE

- Teachers have the authority and responsibility to maintain discipline in the classroom.

- When misbehavior occurs, the teacher may...
 - Talk to the student or give the student a ‘time-out’ to reflect on making a better choice.
 - Request a parent conference
 - Place the child on a behavior contract
 - Place the child in detention for recess
 - Refer the situation directly to school administrators
- Level 5 behaviors (e.g. weapons on school campus, terroristic threats, etc.) are subject to Fannin County School Board policy.

MINDSET PROGRAM

FCSS has adopted the Mindset Program in order to facilitate insight, raise awareness, enhance skills and certify response teams in preventing and managing aggressive behavior. FCSS uses physical restraint only in circumstances where the student is harming themselves, harming others, or there is imminent danger. If a student has to be restrained under the preceding circumstances, a written report will be given to the parent/guardian within one school day.

Bullying

The Fannin County Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Bullying is defined in the definition section of the Student Code of Conduct. Teachers, school employees, students, parents, guardians, or other persons may report or otherwise provide information related to bullying activity. The information may be provided by contacting the school administration. If the person wishing to provide information desires to remain anonymous, that person may contact the school electronically or by using the United States mail.

Bullying, electronic bullying, threatening

Bullying is specifically defined as an act which occurs on school property, on school vehicles, at school bus stops, or at school related functions or activities, or by use of data other electronic technology of a local school system, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such item is defined in Code in Code Section 16-5-23.1;

Has the effect of substantially interfering with a student's education;

Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.

Consequences: Grades PK-5

Bullying violations shall result in any of the following consequences or combination of consequences:

- Parent Contact
- Anti-Bullying Contract
- Short Term Suspension
- Long Term Suspension

- Possible Police Action

The first time it is determined by the school administration that a student has been involved in bullying behavior the student determined to be involved in inappropriate activity shall sign an “Anti-Bullying Contract”. In addition to any appropriate discipline imposed, the student shall receive counseling from the school counselor related to the inappropriateness of the observed behavior.

EMERGENCY OPERATION PLAN

Blue Ridge has an Emergency Operation Plan. You may review this plan by requesting it from the school office.

- In the event of an emergency, parents/guardians will be contacted through the Alert Now phone system.
- Depending on the type of emergency, parents/guardians will be given specific instructions on how and where to pick up their child.

FIRE AND TORNADO DRILLS

- Blue Ridge students regularly participate in fire and tornado drills to ensure their preparedness in the event of an actual emergency situation.
- Students are expected to listen and obey their teacher’s directions during the drill. Students will move quickly and quietly to their designated area.
- All classrooms have an emergency evacuation plan posted.

CHANGE OF ADDRESS OR PHONE NUMBER

- If your address or phone number changes, please notify the school immediately. The school must be able to contact you in the event your child has an accident, becomes ill at school, school is dismissed early, or for other reasons.

VISITORS AND VOLUNTEERS

- All visitors and volunteers are required to enter through the front door and report to the office to sign in and receive a visitor’s tag, which must be worn at all times in the building. All other doors in the school building will remain locked for security reasons.
- Before leaving the building, all visitors and volunteers must return to the office, sign out, and return the visitor’s tag. Everyone in the building must be accounted for if an emergency situation arises, and failure to sign out may result in danger for those looking for someone who has already left the building.
- In order to preserve instructional time and to promote security unplanned visits to your child’s classroom are discouraged during the school day.
- A parent volunteer program is in place at BRES.
- Parent volunteers should sign in and sign out in the Volunteer Book in the office.
- Volunteer hours are documented.
- If your child has difficulty with your presence in the classroom, you may volunteer in another classroom or the media center.
- **House Bill 1176 - Child Abuse Reporting Revisions:** O.C.G.A. 19-7-5, which now holds **volunteers** in schools, hospitals, social agencies, or similar facilities responsible for the same child abuse reporting requirements as employees.
- Volunteers will be required to complete Mandated Reporter and confidentiality training.
- Volunteers will be asked to review and sign a Volunteer Code of Confidentiality stating that they will keep all student information confidential.

PICKING UP YOUR CHILD

- Exercise care and courtesy when picking up your child from school. Small children may be hard to see.

RECESS

- Students are to remain on the playground or other designated areas during outdoor recess.
- Tackle football or any activity that results in a student falling or being knocked to the ground is not permitted.
- Dangerous activities such as rock throwing, fighting or rough play are not permitted.

- Unsafe use of playground equipment will not be tolerated.
- Recess during very cold or hot weather may be shortened or held indoors.
- The decision to have outside recess during cold weather will depend on the temperature and wind chill factor.
- The decision to have outside recess during extreme hot weather will depend on the heat index.

LEGAL NOTIFICATIONS--TITLE I

Blue Ridge Elementary is a school-wide Title I School. Federal funds received by the school are spent to help close the achievement gap and help students meet challenging state standards. Research shows that parental involvement is a key factor in the academic success of students. Parents are encouraged to learn about the school's educational program, as well as our educational goals and objectives. Parents are also encouraged to stay informed about their child's progress at school. As a Title I school, BRES, provides access to educational materials and resources to help parents learn more and be involved in the educational process. Parents are invited to access information available in the parent resource room. These materials are made available for parents to learn strategies and techniques to help their child(ren) improve academically and be as successful as possible at school. A Parent Involvement Policy is available in the office, on the school website, and distributed to parents at the beginning of the school year in a Title I meeting. BRES's Title I Plan is also available in the office. Please contact the office at 706-632-5772 if you have any questions

FAMILY EDUCATION RIGHTS AND PRIVACY ACT DIRECTORY INFORMATION NOTICE

The Fannin County School System has designated the following information as directory information:

- Student's name, address
- Student's date and place of birth
- Student's participation in official school clubs, sports, and activities
- Weight and height of student if he/she is a member of an athletic team
- Dates of attendance in Fannin County Schools
- Awards received during the time enrolled in Fannin County Schools

Unless you as a parent/guardian or eligible student request otherwise, this information may be disclosed to the public upon request. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to be disclosed to the public upon request. If you wish to exercise this right, you must notify the principal of the school at which your student is enrolled in writing by September 30th of each school year.

NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) you have a 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) years of age or older, or those who are emancipated, your own education records. Parents/guardians or eligible students should submit to the appropriate school official a written request identifying the record(s) they wish to inspect. The appropriate school official will make arrangements for access and provide notice of such arrangements.
- 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/guardians, 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/guardians or eligible students of the decision and inform them of their rights to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulation 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/guardian or student serving on an official committee (such as 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. Upon request, the school district forwards education records without prior consent to another school in which the student seeks or intends to enroll.

- File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the Fannin County Board of Education to comply with the requirements of the Act or the regulations promulgated thereunder. 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, DC 20202-4605

REPORTING OF ACTS OF SEXUAL MISCONDUCT

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

PERSONNEL REQUIREMENTS

In compliance with the requirements of the *No Child Left Behind* statute the Fannin County School District informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under an emergency or other provisional status through which Georgia qualification or certification criteria have been waived;
- the college major and any graduate certification or degree held by the teacher;
- whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualifications, please contact Shannon Miller, Principal, at 706-632-5772, smiller@fannin.k12.ga.us, or 224 E. Highland St., Blue Ridge, GA 30513

MOMENT OF SILENCE

Georgia state law mandates a moment of silence be observed each morning.

SCHOOL CLUBS AND ORGANIZATIONS

O.C.G.A. 20-2-705: The Georgia General Assembly requires schools to notify parents of student clubs and organizations, including the name of the club, its mission and purpose, and faculty advisor, so that parents may choose whether to consent for their child to participate.

- As of 2009, Blue Ridge Elementary does not offer any clubs or organizations of this type.

NON-DISCRIMINATION STATEMENT

The Fannin County Board of Education is an Equal Opportunity Employer and does not discriminate in Employment on the basis of Race, Color, Sex, Religion, Creed, National Origin, Age or Disability.

ASBESTOS STATEMENT

This is to certify that the Fannin County School System has fully complied with Federal Regulation HOCFR763 – Asbestos Hazard Emergency Response Act (AHERA). All school buildings have been inspected for asbestos by an EPA certified inspector. A Management Plan for each school is on file in the Principal's office. The Management Plan is available to the public during regular business hours. Copies may be obtained for a fee of \$.25 per page.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

•*Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. 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
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

•*Inspect, upon request and before administration or use –*

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Fannin County School District will develop and adopt 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. The Fannin County School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Fannin County School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Fannin County School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and 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. Following is a list of the 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 not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-5901

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. § 1232h, requires the Fannin County School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or the student’s parents;
2. Mental or 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 relationships, such as those of lawyers, physicians, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parents; or
8. Income, other than as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to your child's principal. He or she will notify you of the time and place where you may review these materials. You have the right to review a survey and /or instructional materials before the survey or instruction is administered to a student.

