



East Fannin Elementary

Student/Parent Handbook
2016-2017

East Fannin Elementary Mission:

Developing Young Futures...
Learning for Tomorrow,
TODAY

East Fannin Elementary 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 student progression at each level and a 100% graduation rate.

Please feel free to contact the school if you have any questions about the policies, procedures or information detailed in the handbook.

CONTACT INFORMATION:

SCHOOL CONTACT INFORMATION

1 Elementary Circle
Morganton, GA 30560

Phone: 706-374-6418

Fax:706-374-2470

Fannin County Board of Education: 706-632-3771

Bus Garage:706-632-7802

Fannin County Information Line706-946-3277

CHANGE OF ADDRESS OR PHONE NUMBER

Please notify the school immediately if your address or phone number changes. Our office 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.

SCHOOL HOURS

- East Fannin’s school building opens at 7:15 AM and closes at 3:30 PM.
- 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 AM to report to class.
- The instructional day begins promptly at **8:00 AM** and does not end until 2:45 PM for students in grades K-2 and 3:00 PM for students in grades 3-5. 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 the school day ends 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
8:00 AM-2:45 PM	K-Grade 2 instructional day
8:00 AM-3:00	Grades 3-5 instructional day
2:45 PM	K-2 parent pickup
3:00 PM	3-5 parent pickup
3:25	Load buses

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.

- In the event of an early school dismissal due to snow or other problems, parents should have on file an alternative place for the student to be sent. Be sure your child is aware of what he/she should do in this situation.
- Early closing or cancellation of school will be announced through an automated calling system and over the local radio stations (AM 1400 and FM 103.9) as soon as the decision has been made. You may also call 946-FCSS (3277) or check the school system’s website – www.fannin.k12.ga.us – for information about school closings.

REQUIREMENTS TO ENTER SCHOOL:

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.

IMMUNIZATION POLICY

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)

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.

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.

MOVING OUT OF FANNIN COUNTY OR THE EAST FANNIN SCHOOL DISTRICT

If a student moves during the school year, the school should be notified before 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. Students must attend the school that they are zoned for unless the parent has elected to go through the school lottery process. If a student moves into another elementary school's district, the student may finish the current semester at EFES, but after that the child must enroll in the new school.

ATTENDANCE

ATTENDANCE POLICY

Regular school attendance is required by Georgia law (20-2-690-1) for all children between the ages of 6 and 16.

- Regular attendance means actual attendance of a pupil during the entire day of school.
- Schools are required to report high frequency of absences (unexcused or unverified) to authorities.
- All attendance issues without written documentation are considered unverified and unexcused.
- Parents/guardians receive the "Fannin County Attendance Protocol" annually. More information regarding attendance can be found there.

TARDINESS

- Students who are late to school miss the instructions for the first lesson and sometimes have difficulty completing it. Tardy students also interrupt instruction when they enter the classroom.
- Please be prompt. Students must be in their classrooms by 8:00 AM to be counted present and on time.
- Students who are tardy need to check in at the office before reporting to class. Parents must submit a written excuse.

STUDENT SIGN-OUT- (EARLY DISMISSAL)

- 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. Parents must submit a written excuse.
- 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.

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.
- 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, tardies, and early dismissals 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. Ten unexcused absences will result in a referral to the Juvenile court for truancy. There are no exceptions; this is state law.

HOMEWORK WHEN ABSENT

- When your child is absent from school for several days consecutively, please call the school office for his/her make up assignments. The homeroom teacher will be notified and their missing work will be assembled into a packet that may be picked up at the office or sent home with a sibling if requested.

HOMEBOUND INSTRUCTION PROGRAM GUIDELINES

Purpose:

The purpose of hospital/homebound instruction is to provide an educational program for students who are unable to attend school due to a serious health or orthopedic impairment where the student will be absent for a minimum of ten (10) consecutive school days.

Eligibility:

Any school-age child enrolled in a Fannin County school is eligible for homebound instruction provided the following conditions are met:

1. A licensed physician signs the medical form stating that the student is unable to attend school because of a physical condition, but will benefit from instruction.
2. The student is expected to be absent from school due to the medical condition for at least two weeks after being certified by a physician for home instruction.
3. The student has no contagious disease, which would endanger the health of the teacher or for which contagious disease precautions (e.g., quarantine) have been taken.
4. If the student is confined to a hospital and the above conditions are met, instruction will be provided in the hospital and will be continued when the student goes home if needed.
5. Student must obtain homebound request form from the school.

Program:

- The homebound teacher in collaboration with the classroom teacher(s) will develop the instructional program for the homebound or hospitalized student.
- The homebound teacher will evaluate the student's progress and provide grades for the term of home or hospital instruction to the school administrator.
- The student on homebound may not be employed.
- Attendance at homebound services will be reported to the Attendance Office. The homebound teacher must be notified if the student must be absent.
- Parent/Legal guardian must be present during homebound instruction.
- Parent/Legal guardian will give sufficient notice to the homebound teacher if student is unable to meet for scheduled instruction. Homebound may be discontinued after two (2) canceled sessions or "no shows", unless sufficient excuse is provided.

TRANSPORTATION**DROPPING-OFF YOUR CHILD**

STUDENTS MAY NOT, UNDER ANY CIRCUMSTANCE, BE DROPPED OFF IN FRONT OF THE SCHOOL BETWEEN 7:35 AND 8:00 A.M. Beginning at 7:35 all students must be dropped off at parent pick up, which is on the side of the school. **The front parking lot is reserved for parents who park and accompany their child into the school. *Students are not allowed in the front parking lot unless they are accompanied by a parent.***

PICKING-UP YOUR CHILD

K – 2nd 2:45 – 3:15

Use the lower entrance below the baseball field, and pick up your child at the side entrance.

3rd – 5th 3:15 – 3:30

Students will be moved to the front entrance when buses arrive at 3:15. Use the main entrance since the lower entrance will be blocked by the buses. All students must be picked up by 3:30 p.m. unless approved by the Principal.

SCHOOL BOARD BUS POLICY (BUS CONDUCT)

While the law requires the school district to furnish transportation, it does not relieve parents 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 parents of the student 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 the bus.
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 the 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 written 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.

SCHOOL – HOME COMMUNICATION

SCHOOL WEBSITE

The Fannin County School System website and the East Fannin Elementary School website can give you invaluable information about the school system and the school, such as:

- Principal's Corner
- School Staff
- School Calendar
- School Newsletter
- Student Handbook
- School Improvement Plan
- Parent Involvement Plan
- Web Links
- School Committees
- Academic Corner
- Guidance Corner
- Library
- Nurse's Corner
- Nutrition

In order to contact your child's teacher by email, follow these procedures:

- Go to the URL for the East Fannin Elementary website which is www.efes.fannin.k12.ga.us
- Click on the *School Staff* link on the left
- Scroll until you find the teacher and click on that name
- Click the e-mail link

AUTOMATED PHONE CALLS

- Phone calls containing important information specific to East Fannin Elementary School will be sent to the primary phone number on file for your student.
- Phone calls from the school district will be sent to every phone number on file for your student.

STUDENT AGENDA & FOLDER POLICIES AND PROCEDURES

Student agendas and work folders are a great way to help students get organized for learning and help the parent see what their child is learning at school.

- **Kindergarten:** A folder will be sent home daily. The behavior sheet inside should be signed and returned in the folder the next day. Agendas will be sent home on Monday with assigned pages to be completed. Completed agendas should be returned by Thursday.
- **1st – 3rd Grade:** Folders will be sent home weekly. Folders will have completed student work and important information from the school inside and must be returned weekly. There are no student agendas in 1st, 2nd, and 3rd grades.
- **4th & 5th Grade:**
Students will have agendas where they can write assignments that are due. Agendas are not checked daily by teachers. Agendas are an organizational tool for students, not a communication tool. Student folders with notes, letters, and completed work will be sent home weekly and should be returned to school.

PARENT BOARD & DISPLAY RACK

A parent information bulletin board is located in the front lobby with the following information:

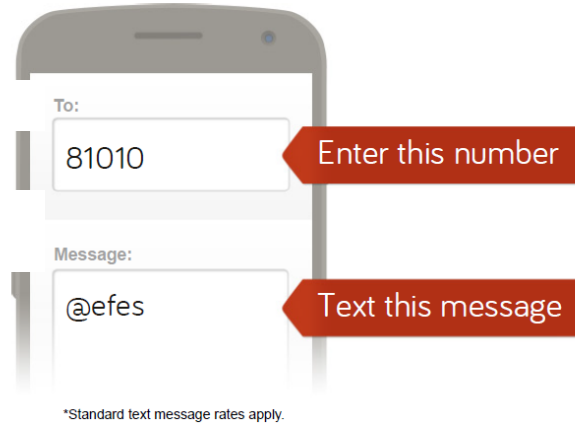
1. Calendars
2. Committee Meeting Calendars
3. Up-Coming Event Information
4. School Menu
5. Homeless Liaison
6. Fundraisers

E-MAIL & TEXTING

- You may add your e-mail address to the EFES e-mail list. You will receive e-mails about upcoming events and programs. Be assured your information will only be used for Fannin County School System purposes.
- You may sign up to receive text messages about upcoming events at EFES.

To receive messages via text, text
@efes to 81010. You can opt-out of
messages at anytime by replying
'unsubscribe @efes'.

Trouble using 81010? Try texting
@efes to (678) 661-3308 instead.



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. Please come by the office to sign up if you do not have an account.

SAFETY

SCHOOL RESOURCE OFFICER

East Fannin Elementary has a full time resource officer.

VISITORS AND VOLUNTEERS

- Visitors are always welcome at East Fannin Elementary School. 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.
- Before leaving the building, all visitors and volunteers must return to the office, sign out, and return the visitor's tag. We must account for everyone in the building 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.
- If you need to deliver something to your child, please bring the item to the office and a staff member will see that it is delivered.

EMERGENCY OPERATION PLAN

East Fannin has an Emergency Operation Plan.

- In the event of an emergency, parents/guardians will be contacted through the automated 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

- East Fannin Elementary students regularly participate in fire and tornado drills to ensure 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.

MEDICAL

SCHOOL NURSE

East Fannin 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. It should be updated by the parent as needed during the school year.**

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, an effort will be made to contact the parent. If this is not possible, the child's welfare will determine the most appropriate action, which may include emergency services personnel being called and transporting the child in an ambulance.
- If the parent/guardian cannot be contacted during an emergency, the other person(s) listed by the parent/guardian on the health form will be contacted.

MEDICATIONS

Medicine brought to school to take during the day must be brought to the office. 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. **Transporting medication on the school bus is NOT permitted.**

Parents should contact the school nurse for information about how medications are given on long-term and short-term basis.

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.

HEAD LICE

- School-wide head checks will be conducted on all students monthly.
- In the event that your child is found to have lice or nits you will be contacted.
- 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.

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.

NUTRITION

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.

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. All students at EFES have 30 minutes of recess daily and retaken outside to play, as long as weather conditions are favorable. Outside recess is cancelled if the air temperature is below 40° or if there is a heat index about 90°. Additionally, if there is a weather watch or warning in effect, outdoor activities, including recess, are cancelled.

CAFETERIA STAFF

- Professional cooks working in cooperation with a registered dietician prepare school meals. Our Nutrition employees are certified and are required to take continuing education classes each year. They have also completed the National Restaurant Association's Serv-Safe course.
- We are committed to serving quality, nutritious meals, and to educating our students to help them develop healthy eating habits. Students are encouraged to take advantage of this service. It is our pleasure to serve your child. If the Nutrition staff can be of assistance, please feel free to contact us at 706-374-6418.

MENU

- Daily lunch choices include two choices of main menu entrée or ham & cheese sandwich/turkey wrap, and several types of vegetables and fruits.
- Additional menu items may be purchased after a reimbursable 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 water with a lunch purchase.
- Menus are published weekly in *The News Observer* and can be sent home at the first of the month upon request. We try our best not to have to make any changes in our menus after they are posted. Unfortunately, on occasion this is not possible due to delivery problems.
- The FCSS does not serve items that contain peanuts.

PRICES/PAYMENT

Lunch prices and applications for free and reduced lunches are provided at the first of the school year and upon request throughout the school year.

Cost of meals can be located on the school system website www.fannin.k12.ga.us on the nutrition page or the school office.

- Parents/guardians may pay for meals daily or in advance for the week or month. If you send lunch money (check or cash) please put it in an envelope with your child's name, homeroom teacher's name, and the amount enclosed.
- If paying with cash, please send the exact change and indicate the number of meals purchased.
- Applications are available for free and reduced pay lunches. Applications may be submitted anytime during the school year if the need arises.
- Charge letters will be sent home weekly to parents/guardians notifying you of any charges your child may have made.
- Students who miss meals they have paid for will be given credit toward future meals.

LUNCH CHARGE POLICY

- Students are encouraged to accumulate no more than 10 charges.
- A parent/guardian will be contacted when the number of charges reaches 10.
- Free and reduced lunch forms are available at each elementary school year round.
- Student lunch balances can be viewed on the parent portal.
- **Lunch charges carry forward from year to year.**

LUNCH SCHEDULE/GUESTS

Parents/guardians are welcome to join their children at lunch at any time.

SCHOOL POLICY

DRESS CODE

Appropriate dress for school is important. Elementary students will be expected to comply with the following clothing standards:

- No clothing with derogatory, terroristic, insulting or insinuating remarks.
- No clothing with advertisements for drugs, alcohol, or tobacco.
- No clothing related to gang activity.
- No bare midriffs, low cut shirts, muscle shirts, or shirts with sleeves less than 2 inches wide.
- No garments with holes which are deemed offensive or in poor taste.
- No hats worn in the building.
- Shoes must be worn at all times. No cleats, shoes with wheels, or beach footwear allowed.
- Tennis shoes are recommended for gym class and recess.
- Clothing and accessories that present a disruption to the school environment are prohibited. Low-waisted 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.
-

TEXTBOOKS

Textbooks 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.

RECESS

- Students are to remain in the designated area during 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 damp weather may be shortened or canceled.
- The decision to have outside recess during cold or extreme hot weather will depend on weather conditions. Students should always dress appropriately for outside recess.

SCHOOL TELEPHONES

School telephones are business phones and are not to be used by students except in emergencies. Students are not allowed to use the telephone to make personal arrangements. These arrangements should be made prior to arriving at school. Any child going home with another child, riding another bus, or getting off the bus at any stop other than his/her regular stop, must bring a written request from parents. The office must sign this note before the child leaves school.

ELECTRONIC DEVICES

Fannin County students will be permitted to carry personal electronic devices in Fannin County Schools under the following conditions only:

- Personal electronic devices are to be in the **OFF** position at all times during the instructional day.
- During the instructional day personal electronic devices may be used with administrative permission.
- The use of personal electronic devices while on school buses is strictly prohibited unless an **emergency** situation arises and/or students have permission from the bus driver.

Any use of electronic devices during the instructional school day, including lunch, breaks, and change of classes, without permission of the administrative staff shall be considered a disciplinary violation and will be subject to disciplinary action which may include: temporary confiscation of the device, work detention, in-school suspension, out of school suspension, conferences with parents, or placement in Alternative School.

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 parents or volunteers.

TOYS/ELECTRONIC GAMES

Toy guns, knives, trinkets, electronic games and other toys are to be left at home.

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

PERSONAL ITEMS

We recommend certain items not be brought on school campus. These items *include but are not limited to* CD players, radios/tape players, headphones, iPods, iPads, MP3 players, pagers, laser pointers, musical instruments, electronic hand-held games, card games, etc.

School personnel are not responsible for items reported stolen that should not be at school. Personal items may be confiscated by school personnel and returned to the parent/guardian. Repeated violations may result in disciplinary action.

LOST-AND-FOUND

For easy identification, please write your child's name on all personal items including back packs, lunch boxes, coats, and jackets.

- Students may come to the lost and found area located outside the cafeteria to look for lost items.
- Small items such as jewelry, eye glasses, watches, keys, etc. are returned to the office.

PETS/ANIMALS

Animals are not permitted on school property with the exception of service animals (e.g. Seeing-Eye Dogs). The Principal must be notified of the presence of service animals on campus.

STUDENT PROGRESS

PARENT-TEACHER CONFERENCES

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

- Parents may schedule a conference on Parent Conference Day or 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.

REPORT CARDS

- Report cards are issued at the end of each nine-week grading period.
- Parents should sign the report card envelope and return it to the school promptly.
- Mid-term progress reports are also sent home half-way through each nine-week grading period.

STANDARDIZED TESTING

- Kindergarten: The **Georgia Kindergarten Inventory of Developing Skills (GKIDS)** 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 1-2: Individual student growth from the beginning of the school year to the end of the school year will be evaluated using a locally developed assessment. Students in these grades do not take a state-mandated assessment, but teachers frequently evaluate a student's growth and performance on state standards.
- Grades 3-5: The **Milestones End of Grade Assessment (EOG)**, given in the spring, is designed to measure student acquisition of knowledge, concepts and skills set forth in the state curriculum. Milestones assessments cover the content areas of Reading, English/ Language Arts (writing), Mathematics, Social Studies, and Science. Student EOG results will be sent home to parents once those results are returned to the school.

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. A procedure is in place to evaluate and make recommendations for those students who do not pass the required EOG. This policy can be reviewed in its entirety by contacting the school office.
- 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 that did not meet the minimum requirement on the state assessment and/or are having difficulty in the classroom performing in reading/language arts 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.

ACADEMIC PLACEMENT:

RESPONSE TO INTERVENTION – RTI

Response to Intervention (RTI) is a system of academic or behavioral intervention designed to provide early, effective assistance to children experiencing difficulties.

SPECIAL EDUCATION

Special education services are available for eligible students.

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.

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.

PARENT INVOLVEMENT

PARENT RESOURCE ROOM

The Parent Resource Center is located in the media center and has a wide range of books and materials available for parents to check out. These resources include materials that reinforce and teach reading and math skills. Parenting books and videos are also available. Parents may sign-up for an account in the media center and check out up to five items at a time.

Computers and iPads are available for parents to use for school related functions, such as checking parent portal, taking school related surveys or Accelerated Reader testing with their child.

PARENT TEACHER ORGANIZATION (PTO)

Our Parent/Teacher Organization (PTO) supports EFES and all parents are urged to become members. PTO projects provide funding to help make us a better school for all of our children.

Notes will be sent home announcing each upcoming PTO meeting.

PARENT ADVISORY GROUP (PAG)

The Parent Advisory Group serves as a sounding board for concerns, ideas and questions that shape the future of East Fannin Elementary School. PAG supports learning at East Fannin Elementary School and encourages parents to become involved and forms a partnership with a shared vision of where we can go together to offer the best possible education for our students.

VOLUNTEERS

- A Parent Volunteer program is in place at East Fannin and training is conducted annually with additional training available as needed throughout the year.
- Volunteers must complete an annual review and sign a Volunteer Code of Confidentiality stating that they will keep all student information confidential. In addition, volunteers must complete mandated reporter training. **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.
- Parent volunteers should sign in and sign out in the "Volunteer Sign-In" book located outside the office
- Volunteers are always welcome at East Fannin Elementary School; however, for security purposes, all 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.
- Before leaving the building, all volunteers must return to the office, sign out, and return the visitor's tag. We must account for everyone in the building 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.

MEDIA CENTER

The Media Center is open from 7:45 – 3:15 each day.

LIBRARY BOOKS

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 library books. Kindergarten students may check out one book at a time. Students in grades 1-5 may check out two books at a time.

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 program keeps track of each student’s points/percent of goal, reading level, and test percentages. This is valuable information for teachers.
- A student’s points/goals may also serve as the basis for various rewards.
- Computers are available in the media center for parents to help students take AR tests.
- Open books are **NOT** allowed while a student is taking an AR test.
- Parents are not allowed to give students answers or hints while they are taking an AR test.
- The list of Accelerated Reader books is available in the East Fannin Media Center and on the East Fannin Elementary School web page (click on the *AR Book Finder* link on the right).

GUIDANCE PROGRAM

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.

BEHAVIOR:

SCHOOL-WIDE BEHAVIOR PROGRAM

Positive Behavioral Intervention 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 system, which rewards and reinforces good behavior.

DOLPHIN DOLLARS

Dolphin Dollars can be earned throughout the school by students for making good choices. Each month students may spend their dolphin dollars at the Dolphin Store.

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STATE AND COUNTY DISCIPLINARY POLICIES

- The Georgia General Assembly has amended Code section 20-2-735 to require language be placed in the student code of conduct to “encourage parents and guardians to inform their children on the consequences, including potential criminal penalties, or underage sexual conduct and crimes for which a minor can be tried as an adult.”
- Fannin County School Board Policy:
 - A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicants of any kind while on school property or participating in any school activity. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. All medication must be submitted to the Principal’s office upon arriving at school, otherwise, the student will be subject to receive discipline as described under the drug policy (this includes aspirin and cold medicine). Medicine must be in the prescribed container at school.
 - A student shall not possess, use, or transmit cigarettes of any kind on the school grounds.

FANNIN COUNTY CODE OF CONDUCT

The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in the Code of Conduct.

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

- At school or on school property at any time;
- Off school grounds at any school-related activity, function, or event and while traveling to and from such events;
- On school buses and at school bus stops.

Also, students may be disciplined for conduct off campus which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

AUTHORITY OF THE PRINCIPAL

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly, or dangerous conduct not covered in this Code, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided any such action does not violate school board policy or procedures.

AUTHORITY OF THE TEACHER

The superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to provisions of state law. Each teacher shall comply with the provisions of O.C.G.A. § 20-20-737 which requires the filing of a report by a teacher who has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his or her class or with the ability of such student's classmates to learn, where such behavior is in violation of the student Code of Conduct. Such report shall be filed with the principal or designee on the school day or the following school day of the most recent occurrence of such behavior, shall not exceed one page, and shall describe the behavior. The principal or designee shall, within a reasonable amount of time, notify in writing the teacher and the student's parents or guardian of the discipline or student support services which has occurred as a result of the teacher's report. This written notification shall include information as to how the parents or guardian may contact the principal or designee.

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 crisis or 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.

DISCIPLINE

- Teachers have the authority and responsibility to maintain discipline in the classroom. School discipline policies will be consistently enforced.
- When misbehavior occurs, the teacher may...
 - Talk to the student or give the student a 'time-out' to reflect on making a better choice.
 - Use classroom disciplinary procedures.
 - Request a parent conference.
 - Place the child on a behavior contract.
 - Refer the situation directly to school administrators, in which case the parent will be notified.
- Any student who believes he or she is being harassed or intimidated by others while at school should report the situation to his or her teacher, the counselor, or a school administrator. If harassment is taking place on the school bus, the student should report the situation to the bus driver or a school administrator.
- Level 5 behaviors (e.g. weapons on school campus, terroristic threats, etc.) are subject to Fannin County school board policy.

PROGRESSIVE DISCIPLINE PROCEDURES

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student, and other relevant factors such as placement in special education programs. Discipline for special education students will be dictated by the student's IEP and in accordance with due process.

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

The following disciplinary actions may be imposed for any violation of this Code of Conduct:

- Warning and/or Counseling with a School Administrator or Counselor
- Loss of Privileges
- Isolation or Time-out
- Temporary Removal from Class or Activity
- Notification of Parents
- Parent Conference
- Corporal Punishment
- Detention/Saturday School
- Temporary Placement in an Alternative Education Program
- Short-term Suspension
- Referral to a Tribunal for Long-term Suspension or Expulsion
- Suspension or Expulsion from the School Bus
- Referral to Law Enforcement or Juvenile Court Officials: Georgia Law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

The maximum punishments for an offense include long-term suspension or expulsion, including permanent expulsion; however these punishments will be determined only by a disciplinary tribunal as outlined in the Fannin County Board of Education policies.

Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing officer in accordance with local board policy.

Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended, the student's parents will be notified. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, student book bags, school lockers, desks, and other school property are subject to inspection and search by school authorities at any time without prior notice to students or parents. Students are required to cooperate if asked to open book bags, lockers, or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities which occur outside normal school hours or off the school campus at the discretion of administrators.

BEHAVIORS WHICH WILL RESULT IN DISCIPLINARY PROCEDURES

The degree of discipline imposed will be in accordance with the progressive discipline process unless otherwise stated.

- **Possession, sale, use in any amount, distribution, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate marijuana, drug paraphernalia, or alcoholic beverage or other intoxicant**
- **Possession, distribution, attempted sale, or sale of substances represented as drugs or alcohol**
- **Sale, attempted sale, distribution, or being under the influence of a prescription or over the counter drug**
- **Possession or use of a weapon or dangerous instrument:**
A student shall not possess, use, handle, or transmit any object that reasonably can be considered a weapon. Students who possess firearms on campus will be subject to a minimum of a one calendar year suspension and will be referred to law enforcement officials.
- **Assault, including threats of bodily harm and/or sexual assault, of teachers, administrators, other school personnel, other students, or persons attending school-related functions:**
Immediate suspension and automatic referral to a disciplinary tribunal if a student is alleged to have committed an assault upon a teacher or other school personnel; possible referral to a disciplinary tribunal if a student is alleged to have committed an assault upon another student or a person attending a school-related function
- **Battery, including sexual battery, of teachers, administrators, other school personnel, other students, or persons attending school-related functions:**
Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed battery upon a teacher or other school personnel; possible referral to the disciplinary tribunal if a student is alleged to have committed battery upon another student or a person attending a school-related function

- **Physical violence against a teacher, school bus driver, or other school personnel:**
 - (1) Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed an act of physical violence against a teacher or other school personnel: Expulsion for the remainder of the student's eligibility to attend public schools for acts of physical violence found by a tribunal to have intentionally made physical contact which causes physical harm to another unless such physical contact or physical harm was in defense of himself or herself, as provided in Code Section 16-3-21; or the Board may authorize the student to attend alternative school for the period of the expulsion; provided, however, that such student is in kindergarten through grade six, then the Board, upon the recommendation of the Tribunal, may permit the student to re-enroll in regular programs for grades 9 through 12; and provided further that if the Board does not operate an alternative education program for grades kindergarten through grade six, then the Board may permit the student in kindergarten through grade six who commits such an act to re-enroll in the public school system. The student shall be referred to juvenile court with a request for a petition alleging delinquent behavior.
 - (2) Possible punishments may include expulsion, long-term suspension, or short-term suspension for students found by a tribunal to have intentionally made physical contact of an insulting or provoking nature with the person of another.
- **Bus Misbehavior:**

Students shall be prohibited from acts of physical violence as defined by Code Section 20-2-751.6. These include bullying, as defined by subsection (a) of Code Sections 20-2-751.4, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus and other unruly behavior; students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, audible radios, tape or compact disc players without headphones, or any other electrical device in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus; and students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.
- **Disrespectful conduct, including use of vulgar or profane language, toward teachers, administrators, other school personnel, other students, or persons attending school-related functions**
- **Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student**
- **Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature**
- **Possession or use of tobacco in any form**
- **Damaging or defacing personal property, including the property of another student or any person legitimately at the school, or school property (vandalism or graffiti) during school hours or off-school hours**
- **Theft**
- **Extortion or attempted extortion**
- **Possession and/or use of fireworks or any explosive**
- **Activating a fire alarm under false pretenses or making a bomb threat**
- **Insubordination, disorderly conduct, disobeying school rules, regulations, or directives; disobeying directives given by teachers, administrators, or other school staff**
- **Classroom and school disturbances**
- **Violation of school dress code**
- **Indecent exposure or use of profane, vulgar, or obscene words**
- **Violations of Board Policy JCDAE, regarding use of pagers and cellular phones**
- **Inappropriate public displays of affection**
- **Gambling or possession of gambling devices**
- **Moving and non-moving driving violations**
- **Giving false information to school official**
- **Cheating on school assignments**
- **Unexcused absence, chronic tardiness, skipping class, leaving campus without permission, failure to comply with compulsory attendance law**
- **Bullying:**

Georgia law mandates that upon a finding that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.
- **Hazing**
- **Inciting, advising, or counseling of others to engage in prohibited acts**
- **Willful and persistent violation of the student Code of Conduct**
- **Criminal law violations:** A student who has committed a violation of the criminal laws and whose presence on the school campus may endanger the safety of other students or cause substantial disruption to the school operation may be subject to disciplinary action, including in-school suspension, short-term suspension and referral to a disciplinary tribunal.

DISRUPTIVE PRESENCE

The Fannin County School District reserves the right to exclude a student's enrollment/attendance at a school due to any off-campus behavior which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

If, through notification by legal authorities or other official/unofficial entities, a principal needs to make a determination regarding the application of this policy as it relates to a student's off-campus behavior, the principal will adhere to the following protocol:

- Contact the Director of Student Services who will work with the principal, the school resource officer, and the school board attorney in order to confirm whether or not charges are being filed against the student.
- Work with the Director of Student Services on the potential application of the Fannin County School System "Disruptive Presence" infraction code regarding the student's off-campus behavior.
- Communicate with the student's parents regarding (a) the current Georgia requirements regarding schools/school districts dealing with off-campus behaviors and (b) the application of local board policy as it pertains to their student.

STUDENT SUPPORT PROCESSES AND RESPONSE TO INTERVENTION

The Fannin County Board of Education provides a variety of resources which are available at every school within the district to help address student behavioral or academic difficulties. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Student Support Teams, school counselors, and chronic disciplinary student plans.

UNSAFE SCHOOLS

Major offenses, including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16.

DEFINITION OF TERMS:

Assault: Any threat or attempt to physically harm another person or any act which reasonably places another person in fear of physical harm. (Example: threatening language or swinging at someone in an attempt to strike)

Battery: Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person (Example: fighting)

Bullying: In accordance with Georgia law, bullying is defined as an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or
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.

Chronic Disciplinary Problem Student: A student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.

Corporal Punishment: Physical punishment of a student by a school official in the presence of another school official.

Detention: A requirement that the student report to a specified school location and to a designated teacher or school official to make up work missed. Detention may require the student's attendance before school or after school. Students are given one day's notice so that arrangements for transportation can be made by the parents or guardians.

Disciplinary Tribunal: School officials appointed by the Board of Education to sit as fact finders and judge with respect to student disciplinary matters.

Dress Code: The current dress code is explained in the student handbook.

Drug: The term drug does not include prescriptions issued to the individual, aspirin or similar medication and/or cold medications that are taken according to product use recommendations and board policy. Caffeine pills are considered drugs.

Expulsion: Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by a disciplinary tribunal.

Extortion: Obtaining money or goods from another student by violence, threats, or misuse of authority.

Fireworks: The term “fireworks” means any combustible or explosive composition or any substance or combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

Gambling: Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

Hazing: Any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person’s consent or lack of consent.

In-School Suspension: Removal of a student from class or regular school program and assignment of that student to an alternative program isolated from peers.

Physical Violence: Intentionally making physical contact of an insulting or provoking nature with the person of another; or intentionally making physical contact which causes physical harm to another.

Suspension: Removal of a student from the regular school program for a period not to exceed 10 days (short-term) or for a period greater than 10 days (long-term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events, and/or activities sponsored by the school or its employees.

System’s Early Intervention Program for Student and Parent: This early intervention program is for youth ages 12-18 and their parents/guardians. First offenders for possession or use of alcohol or other intoxicants may be offered the opportunity to attend the Substance Use Prevention Education Resource (SUPER) Program.

Theft: The offense of taking or misappropriating any property of another with the intention of depriving that person of the property regardless of the manner in which the property is taken or appropriated.

Truant: Any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences.

Waiver: A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of the consequences in lieu of a hearing before a disciplinary tribunal.

Weapon: The term weapon is defined as any object which is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following may be defined as dangerous weapons: any pistol, revolver, or any weapon designed or intended to propel a missile of any kind; or any dirk, bat, club, or other bludgeon-type weapon, any stun gun or taser, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor or razor blade, spring stick, metal knucks, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku, or fighting chain, throwing star, or oriental dart, or any weapon of like kind.

LEGAL NOTIFICATIONS

TITLE I

East Fannin Elementary is a Title I school operating a School-wide program. Federal funds received by our 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 our school’s educational program, as well as our educational goals and objectives. As a Title I school, East Fannin provides access to educational materials and resources to help parents learn more and be involved in the educational process. East Fannin Elementary School’s Title I Parent Involvement and School-wide plans are on file in the school office, the school media center, the school system’s website, and at the Fannin County Board of Education office, if you would like to review them. Please contact the office 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; and,
- 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 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, DC 20202-4605

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding surveys, data 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 will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. 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

SECTION 504

Any student or parent/guardian may request an impartial hearing due to the school system's actions or inactions regarding their 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, Mrs. Heather Finley; 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 a hearing through the school system's section 504 coordinator. The school system's section 504 coordinator will assist the grievant in completing the request for a hearing. The school system's 504 coordinator can be reached at the central office, 706-632-3771. Copies of the 504 procedural safeguards and notice of rights of students and parents under section 504 may be found on the school system website or picked up at the central office or the school office.

PERSONNEL REQUIREMENTS

In compliance with the requirements of the *No Child Left Behind/Elementary and Secondary Education Act* 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 Sarah Finch, Principal, at 706-374-6418, sfinch@fannin.k12.ga.us, or 1 Elementary Circle, Morganton, GA 30560

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.

- East Fannin Elementary does not offer any clubs or organizations of this type for students.

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.

NONDISCRIMINATION STATEMENT

The Fannin County School System does not discriminate on the basis of race, color, national origin, sex, age, religion, creed, or disability in admission to its programs, services, and activities, in access to them, in treatment of individuals, or in any aspect of their operations. For additional information or referral to the appropriate system coordinator, contact the system superintendent's office at 2290 East First Street, Blue Ridge, Georgia 30513 or 706-632-3771.

PROTOCOL MEASURES

COMPLAINT PROCEDURES

East Fannin Elementary 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

STUDENT COMPLAINT AND GRIEVANCE PROCESS

From time to time, if conditions arise within the school or school system that need addressed, parents and students have the right to appropriately and respectfully express concerns. These concerns shall be resolved in an orderly. Complaints and grievances shall be approached in the following manner:

1. The opportunity shall be provided any student or his/her parents to first discuss with his/her teacher a decision or situation which he/she considers unjust or unfair;
2. If the matter remains unresolved after discussing it with the teacher involved, the student or his/her parents, or the teacher, may then bring the matter to the Principal's attention for his/her consideration. Official grievances to the Principal may be made in writing.
3. If the matter remains unresolved after discussing it with the Principal, it may then be brought to the Superintendent or a designee for his/her consideration.
4. Complaints that remain unresolved following any action of the Superintendent may then be referred to the Fannin County Board of Education.

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.

BULLYING

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. Concerns related to bullying can be reported to the State Department of Education Hotline 1-877-SAY-STOP.

BULLYING, ELECTRONIC BULLYING, THREATENING BEHAVIOR

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.

PROTOCOL

School administration is responsible for following the protocol to meet requirements of the bullying law when bullying is reported or suspected.

1. Investigate

Upon receipt of any report of bullying, schools administration will conduct an immediate investigation involving appropriate personnel. The investigation should begin no later than the following school day. The investigation should include interviewing the alleged perpetrator(s) and victim(s), identified witness(es), teacher(s) and staff member(s) and reviewing video surveillance if available. School Resource Officers, school counselors, school social workers and/or other support staff should be utilized for their expertise as determined by the circumstances of the matter.

2. Notify

At an appropriate time during or after the investigation, parents/guardians of the accused **and** of the victim must be notified utilizing the approved Fannin County Schools notification letter. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parents/guardians should be notified immediately.

3. Discipline

Upon confirming that an incident of bullying has occurred, the accused student should be charged with bullying and given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or counseling as appropriate under the circumstances.

Students in grades six through twelve found to have committed the offense of bullying for the third time in a school year shall be assigned to an alternative school.

Schools should clearly communicate to all parties that retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.

4. Follow Up

Follow up is important to the accused and the victim. Implement a planned method to provide after-care and follow up. Reiterate to all the previously stated prohibition on retaliation.

5. School Choice

A student who is the victim of bullying (as defined) might under the appropriate circumstances be the victim of a violent criminal offense. If this is the case the student shall be provided within ten (10) school days of the commission of the violent criminal offense, and to the extent possible, the right to transfer to a school that is making adequate yearly progress (AYP) and has not been identified as being on school improvement, corrective action, or restructuring. Since FCSS only has one middle school and high school, this will only apply to our elementary schools. A violent criminal offense is defined as aggravated battery, aggravated child molestation, aggravated sexual battery, aggravated sodomy, armed robbery, arson, kidnapping, murder, rape, and voluntary manslaughter either on campus or at a school-sanctioned event.

FALSIFYING REPORTS

Falsifying Reports of Alleged Inappropriate Behavior by Other Students

Any student who knowingly files a false report of bullying, harassment or intimidation is guilty of such and should be punished under the following disciplinary provisions.

Falsifying Reports of Alleged Behavior in Violation of the Student Code of Conduct by Other Students: Students are not to knowingly falsify, misrepresent, omit or erroneously report information regarding instances of alleged inappropriate behavior by other students. This will include knowingly false allegations of inappropriate behavior alleged to have been committed by unknown students.

Consequences PK-5

First Offense: Parent contact, 1-3 days I.S.S.

Second Offense: Parent contact, 4-6 days in I.S.S.

Third Offense: Parent contact, 7-10 days in I.S.S.

RETALIATION PROHIBITED

Under O.C.G.A. § 20-2-751.4, retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of local board policy and independent of whether a complaint is substantiated.

Retaliation Predicated by a Report of Bullying: “Retaliation” is defined as bullying, harassment or intimidation toward a person in response to a previously reported bullying, harassment or intimidation.

Consequences PK-5

- Retaliation may be punished by any of the following consequences or combination of consequences:
- Parent Contact
- Anti-Bullying Contract
- Counseling
- In School Suspension
- Out of School Suspension

IMMUNITY

O.C.G.A.20-2-751.4(e) “Any person who reports an incident of bullying in good faith shall be immune from civil liability for any damages caused by such reporting.”