



# **Student/Parent Handbook 2015-2016**

4421 Highway 2  
Dalton, GA 30721

Telephone (706) 694-3471  
Fax (706) 694-3289

Web site: <http://ves.whitfield.k12.ga.us/>

**VALUING EDUCATIONAL SUCCESS**

## TABLE OF CONTENTS

System Calendar, 2015-16 (also see system website for system & school calendars)

Varnell School Faculty & Staff

Vision, Mission & Goals

---

Accidents

After-School Care Program

Annual Yearly Progress (CCRPI)

Attendance

Buses (See Transportation)

Cafeteria

Car Riders (See Transportation)

Change of Address/Telephone

Closing, School

Conferences

Discipline

Discrimination

Dress, Student

Early Dismissal Days

Field Trips

Flowers/Balloons Delivered to School

Gifted Program

Highly Qualified

Holiday Lunches

Homework

Hours of Operation

Internet, Use of

Lost & Found

Medication

Money

Newsletter

PTA

Parties

Public Relations Information

Reading for All Grades

Report Cards

Reporting of Inappropriate Behavior

School Colors & Mascot

School Supplies

Searches

Smoking/Use of Tobacco Products

Snacks

Title I Program

Title I Schoolwide

Title I Schoolwide Parent Involvement Policy

Toys

Traffic Safety

Transportation (Buses & Cars)

Visitors

Volunteers

Weapons

FERPA Notice

PPRA Notice

# Whitfield County Schools

## 2015-2016 Calendar

*Approved April 13, 2015*

- Tuesday–Thursday, August 4–6..... Pre-Planning for Teachers
- Friday, August 7 ..... First Day of School for Students
- Monday, September 7 ..... Labor Day Holiday
- Monday–Tuesday, October 12–13 ..... Staff and Student Holiday
- Wednesday, October 21 ..... Early Dismissal (Parent Conference/Professional Learning)
- Monday–Friday November 23–27 ..... Thanksgiving Holidays
- Friday, December 18 ..... Early Dismissal (Parent Conferences/Professional Learning)
- Monday, December 21–Friday, January 1 ..... Christmas Holidays for Staff and Students
- Monday, January 4 ..... Professional Learning Day for Teachers
- Tuesday, January 5 ..... Resume Classes after Christmas Holidays
- Monday, January 18 ..... Staff and Student Holiday (Martin Luther King Birthday)
- Monday–Friday, February 15–19 ..... Staff and Student Holiday
- Thursday, March 10..... Early Dismissal (Parent Conference/Professional Learning)
- Friday, March 25 ..... Staff and Student Holiday or Inclement Weather Make-up Day
- Monday–Friday, April 4–April 8 ..... Spring Holidays
- Wednesday, May 25..... Early Dismissal (Last Day of School for Students 178 days)
- Thursday–Friday, May 26–27 ..... Inclement Weather Days/Post-Planning for Teachers
- Monday, May 30 ..... Memorial Day Holiday
- Tuesday–Wednesday, May 31–June 1 ..... Makeup Post-Planning for Teachers

*In case Inclement Weather Days are used*

Elementary Schools – Four 9-Week Grading Periods				Middle Schools – Six 6-Week Grading Periods		
Progress Reports Issued		Nine-Week Grading Period Ends	Report Card Dates	Grading Periods		Report Card/Progress Report Dates
1 <sup>st</sup>	Tuesday, Sept. 8	Friday, Oct. 9	Friday, Oct. 16	1 <sup>st</sup>	Friday, Sept. 18	Thursday, Sept. 24
2 <sup>nd</sup>	Thursday, Nov. 12	Friday, Dec. 18	Friday, Jan. 8	2 <sup>nd</sup>	Friday, Oct. 30	Thursday, Nov. 5
3 <sup>rd</sup>	Thursday, Feb. 4	Tuesday, March 15	Tuesday, March 22	3 <sup>rd</sup>	Friday, Dec. 18	Thursday, Jan. 7
4 <sup>th</sup>	Tuesday, April 26	Wednesday, May 25	End of Year	4 <sup>th</sup>	Friday, Feb. 12	Thursday, Feb. 25
				5 <sup>th</sup>	Friday, Apr. 1	Thursday, Apr. 14
				6 <sup>th</sup>	Wednesday, May 25	End of Year
High Schools						
Semester Ends		Progress Reports Issued		Semester Report Cards		
1 <sup>st</sup>	Friday, Dec. 18	Thursday, Sept. 24 Thursday, Nov. 5		Thursday, Jan. 7		
2 <sup>nd</sup>	Wednesday, May 25	Thursday, Feb. 25 Thursday, April 14		End of Year		



[www.whitfield.k12.ga.us](http://www.whitfield.k12.ga.us)

### Stay in touch!



[facebook.com/WCSchools](https://facebook.com/WCSchools)



[twitter.com/WCSchools](https://twitter.com/WCSchools)



[dashboard.whitfield.k12.ga.us](https://dashboard.whitfield.k12.ga.us)

Administration

Lisa Jones, Principal  
Paula Wheeler, Assistant Principal

Office Staff

Renee Moot, Secretary/Bookkeeper  
Marlene Estrada, Office Clerk

<b>GRADE</b>	<b>TEACHER</b>	<b>ROOM</b>	<b>PARAPROFESSIONAL</b>
K	Laurie Wilson	124	Traci Warnix
	Mandy Wilson	125	Jane Jones
	Amorea Trew	126	Debbie Johnson
	Sally Creswell	127	Mary Faucett
1	Kim Stewart	101	
	Deborah Jones	102	
	Nikki Barrett	103	
	Sylvia Silva	104	Pam Riddlebarger
2	Annie Worley	105	
	Libby Satterfield	106	
	Julie Mantooth	107	
3	Bridget Morrow	110	
	Nancy Wilhoite	111	
	Stacy Shiflett	112	
	Beth Herron	113	
4	Natalie Vanoy	114	
	Melody Hammontree	118	
	Mandy Satcher	119	
5	Louise Ciliberto	121	
	Daniel McMurry	122	
	Leslie Bartlett	123	

## Varnell Faculty and Staff, 2015-2016

ASSIGNMENT	NAME	PARAPRO/CLERK
Counselor	Jeff Adair	
EIP	April Ogle	
EIP/Reading Recovery	Mary Beth Beason	
EIP/Reading Recovery	Lisa Cable	
ESOL	Kara Hernandez	
ESOL	Leigh Stone	
Gifted Education	Donnie Carpenter	
Instructional Coach	Teresa Hensley	
Interrelated	Kim Bounds	Kristy Tate
Media Specialist	Janie Vaden	Darlene Bearden
Music	Tricia Jennings	
Nurse	Renee Smith	
Physical Education	Rodney Lee	
Psychologist	Amanda Riggle	
Speech	Amber Howell	
Title I Computer Lab		Pam Riddlebarger

### **Vision**

Varnell Elementary is a student-focused school where active engagement in a safe and caring environment prepares learners for future success.

### **Mission**

The mission of Varnell Elementary School is to ensure educational success.

### **Our Beliefs**

- We believe in having a unified focus that meets the needs of our learning community.
  - We believe that students are willing participants when they find value and purpose in their work.
  - We believe that teachers are part of an innovative team which advocates and designs authentic and purposeful learning experiences.
  - We believe that involvement of all stakeholders is vital to the success of our learning community.
  - We believe that our learning community should be a safe environment where success is expected and failure is accepted as a vital part of the learning process.
  - We believe that teachers are satisfied with their work when they know their investment and commitment contribute to the greater success of the community.
- 

### **ACCIDENTS**

If a student is injured during school hours, school personnel will:

- Determine the nature of the injury.
- Treat minor injuries.
- Notify the parent of more serious injuries.
- Parents will decide on treatment and transport the student to a physician or hospital.
- If the parent or emergency contact cannot be reached, the school administrator or designated individual will make the necessary decision.

**In order that parents may be reached without delay, please keep your child's student information card up-to-date. Be sure the office has correct telephone numbers for home, work, and emergency contacts.**

### **AFTER-SCHOOL CARE PROGRAM**

Varnell School operates an after-school care program each school day until 6:00 p.m. Students are supervised in an educational setting with opportunities to work on homework assignments, participate in recreational activities, do art projects, and practice computer skills.

The cost of the program is \$5 per day. All accounts must be paid in advance. Payments are due on the Friday before the child attends the following week.

Students who are not picked up in the car-rider line by 2:45 will be put in the after-school care program & will be charged \$5 per day.

## ANNUAL YEARLY PROGRESS (CCRPI)

Our school is dedicated to making sure all children succeed in school & life. It is important for our community to understand how our school & student achievement is measured & reported.

The Georgia ESEA Flexibility Waiver requires schools to raise the bar for performance of all students and holds schools accountable for the academic growth and gain of all students. When schools fall short, parents can be assured that school leaders will adopt strategies focused on school needs and targeted towards the students most at risk.

Beginning in December of 2012, schools in the state received a numerical index score based on 100 points. This score is considered the school's College and Career Ready Performance Index (CCRPI) number and will provide a complete and comprehensive look at a school's performance. Schools may also be identified as Reward, Priority, Focus, or Alert schools.

For more information regarding the achievement standards and the ESEA Flexibility Waiver/CCRPI, please go to the Georgia Department of Education link on our school website. On the GaDOE website, click on the Curriculum, Instruction, and Assessment Link for Accountability information. <http://www.ga.doe.k12.ga.us>

## ATTENDANCE, STUDENT

Regular school attendance is essential for each child's education. The student needs to be in attendance every day possible to get the most from classroom instruction. Special recognitions and awards are given throughout the school year to promote good attendance.

By state law, children may be temporarily excused from school for the following reasons: personal illness, death or serious illness in the immediate family, recognized religious holidays observed by their faith, absences mandated by order of government agencies, and conditions which render school attendance impossible or hazardous to health and safety.

A child who has been absent must bring a written excuse from the parent or guardian. Students will be allowed to make up work for excused absences. Doctor notes are encouraged when a student has had an absence, tardy, or checkout for doctor appointment. A doctor's note will ensure the reason will be correctly coded as excused.

When possible, schedule appointments in early morning or late afternoon so the student will not need to miss an entire day of school. Doctor notes will be required when a student reaches ten absences. Parents or guardians may be invited to an attendance review meeting when their child reaches five unexcused or ten total absences.

### Health Concerns

Children should be kept home from school if they have: pink eye, fever, diarrhea, vomiting, or any contagious disease.

### Early Checkouts

All students who leave school before the end of the school day must be signed out in the office by persons listed on their registration cards. The instructional day at Varnell is from 7:40 a.m. until 2:30 p.m. If a parent is checking a student out near the end of the school day, we ask that you do this before 2:00 since the school office is very busy at dismissal time.

### Late Arrivals

A student arriving at school late must arrive at school by 10:45 a.m. to be counted present for that day since, according to state regulations, the 30 minutes of lunch does not count toward the academic day. Students arriving late should report to the office. Parents must accompany students into school when checking in tardy.

### Punctuality

Punctuality is a character trait which can be taught. If learned at an early age, a lifetime of benefits follows. Students should be in class and ready to work by 7:45 a.m. Students are marked tardy if they arrive to class after the 7:45 a.m. tardy bell. Students who enter class late disrupt other students as well as miss important learning time. Remember that bus riders are never counted tardy!

### \*BOARD POLICY\*

For the purposes of computing perfect attendance, a combination of five unexcused tardies and/or early checkouts will equal one unexcused absence; this will count against perfect attendance, and the student cannot receive a perfect attendance certificate. A record of tardies and checkouts will be kept in the office. Parents are encouraged to check their child's attendance--including tardies, checkouts, & absences--periodically.

### **BUSES (See TRANSPORTATION)**

### **CAFETERIA**

Both breakfast and lunch are served daily in the Varnell School cafeteria. These meals may be paid for in advance with cash or by check made to Whitfield County Food Services. If paying cash, please seal in an envelope with the child's name on the outside. Students who wish to purchase ten-day lunch and/or breakfast meals may do so in the cafeteria before 7:45 a.m. on the first day of each week. Students who wish to pay by the day may do so as they do through the lunch line.

<b>Meal prices are:</b>	<b><u>Student</u></b>	<b><u>Adult</u></b>
Daily lunch	\$2.00	\$3.00
Daily breakfast	FREE	\$1.75
Extra milk	.50	
Reduced breakfast	FREE	
Reduced lunch	.50	

Free and reduced meals are available for persons who qualify. If a student was on the program the previous year, s/he will be served in that way on the first day of school. A free/reduced application form will be sent home with each student on the first day of school. Please complete and return this form as soon as possible. If parents think their family is eligible for this program, they should fill out and return the application. Returning students must complete a new form each year. If a family is experiencing an income change, they may fill out a Free/Reduced form at any time.

If charges are not paid in a timely manner or a lunch sent from home, the cafeteria has the discretion of providing an alternate lunch. This policy is enforced by the Whitfield County Food Services department.

Breakfast is served from 7:00 to 7:40 a.m. Lunch is served from 10:40 a.m. until 12:00 p.m.

Students may bring lunches from home. Only two items do not meet state regulations for school lunch: carbonated beverages and fast-food (such as McDonald's) in its original container.

## **Procedures for Chronic Charges**

Whitfield County allows three charges per child. In order to have consistency across the school system the following procedures will be followed for over three charges:

1. Cashier will send timely notice of three charges, and keep a copy for documentation.
2. If there is no response, cashier will follow with a phone call, documenting date, time and the name of the person with whom they spoke.
3. If the child continues to charge and there is no response, the account will be turned over to the principal or their designee for a phone call and/or a letter.
4. Children with more than five charges will be asked to call their parents to bring lunch money to the school if the parent has not sent a lunch or money for the day.
5. Children will not be allowed to purchase ice cream with snack money if they have chronic charges. Cashier will inform teachers who has chronic charges.
6. Alternative lunch will be provided after five charges and the above attempts have been made for elementary and middle school students only. This will consist of a peanut butter and jelly sandwich and a carton of milk.
7. If the parent does not send money for lunch or a home prepared meal, the school social worker or outreach worker will then be notified.
8. Middle school students with charges will be denied the privilege of attending special school events such as school dances until all charges are paid.
9. High school students with charges will not be allowed to exempt finals until all charges are paid.
10. No charges after the second Friday in May.
11. No checks accepted two weeks before the end of school.
12. All students withdrawing from school must sign out with the lunchroom to make sure they do not leave owing charges. Cashier (or manager) signs the sheet indicating they have checked out with the lunchroom.

## **CHANGE OF ADDRESS/TELEPHONE**

Please notify the school office and your child's teacher of any change of address or telephone. The school must have accurate information in case of emergencies.

## **CLOSING, SCHOOL**

In the event of inclement weather, school may be closed. The quickest way to learn about school closings is to tune in to area radio and television stations. Please do not call the school since this practice ties up our lines for emergency calls.

Area radio stations include:

WBLJ 1230 AM	WQMT 98.9FM	WDEF 92.3 FM
WDAL 1430 AM	WTTI 1530 AM	WYYU 104.5 FM

Local television stations are channels 6 and 10. Chattanooga stations are 3, 9, & 12.

## CONFERENCES

Conferences may be initiated by teachers, parent/s, or principal. Information about scheduling conferences will be sent home by each teacher. The objectives of a good parent/teacher conference are:

- To give information
- To obtain information
- To form a home/school partnership
- To evaluate effectiveness
- To keep lines of communication open

Teachers and parents may discuss the child's: 1) specific strengths and weaknesses, 2) attitudes, 3) competence in completion of work, 4) behavior problems, 5) other specific details related to achievement, and 6) assistance in ideas to help the child at home.

Parents are encouraged to make a list of topics they wish to discuss with the teacher. They may bring to the conference any necessary information about the child which will help the teacher. Parents should approach the conference with an attitude of working as a partner with the teacher to better understand the program and to help facilitate maximum achievement. They should feel free to ask questions.

## DISCIPLINE

Proactive management is used at Varnell to ensure appropriate behavior in the building and on the grounds. Rules are simple and few. Students are expected to obey reasonable directives of staff, to refrain from inflicting verbal or physical abuse, and to refrain from behaviors that detract from academic instruction.

Varnell Elementary follows the discipline policies and procedures outlined in the Whitfield County Schools Discipline Policies and Procedures. During the first week of school, teachers read the discipline disclosure to their students. Each point is discussed, and students sign to validate that they have been informed of these policies and procedures. The Discipline Policies and Procedures are sent home with students. Parents and students are also asked to sign a zero tolerance form for weapons violations.

## DISCRIMINATION

It is the policy of the Whitfield County School District that racial, sexual, or other forms of harassment or discrimination are strictly forbidden. Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon his or her race, color, religion, national origin, disability or sex should promptly report the same to the principal of their school or the appropriate coordinator, who will implement the board's discriminatory complaints or harassment procedures. The Title VI and Title IX coordinator is Chris Parker, the Section 504 coordinator is Wanda Phillips, & and Americans with Disabilities Act coordinator is Sarah Hoskins. Students may also report harassment or discrimination to their school counselor. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaint procedure of the Whitfield County School District (GAAA/JAA) is located in the school district policy manual, which is available in either the school office or the central office.

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. 20-2-315). Students are hereby notified that the Whitfield County School

System does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is Chris Parker, 201 E. Tyler St., Dalton Georgia, 30720, 706-876-3912. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator.

## DRESS CODE, STUDENT

### BOARD POLICY-JCDB 2015-2016 STUDENT DRESS CODE: GRADES 6-12

The Whitfield County Board of Education believes that an appropriate dress code will support a safe school environment that is conducive to learning. A committee of board members, administrators, teachers, parents, and students will review this student dress code each year. The Board of Education intends for this dress code to continually adapt to changing styles, reflecting the needs and opinions of our schools and our community.

#### SECTION A: ACCEPTABLE STANDARDS FOR PROPER ATTIRE

1. SHIRTS/BLOUSES (All colors and color combinations are acceptable.)
  - Styles - all styles which conform to rules concerning fit
  - Fabric - all except sheer, see-through, and unlined lace, etc.
  - Fit
    - Sized appropriately, fitted modestly, (no cleavage showing), sleeveless with material extending from collarbone to end of shoulder bone
    - Buttoned properly
    - Long enough to cover midriff at all times (no skin showing at midriff)
2. SKIRTS/DRESSES/JUMPERS (all colors and color combinations)
  - Length - no shorter than knee length when standing
  - Fabric - all except sheer, see-through, and unlined lace, etc.
  - Fit
    - Sized appropriately, fitted modestly, (no cleavage showing), sleeveless with material extending from collarbone to end of shoulder bone
    - Skirts properly fitted and secured at the waist
    - Jumpers must be worn with blouse meeting the dress code.
    - No splits above the knee in skirts or dresses
3. PANTS/SLACKS/SHORTS
  - Styles - dress, chino, denim (jeans), cargo, sweatpants, etc. (no overalls, pajama pants, or similar styles)
  - Fabric - all except sheer, see-through, unlined lace, etc.
  - Leggings, yoga pants, any form-fitting pants must be worn with an appropriately sized covering that comes to the mid-thigh while standing and made of a material that meets the dress code
  - Fit
    - Sized appropriately (no baggy or over-sized pant legs)
    - Shorts at the knee when standing
    - Shorts may be dress, chino, denim (jeans), or cargo, gym, athletic, and basketball shorts are acceptable. (must be at least knee length)
    - All styles fitted and secured at the waist
4. SHOES/BOOTS
  - Must be properly fastened (tied, buckled, laced, etc.)
  - Flip flops are acceptable.
  - No shoes with wheels
5. SWEATERS/JACKETS/OUTERWEAR
  - All dress code rules will apply to sweaters/jackets/outerwear when worn inside the school building.
  - Hoodies must fit appropriately and not be oversized.
  - No trench coats

#### SECTION B: INAPPROPRIATE DRESS

The following fads, styles, types of clothing, accessories, and appearances are deemed inappropriate:

- If clothing is worn with rips, holes, tears (above the knee), the holes must be permanently patched with fabric meeting dress code standards. Underwear, leggings or shorts under pants with holes do not meet dress code requirements.
- Baggy and oversized clothing
- Pajamas or similar styles
- Revealing, immodest
- Clothing or tattoos with writings, numbers, pictures, graphics, monograms, symbols or drawings, that promotes:
  - Gang/cult memberships or activity
  - Trademarks, slogans, or advertising advocating the use of alcohol, tobacco, drugs, drug paraphernalia, or other unlawful activity
  - Discrimination based upon cultural, religious, racial or sexual orientations
- Clothing or jewelry deemed a safety risk or unlawful (see Discipline Code)
- Pants, skirts, coats, or clothing of any kind touching the ground
- Hair of any color or style disruptive to the learning environment
- Headwear (caps, scarves, bandanas, sunglasses, hoods, etc.) at anytime inside the building
- Any objects in pierced body parts other than the ear. Spikes, gauges, etc. are not allowed.
- Writing on rear of pants or shorts

**The administrator's decision will stand as to the accepted judgment in the preceding examples of inappropriate dress.**

#### **SECTION C: ADHERENCE TO THE DRESS CODE**

- During the first five days of attendance within the school year, a student in violation will be asked to correct the infractions.
- Enforcement as to the progressive discipline procedures in the "Student Discipline Code" will begin on the sixth school day for any student.

**No student shall be considered to be out of compliance with this policy in the following instances:**

- When the student's parent/guardian has secured an exemption from the policy as set forth in the procedures outlined in the exemptions section below
- When the student wears a button, armband, or other accessory to exercise the right of freedom of expression, unless the button, armband, or other accessory is related to gangs, gang membership, or gang activity
- When the student wears a uniform of a nationally recognized youth organization such as Boy Scouts or the Girl Scouts on regular meeting days
- When a student is wearing an approved form of dress for a school sponsored activity
- When the school administration waives the dress code policy for physical education classes or any class where the dress code is not conducive to the learning environment
- When the school administration waives the dress code policy for school spirit wear (clothing that is affiliated with school clubs, organizations, athletics, etc...)

#### **SECTION D: EXEMPTIONS**

In order to qualify for an exemption, the following procedure must be followed:

1. Request by email ([wphillips@whitfield.k12.ga.us](mailto:wphillips@whitfield.k12.ga.us)), or in person from the school an "Application For Exemption Form".
2. Complete the application in full and submit it to the designated administrator at the student's school.
3. Meet with the designated school administrator to discuss the reasons and goals of the policy and the objection to the policy.
4. Receive formal approval/disapproval by the designated district administrator.

### **EARLY DISMISSAL DAYS**

Early dismissal days for the 2015-2016 school year are:

Wednesday, October 21  
 Friday, December 18 (Christmas Holidays)  
 Friday, March 10  
 Friday, May 25

Students will be dismissed at 11:45 a.m. following an early lunch (one hour earlier than usual). A letter will be sent home prior to each early dismissal day.

## **FIELD TRIPS**

Field trips are planned as educational experiences which are extensions of the classroom. Field trip form due dates are set by the teacher/s planning each trip and must be returned prior to the trip. In no case may students call home from school on the day of the trip to ask permission to attend.

Each grade level will determine the number of chaperones, if any, which are necessary for each field trip. A form will be sent home prior to the trip for adults wishing to attend. A field trip permission form is sent home with trip information; parents sign the form and return it to the child's teacher. Donations may be requested to defray costs of the trips; however, no child will be denied the opportunity to participate due to lack of a donation.

Only children who are assigned to the classroom may participate in field trips.

## **FLOWERS/BALLOONS DELIVERED TO SCHOOL**

The school setting is not an appropriate place for a child to receive flowers or balloon arrangements. Arrangements delivered to the school for a child are not allowed in classrooms and may not be transported on a school bus. Any arrangement delivered to the school will be held in the office until the family can arrange pick up. This system rule applies to all Whitfield County schools.

## **GIFTED PROGRAM**

### **Whitfield County School System Gifted Program Information**

#### **Identification and Placement of Students in the ALPHA Program:**

The procedures for identifying and placing students in the gifted program are governed by the rules and regulations approved by the State Department of Education. These rules and regulations, called due process, have been established for the protection and privacy of individuals.

#### **Automatic Referral:**

A mental abilities test and an achievement tests are administered to all students at specific grade levels. A student is automatically referred for gifted screening if he or she scores at or above the 90th percentile on the reading or math total of an achievement test in grades 3-5 or scores at or above the 96<sup>th</sup> percentile on a mental abilities test.

#### **Reported Referral:**

A student may be recommended for consideration by a teacher, parent, administrator, counselor, peer, or self. A student will be assessed only once during the two calendar year period. Reported referrals are reviewed by each school's gifted eligibility team in the spring of each year.

## **Qualifications:**

The Georgia and Whitfield County Schools' eligibility criteria for placement in the ALPHA program include meeting three of the four criteria in the areas of mental ability, achievement, creativity, and motivation. More qualification information may be obtained at each school or at the WCS Central Office.

## **Transfers/Reciprocity:**

Any student who meets the state eligibility criteria for gifted education services shall be considered eligible to receive gifted education services in any school system within the state. There is no mandated reciprocity between states.

## **Program Description:**

The gifted program utilizes a variety of instructional models designed to maximize the potential benefits for each individual child. In the elementary grades, the resource/pull-out model and advanced content models are utilized. With the pull-out model, the students meet with the gifted program teacher for a portion of the school day/week (schedules may vary from school to school). The resource curriculum consists of enrichment units that extend and supplement the regular curriculum. Advanced content courses deliver the state standards for an academic course at a more rigorous level with emphasis on critical thinking.

## **HIGHLY QUALIFIED**

Highly Qualified is a requirement of the federal Elementary and Secondary Education Act (ESEA). A "highly qualified" teacher is one who has obtained full state certification or has passed the state teacher licensing examination and holds a license to teach in the state; holds a minimum of a Bachelor's; and has demonstrated subject area competence in each of the core academic subjects in which the teacher teaches. A "highly qualified" paraprofessional who performs instructional duties must meet one of the following criteria: have completed at least two years of study at an institution of higher education; have obtained an associate's degree; or have passed a state exam.

Parent's Right to Request a Teacher's and a Paraprofessional's Qualifications By law, LEAs are required to notify parents that they may request information regarding the teacher's or the paraprofessional's professional qualifications, including the following:

- \*Whether the teacher/paraprofessional has met the Georgia Professional Standards Commission certification requirements for the grade level and subject area(s) in which the teacher provides instruction;
- \* Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications 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.

LEAs must:

- \* Notify parents in multiple ways in order to ensure that all parents have the opportunity to receive the information. To the extent practicable, the notification should be provided in a language that parents may understand. This may include, but is not limited to a LEA or school handbook, a letter mailed home, inclusion in a newsletter, posting on a website, and/ or a school-wide email.
- \* Ensure the notification or document that contains the notification must include the principal's contact information, the school or LEA name, the date/ month and year of notification.

\* Maintain records that document the dissemination of the right to know in multiple forms to the parents of all students.

Varnell Elementary is pleased to inform you that all certified staff members and paraprofessionals are "highly qualified" for the positions they hold. As a parent, you have the right to know and request information concerning the qualifications of a teacher or paraprofessional who works with your child. If you have questions, please contact Mrs. Jones at 706-694-3471.

## HOLIDAY LUNCHES

Two special lunches at our school offer opportunities for parents and students to share holiday meals. Parents of students in kindergarten, second grade, and fourth grade are invited to our annual Thanksgiving lunch. Parents of students in grades one, three, and five are invited to a special winter holiday lunch. Parents will receive dates and specific information prior to these events. It is necessary to sign up ahead of time so that the cafeteria can prepare enough food. Lunch prices are \$3.00 for adults and for non-school-age children (these are not government-subsidized like our student lunches). Student lunches are \$2.00.

## HOMEWORK

Homework affords students opportunities to practice skills learned in class as well as the self-discipline of completing unsupervised tasks. Homework consists of either review of skills or independent projects. For younger students, homework lasts about 20-30 minutes; for older students, homework lasts 30-60 minutes. A good way for parents to keep informed about the student's school work is by reviewing the work the student brings home.

## HOURS OF OPERATION

The official school day begins at 7:40 a.m. and ends at 2:30 p.m. Students wait in the hallways until 7:20, then go to their classrooms for early morning opportunities. Students who are eating breakfast may wait in the cafeteria.

Buses depart campus at 2:30, and car riders are then dismissed. Students who are not picked up by 2:45 are placed in the After-School Care program at a cost of \$5 per day.

## INTERNET, USE OF

All students have access to the internet. Acceptable use and internet safety guidelines are available on the Whitfield County Schools website at [www.whitfield.k12.ga.us](http://www.whitfield.k12.ga.us). Parents may request a written copy of these guidelines by contacting the school. The school district cannot provide an absolute assurance that students will be prevented from accessing inappropriate materials or sending and receiving objectionable communications but the district will ensure that all practical precautions will be taken to keep students safe from illegal and/or inappropriate material. Students are instructed in acceptable use and internet safety and their internet use is monitored as closely as possible. If a parent does not wish their child to be allowed on the internet, they must notify the school principal in writing within the first week of each school term.

## LOST AND FOUND

All items which have been separated from their owners are placed in the lost-and-found trunk in the lobby. The lost-and-found trunk is the place to look if an item is missing. At least twice each year, items which are not claimed are given to charitable organizations. Please prevent loss by marking all items with the student's name.

## MEDICATION

All medications are administered by the school nurse or office staff. Medicine should be sent to school in the original container, accompanied by a dated note from the parent or a dated prescription giving clear directions on dosage and time medication is to be given. Medications are kept in lock boxes in each classroom. A medical permission form should be filled out and signed by the parent when the medicine is sent to school.

## MONEY

Any money that is sent to school should be sealed in an envelope; on the outside of the envelope, please write the student's name, teacher, and purpose (lunch, snack, etc.). Students should keep the money in their backpacks until they are ready to give it to the appropriate person. See also: Cafeteria and Snacks.

## NEWSLETTERS

The Varnell School Newsletter features information about upcoming school events, recognizes award winners, and disseminates other school information. If you would prefer to receive emailed school newsletters, please email [marlene\\_estrada@whitfield.k12.ga.us](mailto:marlene_estrada@whitfield.k12.ga.us).

Teachers issue periodic class newsletters to keep parents & students up-to-date. If you would prefer emailed class newsletters, just tell your child's teacher.

## PTA

The Parent-Teacher Association (PTA) is an organization which supports the school program. PTA volunteers--VPATs--work at school to aid teachers and work with the administration and staff to enhance the school. Membership dues are \$5.00 per year. All parents and supporters of Varnell Elementary School are eligible to join.

## PARTIES

Class parties occur three times during the year--prior to Christmas holidays, to celebrate Valentine's Day, & at the end of the school year. The Varnell PTA helps to organize room parents to help with parties. Parties may begin at 1:30. Volunteers may enter the building to prepare for parties at 1:15 p.m.

### 2015-2016 Party Schedule

Christmas	Thursday, Dec. 17
Valentine's Day	Friday, Feb. 12
End-of-year	Thursday, May 17

Parents sometimes wish to bring refreshments to celebrate their child's birthday with the class. These events should be scheduled with the individual teacher. Invitations to parties outside of school should not be distributed at school unless each child in the room receives an invitation.

### **PUBLIC RELATIONS INFORMATION**

The public relations office of the Whitfield County Schools may, from time to time, release selected student information for publicity purposes without the parents' prior written consent, unless the parent or eligible student informs the school that information about the child should not be released. Such information would include the student's name; major field of study; grade level classification; student's participation in officially recognized activities and sports; weight and height of athletic teams; attendance; diplomas, certificates, awards, and honors received; and the most recent educational agency or institution attended by the student.

Parents wishing that the above information be denied release must notify the school principal in writing within 30 days of the first day of school in a school year or the date of enrollment. Parents are further notified that students may be photographed, videotaped, or interviewed by the news media or school system personnel at school or some school activity or event, unless the parent/guardian objects in writing to the principal within 30 days as mentioned in the previous paragraph.

### **READING FOR ALL GRADES**

Reading development is one of the most important goals of Varnell Elementary School. Every staff member at VES is committed to building & sustaining a school culture in which high quality reading instruction for all students is our most important priority. Reading goals are means to give students guidance & structure to improve individual reading development.

Accelerated Reader (AR) is just one of the means that teachers use to encourage, provide direction & access reading improvement & growth. The AR program provides opportunities for students to increase independent skills beyond the regular reading program. Students read designated AR books, then take computer quizzes & attain scores. Sometimes teachers read AR books to their classes, & students then take quizzes on those books. Grade levels set goals that are appropriate each nine-week grading period. AR is not a part of the reading letter grade on the student's report card.

### **RELEASE OF DIRECTORY INFORMATION**

The Board of Education designates the following information as "directory information." Unless a parent or eligible student makes a timely request to the principal of the school where the student is enrolled that such information not be designated directory information on the individual student, such information will not be considered confidential and may be disclosed upon request:

1. Student's name, address and telephone number
2. Student's date and place of birth
3. Student's email address
4. Student's participation in official school clubs and sports
5. Weight and height of student if he/she is a member of an athletic team
6. Dates of attendance at schools within the school district
7. Honors and awards received during the time enrolled in the district's schools

8. Photograph
9. Grade level

Parents are further notified that students may be photographed, videotaped, or interviewed by the news media or school system personnel at school or some school activity or event. **Parents wishing that the above information be denied release must notify the school principal in writing within 30 days of the first day of a school year or the date of enrollment.**

### **REPORT CARDS**

Report cards are sent home every nine weeks, usually the fifth school day following the grading period. Students should return the signed report card to the teacher no later than the second day after it is sent home.

Parents who have questions concerning the report card or related school issues may request a conference with the teacher. A note may be written to the teacher, or a message may be left in the school office; the teacher will then respond.

### **REPORTING OF INAPPROPRIATE BEHAVIOR**

Any student (or parent or friend of a student) who has been the victim of suspected inappropriate behavior 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. For more details, please see the Student Discipline brochure.

Georgia HB 1321 addresses the issue of falsifying reports of alleged inappropriate behavior by teachers or school personnel, stating it is an offense "falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged behavior by a teacher, administrator, or other school employee toward a student."

### **SCHOOL COLORS & MASCOT**

Varnell's school colors are royal blue & white. We are the Colts.

### **SCHOOL SUPPLIES**

Each grade level sends home a list at the beginning of school suggesting needed supplies for that grade; this list is also printed in the newsletter each spring. In addition, the school operates a machine which sells paper, pencils, & erasers. Students may purchase items from the machine before 7:40 each morning & during the day with teacher permission. The machine is located in the lobby near the kindergarten hallway.

### **SEARCHES**

#### **According to Georgia Law**

Desks, lockers, & storage spaces provided to students are the property of the school district. The principal or designee may have general inspections on a periodic basis, including unannounced searches, & may open desks, lockers, storage spaces, or automobiles & examine the contents. Other searches will occur when there is reasonable suspicion to believe that the student has violated or is violating state or federal

laws, local codes, or school board policy. Searches may include the personal belongings of students. Additionally, law enforcement officials may randomly conduct unannounced canine searches.

### **SMOKING / USE OF TOBACCO PRODUCTS**

Smoking & the use of tobacco products in the school building or anywhere on school grounds is a violation of Whitfield County Schools' board of education policy. This rule also applies to field trips, which are an extension of the school. All persons on school property must follow this rule.

### **SNACKS**

Snacks may be brought from home. Students should follow the procedures outlined by their teacher. Bottled water is available for purchase before school each morning.

### **TITLE I PROGRAM**

Title I is a federally funded program which addresses needs identified by the federal Elementary and Secondary Education Act (ESEA). Each Title I school has a steering committee made up of parents & teachers. Committee members review a wide range of information to determine the best use of Title I funds.

A key component of the Title I program is parent involvement. Throughout the school year, numerous opportunities are available for parent participation. Examples include homework help, test preparation, & programs focusing on curriculum. The Parent Resource Center, located in the media center, offers materials to assist parents on a number of topics. A fall meeting informs parents about participation in the Title I program, explains the policy & its requirements, & informs parents of their rights to be involved.

### **VARNELL ELEMENTARY IS A SCHOOL-WIDE TITLE I SCHOOL**

According to the U.S. Department of Education the purpose of Title 1 funding, "is to ensure that all children have a fair, equal, and significant opportunity to obtain a high quality education and reach, at minimum, proficiency on challenging state academic achievement standards and state academic assessments." The basic principles of Title 1 state that schools with large concentrations of low-income students will receive supplemental funds to assist in meeting student's educational goals. Low-income students are determined by the number of students enrolled in the free and reduced lunch program. For an entire school to qualify for Title 1 funds, at least 40% of students must enroll in the free and reduced lunch program. Title 1 funds aim to bridge the gap between low-income students and other students. Educators at Title I schools are required to be highly qualified. A Highly Qualified Teacher in Georgia must:

1. Have a bachelor's degree from an accredited institution;
2. Have a valid teaching certificate;
3. Have evidence of specialized training in the field(s) they are teaching;
4. Have a teaching assignment in the fields they hold a certification.

Parents/guardians have the right to request information concerning the qualifications of a teacher or paraprofessional who works with their child.

1. If the teacher has met state licensing requirements for the grade level and subjects in which they are providing instruction;
2. If the teacher is teaching under an emergency status (waiver);
3. The type of college degree major of the teacher and the field of discipline for any graduate degree; and/or
4. If your child is receiving Title I services from paraprofessionals and, his/her qualifications.

You may contact the principal, Lisa Jones at (706) 694-3471 with any questions or requests.

**Varnell Elementary School**  
**Schoolwide Parent Involvement Policy**  
**FY16**

**The mission of Varnell Elementary School is to ensure educational success.**

The Varnell Elementary School Parent Involvement Policy is jointly developed by a committee that includes parents, administrators, Title 1 Coordinator, School Council, and other faculty members. The policy, written in a language that is clear and understandable, will be presented and distributed to parents of all students at a parent meeting. A copy of the policy will be filed in the school Media Center, with the Title 1 director, and with the LEA, and will be reviewed and updated periodically.

**Annual Meeting**

Varnell will convene an annual meeting in the fall to inform parents of the school's participation in the Schoolwide Title 1 program, the benefits and the requirements of the program, and the right of parents to be involved. Letters will be sent home with the students, phone calls will be made through Blackboard Connect, newsletters will be sent home and posted on the website, and an outside sign will be utilized to notify parents of the meeting.

The Schoolwide Title 1 Plan and Parent Involvement Policy will be distributed to parents of participating students at an annual meeting and/or by sending information home. The Parent Involvement Policy will also be available within the Varnell Elementary School student handbook.

**Meeting Options**

The school will survey parents for convenient meeting times, transportation and child care needs, and offer flexible times for parent meetings such as morning, mid-day, and evening meetings to ensure that all parents have the opportunity to be involved.

**Parent Involvement**

Parents will be involved in an organized, ongoing, and timely way in the planning, development, review, and improvement of the Schoolwide Title 1 program, including both the Parent Involvement Policy and the new Parent/Student/Teacher/Administrator Compact. Parents will be invited to meetings, asked to evaluate the policy and compact, and provide input for improvements. Parents will be involved in joint development of the Schoolwide Title 1 program by utilizing the Title 1 committee and the School Council.

Parents will also be involved in ongoing and end of the year assessment to evaluate the effectiveness of the parent involvement initiatives as a measure of performance evaluation of the school in order to implement a program that will improve parental involvement. Other reasonable support for parental involvement may be provided upon parent request.

### **Provide Information**

The school will provide parents of participating students with timely information either by conferences, meetings, or literature concerning:

- A. The Title 1 program.
- B. Results of the annual school review including school performance profiles.
- C. Individual student assessment results and interpretation of these results.
- D. A description and explanation of the school curriculum.
- E. The assessments used to measure student progress and the proficiency levels the students are expected to meet.
- F. Opportunities for regular meetings to formulate suggestions, share experiences, and participate in appropriate decision making. School meetings will be offered and arranged at a variety of times.
- G. Provide timely responses to parent suggestions through oral or written communication with the parent or guardian.

### **Parent Comments**

All non-satisfactory parent comments will be collected regarding the Parent Involvement Policy and such comments will be attached to the School Plan when submitted to the Local Educational Agency.

### **Provide Assistance**

Assistance will be provided as needed through conferences, meetings, and/or information to participating parents to help them understand such areas as:

- A. National Education Goals
- B. State's academic content standards and student performance standards
- C. School improvement process, if applicable
- D. Components of a Schoolwide Title 1 program
- E. State and local assessments
- F. Requirements of Schoolwide Title 1 parent involvement
- G. Ways parents can monitor their children's progress and work with educators to improve the performance of their children
- H. Ways parents can participate in decisions relating to the education of their children
- I. Student Support Team (SST)
- J. No Child Left Behind (NCLB)
- K. Drug Awareness Resistance Education (DARE)
- L. Other resources and programs that are available to eligible children

### **Provide Materials and Training**

Materials and training will be provided as determined by the parent survey, such as:

- A. Literacy training to help parents work with their children to improved academic achievement.

- B. Instructional strategies to help parents work with their children to improve their children's academic achievement.
- C. Technology training to assist in academic achievement.

### **Home/School Connection**

Varnell will educate staff with parental assistance, in understanding the value of working as partners by providing teachers, administrators, and other staff members with in-service training, workshops, and/or information that address techniques for reaching out to and communicating effectively with parents as equal partners. Parent led programs such as parent volunteerism, Open House, and family nights will be planned to build ties between parents and the school. Parents will be offered volunteer training and mandated reporter training at a variety of times.

### **Coordinate Parent Involvement Programs**

A plan will be developed to coordinate and integrate parent involvement programs, activities, and strategies with other programs that may include Early Intervention Program (EIP), Pre-school program, Family Support Council, and other programs and agencies to the extent feasible and appropriate.

### **Community/Business Partnerships**

Appropriate roles for the community-based organizations and businesses in parent involvement activities will be developed. This may include providing information about opportunities for organizations and businesses to work with parents in the schools in the formation of partnerships that include a role for parents.

### **Parent Resource Center**

As appropriate and feasible, Varnell will provide a parent resource center and opportunities for parents to learn about child development, parenting skills, positive behavior, and homework hints that are designed to help parents become full partners in the education of their children. Parental involvement activities will be provided as appropriate, and as parents may request. Teachers will inform all parents of the location and the materials in the Parent Resource Center through newsletters, conferences, and during Open House; as well as placing pictures in the school newsletter and on the school website of examples of materials parents may utilize to support learning.

### **Parent Involvement End of Year Assessment**

To evaluate the effectiveness of the parent involvement program and as a measure of school performance evaluations, parents will be involved in an ongoing and end of the year assessment.

### **Information in Primary Language**

Varnell will ensure, to the extent possible, that information related to school and parent programs, meetings and other activities is sent to the home of participating children in the language used in the home.

Full opportunities for the participation of Limited English Proficient parents, parents with disabilities, and parents of migratory children will be provided to the extent it is practicable. This may include providing information and school reports, to the extent practicable, in a language and format the parents may understand.

### **Other Reasonable Support**

Other reasonable support for parental involvement activities as parents may request, will be provided.

### **Parents Involved in Training**

Parents may be involved, when appropriate and feasible, in the development of training for teachers and other school personnel to improve training effectiveness.

### **Parent-To-Parent Training**

Parents may be trained to enhance the involvement of other parents.

### **Other Model Approaches**

The school may adopt other model approaches to improve parental involvement when feasible and appropriate.

## **TOYS**

Toys should not be brought to school. Individual teachers may give permission for toys such as balls to be brought & taken out on the playground at recess; this decision rests with individual teachers. Toys which interfere with learning will be taken up & kept in the office for parent pick-up. Bus drivers have their own rules about toys on the bus, so students should follow the directions of their individual drivers.

## **TRAFFIC SAFETY**

Safety is Varnell School's number one priority. Please help us ensure student safety by following these traffic rules:

- Bus traffic enters the school at the front entrance.
- Car-rider traffic enters the school at the back loop entrance. Students are dropped off & picked up at the covered walkway.
- Students should never exit cars before the covered walkway & walk across the back playground; that area is unsupervised except during recess.
- Parents who wish to escort their children may park on the left side of the street PAST the crosswalk & should use the crosswalk to walk in front of traffic. Children should be escorted all the way across the crosswalk.
- A teacher is on duty in the car-rider area to direct traffic & monitor the crosswalk from 7:00-7:40 a.m. At 7:40, the bell rings for school to begin.
- In the afternoon, teachers are on duty at the car-rider line to load cars & direct traffic from approximately 2:30-2:45. Students who are not picked up by 2:45 are sent to After-School Care & charged the \$5 fee for that day.
- Remember that the back loop is a **one-way** Varnell city street. Please follow all traffic rules.
- Parents who are picking up their children during the day (if the child is sick, for example) may park in the front. Please avoid parking in front of the yellow gate since emergency vehicles would follow that route. Be sure to be out of the way before the afternoon buses arrive around 1:55 p.m.
- Parents should never park in front of the school or in the teachers' parking lot to avoid getting into the car-rider line, as this practice is unfair to parents who are following correct safety procedures.

## **TRANSPORTATION**

**Any change in transportation requires a written note from the parent.**

## BUSES

School bus transportation is available throughout the Varnell School attendance district. Only elementary students ride together on the bus; middle & high school students ride other buses. If your child goes home after school with another child, BOTH CHILDREN should have parent notes that explain the change. These notes should be given to the teacher at the beginning of the school day. **Bus routes begin between 6:30-6:45 a.m., and most bus riders are at school by 7:15 a.m.** Regular buses drop off & pick up students at the front (west) school entrance; special education vehicles use the teacher parking lot (south) entrance. FOR SAFETY REASONS, CARS SHOULD NOT USE EITHER OF THESE ENTRANCES AS A PICK-UP OR DROP-OFF POINT.

The following bus rules should be followed by all riders:

- Each student will be loaded & unloaded at his or her usual stop unless a note from a parent or guardian is presented to the bus driver. The note must be signed by the principal or assistant principal.
- Each student should enter the bus, find a passenger seat, & remain seated with hands and feet out of the aisle until time to unload. Some drivers assign seats.
- Students may talk quietly unless instructed otherwise by the driver.
- All noise should stop at railroad crossings & other dangerous locations.
- No physical contact, profanity, loud noise, "saving" seats, or disrespect is allowed.
- Objects should not be thrown inside or outside the bus.
- No part of a student's body should ever be outside the bus window.
- Students should remember that the bus driver is an extension of the school. Respect should be given to this very important person.
- Discipline referrals for inappropriate behavior on the bus lead may lead to detentions & possible suspension of bus-riding privileges.

Parents will be sent a list of bus rules & the disciplinary procedures which are used when bus misbehavior occurs.

## CAR RIDERS

Parents may elect to drop off & pick up their children rather than use bus transportation. Children are dismissed to car-riders immediately after the buses depart. Students must be picked up by 2:45; after that time, students are placed in the after-school care program at a charge of \$5.00 per day.

The car-rider loading & unloading area is at the covered area behind the gym. Remember that the loop is a Varnell city street & is one-way. The Varnell police give \$100 tickets for going the wrong way. The speed limit on the loop is 15 mph, & fines may double when speeding. Please follow all traffic laws.

When dropping off students, parents should pull up next to the sidewalk. Never double-park, as this practice puts children in danger of being hurt. If parents need to come into the building, they should park on the left side of the road beyond the concession stand & cross the road using the crosswalk.

When picking up students, cars should form double lines behind the pick-up area. The teachers who are on car duty will direct car movement. Parents are asked to write students' names on placards to be placed in the window of the car.

If your child rides home after school with another child, BOTH CHILDREN should have parent notes that explain the change. These notes should be given to the teacher at the beginning of the school day.

## **VISITORS**

For security reasons, all persons visiting the school must report to the office, sign in, and obtain & wear a visitor's badge.

## VOLUNTEERS

Volunteers (VPATs: Volunteer Parents Assisting Teachers) contribute to the success of Varnell Elementary School. Recruited by a teacher or PTA, they help the school in many ways & are valuable to the school's public relations. Anyone can be a volunteer: parents, grandparents, senior citizens, & friends of Varnell School. To ensure school safety, volunteers sign in & out in the office and wear nametags while on duty. The PTA trains volunteers each year. Anyone who is interested in volunteering should speak with a PTA officer.

## WEAPONS

Students may not bring to school any item that could be considered a weapon. This includes knives, razors, bats, nun chucks, Ninja stars, guns, & any other implement that could cause harm to self or others. Carrying weapons is a **very serious offense** & will be addressed by the administrators following the Whitfield County Schools Discipline Code.

## **Model Notification of Rights under FERPA for Elementary and Secondary Schools**

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

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(Optional) Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

(NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.)

## Model 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.

**(School District will/has develop(ed) and adopt(ed))** 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. **(School District)** will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. **(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. **(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. 20202-5920

**PPRA Model Notice and Consent/Opt-Out for Specific Activities**  
**(LEAs should adopt the following model form as appropriate)**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires **(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 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.

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

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year: **use of internet, release of student picture and or release of directory information**. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, the **(Whitfield County Schools)** will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)