

Holsenbeck Elementary School Student Handbook 2022-2023



School Address: 445 Holsenbeck School Road, Winder, Georgia 30680
School Phone Number: (770) 307-1540
School Fax Number: (770) 307-1255
Website: www.barrow.k12.ga.us/hes
Facebook: www.facebook.com/HolsenbeckHawks
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Ms. Aperil Sellers, Principal

Dr. Karen Rodenroth, Assistant Principal

Vision Statement

The *Vision* of Holsenbeck Elementary School is to provide students with an education that prepares them to be successful, to meet challenges in their future, and to become a vital part of their community

Mission Statement

Holsenbeck Elementary is a student-focused learning environment that builds a strong educational foundation through challenging and successful experiences

School-wide Expectations

**Be Ready
Be Respectful
Be Responsible**

STUDENT/PARENT POLICY UNDERSTANDING ACKNOWLEDGEMENT

The **Holsenbeck Elementary** Student Handbook/Agenda includes some very important information about the upcoming school year. Please take time to read this information now and refer to it frequently. If you have questions, contact the school office at **770-307-1540**. We will be happy to talk with you.

Each school is required to document that every parent and student has been given a copy of the Student Code of Conduct along with other required information, including notification of possible consequences and penalties for truancy, and has been given a chance to ask questions about anything he or she does not understand.

A completed and signed form must be on file for all students. Parents/Guardians and students age ten years or older by September 1st are required to sign this acknowledgement form in the space below. Please return the form to your child's teacher as soon as possible.

Students who are unable to read or fully understand this information are not required to initial or sign this document. However, parents are expected to explain the information to their children in terms that they can understand. Failure to sign and return this form will not excuse a student from the requirements of the policies. To complete this form, students and parents should each initial each item that you have read and understand and then sign the form in the space provided.

Parent Student

- _____ _____ 1. Student Code of Conduct and School Bus Behavior Guidelines
- _____ _____ 2. School Attendance and Georgia's Compulsory Education Law
- _____ _____ 3. Cafeteria Charge Board Policy (EE)
- _____ _____ 4. Medication Policy
- _____ _____ 5. Parent's Right to Request a Teacher's and a Paraprofessional's Qualifications
- _____ _____ 6. Barrow County School System Internet Safety, Technology
Responsibility and Acceptable Use Policy

I have read and understand the 2022-2023 Holsenbeck Elementary Student Handbook. **I understand that I am responsible for following the guidelines set forth in this document.**

Student Signature: _____ Date: _____

I have reviewed the student handbook with my child:

Parent Signature: _____ Date: _____

Frequently Asked Questions

Please review the entire student handbook for more detailed information.

What is our school schedule?

Daily Schedule:

7:00 Buses unload and car rider line begins

7:27 Hawkeye News Crew presents important information to the student body

7:30 Instruction Begins

2:00 Student Dismissal begins. **Students will not be allowed to check out between 1:30 PM – 2:00 PM.**

Teachers are involved in conferences, staff meetings, and professional learning prior to 7:00 AM. Children should not arrive before this time unless he/she attends Holsenbeck's Before Care Program (6:30 AM).

What if my child arrives late to school?

The instructional day begins at 7:30 AM. An adult must accompany children who arrive at or after 7:30 AM to the front office where the adult transporting the child must sign him/her in as tardy.

What if I want my child to be a car rider in the morning?

Students arriving or leaving by car at the beginning or end of the school day and when buses are unloading or loading are to enter and exit at the back of the building. To ensure safe and efficient arrivals and departures, please observe the following procedures:

- Enter the long drive behind the playground closest to Highway 11.
- Stay to the far right drive all the way through the parking lot to the drop off area. Keep your child in the car until assisted by an adult or until they can safely exit. Stay in line. **Do not attempt to pass other cars or block parking places.**
- **Have your child ready to exit the car quickly.** Children are not to be dropped off in front of school.

What if I want my child to be a car rider in the afternoon?

Your child will be assigned a student identification number for pick-up. Please make sure your number is visible for school personnel. The car rider tag is assigned to you by school personnel. Please stop by the school office and request a car tag. You must have your assigned car tag with you (and displayed) in order to pick up your child in the afternoon car rider line. If you do not have your car tag, you will need to go to the front office. Please bring your picture ID to show the receptionist.

What if my child wants to bring an electronic device to use at school?

Personal electronic devices are not allowed on school campus. Please see the **BARROW COUNTY SCHOOLS INTERNET SAFETY, TECHNOLOGY RESPONSIBILITY, AND ACCEPTABLE USE POLICY** in this handbook for additional information regarding technology.

What are the procedures for checking my child out or in during the school day?

- The parent/legal guardian must come to the office, sign the child out of school, and the secretary will call for the child.
- Please wait outside until the child arrives.
- If the child returns to school during the day, he or she must be signed in at the office by a parent/ guardian.

Transportation changes will not be taken over the phone after 11AM

What do I do when I visit the school?

Please call the school for updated protocol before planning your visit to the school.

For your child's protection and for efficient operation of the school, all parents and other visitors are to report to the office, sign in, and obtain a visitor's pass. ***You must have your driver's license with you when signing in.***

Visiting Holsenbeck: *We have recently installed a system for gaining access to our building with an electronic buzzer and camera system. After gaining entry, all visitors must still come directly to the office where we can support your specific question or need. It is important to provide uninterrupted instruction and have safety measures in place for all children; therefore, do not go directly to a teacher's room, even if a prior conference has been arranged.*

In the interest of our students' safety, staff members are to question visitors without a Barrow County School System tag or (visible) visitors pass and to direct them to the office. When coming into the building, please follow the procedures listed below:

1. All visitors must sign in at the front desk and get a visitors pass. Please do not block the front drive as visitor parking is available next to the gym and the parking lot on the left, front side of the school.
2. Please do not enter/block the front lanes from 6:50– 7:30 AM or 1:30 - 2:30 PM. This area is used to load and unload buses.

What if I want to eat lunch with my child?

Please call the school for updated protocol before planning your visit to the school

We encourage you to join your child for lunch periodically throughout the year. At the beginning of the year, parents/guardians will be asked to provide a list of approved visitors allowed to dine with their child(ren) in the cafeteria. If possible, please let the teacher know the day before you plan to eat so you can be added to the lunch count. Parents/guardians/visitors will not be allowed to take students from the lunchroom or go to their child's classroom afterwards. Visitors will be asked to sit with their child in the lunchroom at the designated visitor's table. Please do not ask additional Holsenbeck students sit at the visitor's table with you and your child for lunch. They are not allowed to sit with you and your child.

Please remember lunch from outside vendors (commercial fast food products) are not allowed in the school for a child's lunch or the visitor's lunch.

What if I want to schedule a parent conference with the teacher?

Please schedule the conference with the classroom teacher. It is important that teachers are not interrupted during class instructional time to talk with parents or other visitors. Please call, email, or send a note to the teacher to schedule a parent/teacher conference.

What if I want to celebrate my child's birthday at school?

Although, a birthday is a very special time for a child, we do not allow birthday parties during the school day. Please see page 26 in this handbook for more specific information.

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ACADEMIC/FINE ARTS/PHYSICAL EDUCATION PROGRAMS

Our goal is to find the best resources and strategies that will help students learn and teachers teach. The instructional program is evaluated on a regular basis and student progress is continually assessed. Individual student's learning needs are evaluated and programs of instruction are provided to best meet that child's needs. The teachers, Assistant Principal, and Principal are available to schedule meetings with parents concerning questions with regard to their child and/or the instructional program.

Art, Music, and Physical Education: The school's curriculum addresses the developmental needs of the total child and the art, music, and physical education (PE) programs supplement. PE, Art, and Music are incorporated into the regular classroom instruction.

Physical Education instruction concentrates on the individual's physical coordination and development, and the curriculum is developed for age appropriate levels. Dress on PE days needs to be appropriate for physical activity. Girls are often more comfortable wearing shorts under dresses. **Students are required to wear tennis shoes when participating in physical education. If a child is unable to participate in Physical Education, a written doctor's excuse is required.**

ESOL Program: The ESOL Program will ensure the equal worth and dignity of all English Language Learners making available the opportunity to fully gain access to programs and services provided by the State and Local Education Agencies so that English Language Learners can achieve to high standards, in both English language proficiency and content mastery, as needed to be successful at the postsecondary level and/or when entering the workforce. Students must meet eligibility criteria as specified in federal regulations.

SCOPE PROGRAM FOR GIFTED STUDENTS

Barrow County School District endorses the philosophy that education is a means by which each individual has the opportunity to reach his or her fullest potential. Students in grades K-12 who demonstrate a high degree of intellectual, academic, and/or creative abilities may be nominated for evaluation to determine eligibility to participate in the Program for Gifted Students. Referrals for consideration may be made by teachers, parents or guardians, counselors, administrators, peers, self, and other individuals with knowledge of the student's abilities.

The State Board of Education determines eligibility criteria for placement in the program. For a summary of those criteria or for further information about Barrow County's Program for Gifted Students, please contact the Gifted Program teacher at your child's school or Ginger Crosswhite, Gifted Program Director at 770-867-4527

Early Intervention Program: Support teachers provide additional instruction to eligible students in mastering skills in reading and mathematics.

Special Education Program: The special education program in Barrow County is designed to address individual students' needs. All special needs students receive a full educational experience through the Special Services program. Students must meet eligibility criteria as specified in federal and state regulations.

ATTENDANCE

SCHOOL ATTENDANCE AND GEORGIA'S COMPULSORY EDUCATION LAW

School attendance is a high priority in the Barrow County School System. Regular attendance is vital to each student's academic progress and the development of positive habits for his/her adult life. *Georgia Law O.C.G.A. 20-2-690.1* mandates school attendance for students between the ages of 6 and 16. This law also applies to younger children once they enter school. According to *O.C.G.A. 20-2-690.1* parents are responsible for enrolling and sending their children to school and the school staff is responsible for enforcing this law. Any student who has more than five unexcused absences in a school year is truant. School days missed as a result of an out of school suspension shall not count for the purpose of determining student truancy.

Failure to comply with Georgia's Compulsory Education Law (O.C.G.A 20-2-690.1) may result in consequences for both students and parent/guardians. Consequences for students include, but are not limited to, detention, Saturday school, and referral to juvenile justice for truancy. Consequences for parents/guardians include a fine of not less than \$25.00 and not more than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties at the discretion of the court for each absence. Parents may also be charged with deprivation for failure to comply with this law.

Student absences may be excused for the following reasons:

If your child is not feeling well, please do not send them to school, A child must be fever free (without any medications) for 24 hours before returning to school. Please call our School Nurse, Ursula Woods if you have additional questions.

1. Personal illness and when attendance in school would endanger their health or the health of others.
2. A serious illness or death in the immediate family necessitates absences from school.
3. Absences mandated by other governmental agencies, including pre-induction physical examinations for service in the armed forces, or court ordered.
4. Observing a religious holiday that necessitates an absence from school.
5. Conditions that render attendance impossible or hazardous to their health or safety.
6. Registering to vote or voting, for a period not to exceed one day.
7. A maximum of five (5) school days per school year may be excused for students whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard in order for the student to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment overseas to a combat zone or combat support posting or during the parent's or guardian's leave from such a deployment. *(Note: Students serving as pages for the Georgia General Assembly are counted present on the days serving in the Assembly. In addition, students who are present for at least one-half of the instructional day shall be counted present partial attendance).*

Full-day school attendance is very important to student success. Students who arrive late or leave early miss important segments of classroom instruction.

Arriving Late During the Day/Leaving Early:

Parents are urged to make dental, medical, and other appointments for their child(ren) after school hours, during the summer, Saturdays, teacher work days, or holidays; however, if a child leaves school at any time during the day **THE CHILD MUST BE SIGNED OUT IN THE OFFICE BY THE PARENT/LEGAL GUARDIAN. Please have your Picture ID ready to show office staff.**

PROCEDURES FOR CHECKING A CHILD OUT or IN DURING THE SCHOOL DAY:

1. The parent/legal guardian must come to the office, sign the child out of school, and the secretary will call for the child.
2. Please wait in the office until the child arrives. **Do not go directly to your child's classroom.**
3. If the child returns to school during the day, he or she **must be signed in at the office by a parent/legal guardian.**
4. Because teachers are preparing students for dismissal between 1:30 PM and the departure bell, **no student may be checked out between 1:30 PM – 2:00 PM.**

Students are counted present for the day if they are at school for at least one-half of the instructional day (**11:00 AM is the mid-point**). Every effort should be made for students to spend the entire instructional day at school.

Check-out Procedures:

A child will not be dismissed from school to anyone other than parents /legal guardians without a letter from the parent or legal guardian requesting a change (this applies to special events too). In cases of separation or divorce, the school needs to have all proper legal information and will cooperate in every possible way. If there should be a **custody problem or other family concern** that might result in the school mistakenly releasing a child, **we should be informed in writing.** You should also have a **thorough understanding with your children about persons with whom they should or should not leave the school.**

We will make every attempt to contact the parents/legal guardians in emergency situations such as your child becoming ill at school. However, if we are unable to reach parents/legal guardian, a staff member will contact names of individuals listed on the information card, health inventory form, or enrollment form. Please make sure you provide accurate information on the school's information card and health inventory form and update any contact information throughout the year by coming to the school to talk with office personnel. During special events, you may receive an early leave slip from the office if you plan to check out your child after the event. However, all safety check-out procedures still apply in these situations.

Please understand: Except in emergency situations where we are unable to reach the parents/legal guardian, a written note from the parent must be sent to the office for us to dismiss your child to someone other than the parent/legal guardian. At all times, please be prepared to present a picture ID when signing out your child.

Early Arrival:

Students begin the instructional day at **7:30 AM** and are dismissed at **2:00 PM**. If you provide transportation, **DO NOT BRING YOUR CHILD TO SCHOOL BEFORE 7:00 AM unless your child attends Holsenbeck's Before Care Program or attends a teacher led club or instructional program.**

Excused Absences:

Any child who is absent from school needs, upon his or her return to school, to bring a **written excuse** signed by a parent or guardian stating the reason for the absence. Notes for absences need to be given to the homeroom teacher no later than the **second day** following the student's return in order for the absence to be counted as excused. If your child will be absent from school for more than three days, please call the school early in the day to arrange for work that he or she might do at home. With sufficient notice, any make-up work can be picked up after school.

Tardiness:

Arriving late causes students to miss highly important information and directions about the day. Leaving early causes students to miss important instructional time.

Learning to meet time obligations is an important life skill that needs to become part of a child's habits early. Parents should make every effort to get their children to school by **7:25 AM to avoid being counted tardy.** We know there will be an occasional emergency, however, habitual tardiness (more than 5) causes your child to lose instructional time, in addition to causing delays and wasted time for teachers and students who have begun the school day at the proper time.

A child will not be recognized for perfect attendance if he/she receives a total of five tardies or early dismissals within a grading period.

BEHAVIOR

The 2022-2023 Barrow County Code of Conduct is available on our school's website at:
www.barrow.k12.ga.us/hes

Positive Behavior Intervention and Support (PBIS)

Positive Behavior Intervention and Support (PBIS) is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety and support improved academic outcomes. More than 16,000 U.S. schools are implementing PBIS. The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety and learning. All schools within the Barrow County School System participate in PBIS.

Students are encouraged to become self-disciplined, cooperative, courteous, and considerate of themselves and others. Disciplinary methods and counseling procedures are employed to assist students in developing and maintaining a safe, orderly and pleasant school environment where every child can learn and every teacher can teach. Students are under the direct supervision of the teacher, substitute teacher, paraprofessional, bus driver, administrators, and/or other authorized personnel. **School expectations apply on school property at all times and off-school grounds at a school activity or event, (field trips, etc.) and to and from school.**

The Holsenbeck Elementary School faculty and staff are committed to providing a safe, orderly environment in which students can learn and teachers can teach. We will provide students with models, educational opportunities, and activities that promote self-discipline and self-control, build self-esteem, and provide recognition for good behavioral choices.

- We believe that the best learning environment is one in which students, parents, teachers, and staff are treated with dignity and respect.
- We believe in providing clear expectations and in reinforcing positive behavior to foster its desirability and repetition.
- We believe that individuals are responsible for his or her actions and that children can learn to behave within the limits set for them.

There are three expectations for our students. For each of these expectations, the appropriate behavior is discussed and modeled with all students at the beginning of the year and revisited as needed. Students are given specific behaviors for each setting in the school (cafeteria, hall, media center, classroom, restroom, etc.). Students are recognized for following the expectations. Please go over these with your child from time to time to help support and reinforce good school behavior.

OUR SCHOOL-WIDE EXPECTATIONS:

Be Ready
Be Respectful
Be Responsible

Our goal is to recognize the child for following the school-wide and classroom expectations. If an occasion arises where an inappropriate behavior is not corrected and modeling or re-teaching appropriate behaviors do not make a difference, then a more severe action might be necessary. Teachers will make every effort to determine the cause for the misbehavior and will often involve the parent in the solution to the problem. The most successful solutions are those that are supported and chosen by parents and teachers together.

At the beginning of the school year, parents will receive the specific classroom expectations as well as actions taken when expectations are not followed. Some of the actions which may be imposed for misbehavior may include: verbal reprimand; loss of recess or free choice time; removal from the group; teacher supervised telephone call by child to parents to explain

problem; conference with the principal or assistant principal; time-out room; or suspension. Any severe misbehavior may be immediately referred to the office where discipline is administered under the administrator's discretion. However, all reasonable attempts will be made to contact and include the parents in decisions about more severe consequences.

PBIS Rewards is an app that supports a positive learning environment at Holsenbeck. Teachers can award points for good behavior and hard work, as well as document negative behavior and comments. By working hard on a regular basis, your child will be able to earn rewards and participate in fun events. Research shows that one of the biggest factors on your child's learning is the classroom environment. Using PBIS Rewards, teachers are able to create a more positive learning environment for your child. PBIS Rewards is completely free for you and your family. If your child is not meeting behavior expectations, we encourage you to work with them to set goals for better behavior in school. Consider rewarding your child at home for their progress at school, with privileges such as additional computer or outside time.

BUS RIDERS

BUS DISCIPLINE

Students who ride the school bus may do so as long as they display safe and reasonable behavior. Choosing not to follow the bus behavior guidelines may result in suspension or loss of bus service. The bus driver is responsible for the safety and well-being of the students on the bus. The school administrator will determine consequences of misbehavior and the reinstatement of bus service for the offending students should a suspension become necessary. **A suspension applies to all buses** unless otherwise designated by school officials. The responsibility for student supervision by the school shall begin when the student boards the bus in the morning and is retained until the child leaves the bus at the end of the day. **Riding the school bus is a privilege not a right**, and may be revoked for safety and discipline infractions.

I. PARENT/GUARDIAN RESPONSIBILITY

Parents and guardians will be responsible for ensuring their child follows all rules and guidelines outlined by this notice, driver, and administrator. If the student violates the behavior guidelines resulting in a bus suspension, the parent will provide transportation for their child. Students will be picked up and dropped off at their designated stop. Exceptions will require a written request from the parent as outlined below. In an emergency a phone call by the parent to the principal and subsequent written approval from the principal to the bus driver will be acceptable.

The school bus ride is an extension of the school day and as such, is subject to all school policies and procedures. Bus Conduct Reports will be recorded in accordance with all other school record keeping procedures.

II. TRANSPORTING OF SCHOOL RELATED/NON-RELATED ITEMS

No animals or any items that may be deemed objectionable in nature will be transported on any bus. If necessary, the bus driver may confiscate these items and turn them in to the school administrator. Any item that may be considered a weapon (per Ga. Law) or dangerous to others in any way will not be allowed on the bus. (This may include sports equipment, laser pointers, toys, etc.) Band instruments that will be allowed on the bus are those that are small enough to be held in the student's lap. Instruments may not be in the aisle or take the space of a student if that space is needed to sit down. Damage to personal items is not covered by the school bus insurance coverage.

III. BEHAVIOR GUIDELINES

Each infraction of class I and II offenses shall be reported by the driver to the respective school administrator.

A. Class I Offenses

1. Eating or drinking on bus
2. Out of seat while bus is in motion
3. Horseplay, yelling out bus window, loud noise (should be classroom behavior)
4. Possession of unacceptable material, objects, or obscene gestures
5. Profanity
6. Riding unassigned bus without signed note from parent and signed by school administrator
7. Checking mailbox while bus is still in sight (Area is in danger zone.)
8. Use of electronic devices during the operation of a school bus, including but not limited to cell phones; pagers, radios, tape or compact disc players without permission of the bus drivers. **Cell phones are not allowed at the elementary level.**
9. 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.
10. Other offenses as reported by the driver or principal

B. Class II Offenses

1. Profanity, verbal abuse, and harassment (directed at student or driver)
2. Body parts out of window (i.e. head, hands, arms, and legs)
3. Throwing/shooting of any object (i.e. paper, pencils, paper clips, etc.)
4. Physical aggression or use of any object as a weapon
5. Use of tobacco, inhalants, or any controlled substance
6. Destruction of school property (vandalism - suspended until restitution is made)
7. Loading or unloading buses improperly or tampering with any portion of bus
8. Lighting of matches, fireworks, or any flammable object or substance
9. Riding of any bus after being suspended from one
10. Fighting (of any kind)
11. Other offenses as reported by driver or principal

As previously stated, the school bus ride is an extension of the school day and is subject to all school policies and procedures. Riding the school bus is a privilege (not a right) for students as long as they display safe and reasonable behavior. Riding privileges may be revoked for safety and discipline infractions at which time parents must provide transportation for their child.

Bus Rules

1. Students will follow the directions of the driver.
2. Students will be at the bus stop 5 minutes before the bus arrives. Students will wait in an orderly line.
3. Students will help keep bus clean and in safe condition.
4. Students will cross the roadway in front of the bus, only after receiving hand signal from driver.
5. Students will go directly to an available or assigned seat when entering the bus. Keep aisles and exits clear.
6. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
7. Students will not eat, drink, chew gum, or bring tobacco, alcohol or drugs on the bus.
8. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus.
9. Students may only bring approved objects on the bus that can be held on their lap.
10. Students will refrain from using loud voices, profanity and/or obscene gestures, and respect the rights and safety of others.

11. Students will not extend head, arms, or objects out of the bus windows and will refrain from yelling out windows.
12. Students will be totally silent at railroad crossings.
13. Students will stay seated until time to get off the bus.
14. Students will respect themselves, others and property.
15. Students must provide a written note, signed by a parent or guardian and a school official, giving permission to ride a different bus, get on or off the bus at a special bus stop location.
16. New Bus Riders or students that move to a new physical address must provide their bus driver and school administrator a note stating the new address. Attending school should provide the bus driver student information showing change in Infinite Campus.

BCSS STUDENT BUS TRANSPORTATION CHANGES PROTOCOL

Note: This protocol is for short-term (daily) changes only. For any long-term change in transportation, please use the appropriate Transportation Change Form available in your school's front office.

Student must have a written note from a parent or guardian that is dated and signed referencing that particular day or days affected. This will apply even if the parent makes the request in person at the school.

In the event of a change in transportation, school office personnel will:

- Have appropriate school administrator (or designee) sign the note
- Make a copy of the note with both signatures
- Send the original note with the student or the student's teacher to be given to the appropriate bus driver – this will be the student's pass to get on the bus.
- File the copy of the note in a specified place in the front office where it can be easily accessed in case of emergency.

Bus drivers will not allow a student to exit the school bus at a place that is not the student's normal stop unless the written note signed by both the parent/guardian and the school administrator (or designee) is in his or her possession.

Note: There are now set bus stops along all the bus routes and BCSS buses cannot stop at each individual house.

CHANGES IN TRANSPORTATION

If there is a change in the regular schedule, please arrange with your child before leaving home in the morning how you wish him or her to get home in the afternoon and **send a written note** to your child's teacher. Emergencies and last minute changes are often very confusing for a young child and have great potential for misunderstandings. **For safety reasons, we are unable to make changes in transportation by telephone unless you provide school personnel with your Personal Identification Number (PIN). When you call, the PIN must be given and confirmed by the office staff before a change can be made to your child's transportation.**

Transportation changes will NOT be taken over the phone AFTER 12 PM

If a student is to go home in any way, for any reason, other than his or her usual method, **send a WRITTEN note**, dated and signed by the parent/guardian for the day of the change. Impress upon your child the importance of getting this note to the classroom teacher and to the office at the beginning of the school day so that the school will be aware and have a record of the change.

CHILD ABUSE

It is Barrow County Board Policy that all certified employees of the Barrow County Board of Education, including all teachers, administrators, guidance counselors and visiting teachers, as well as all school social workers and school psychologists employed by the Barrow County Board of Education, who have reason or cause to believe that a child is being or has been abused, shall report that abuse in accordance with Georgia law and the protocol for handling child abuse cases for Barrow County.

Student Reporting of Acts of Sexual Abuse or Sexual Misconduct: (a) 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.

CLUBS AND ORGANIZATIONS

Clubs and organizations are available at Holsenbeck Elementary for student participation. If you **DO NOT WANT** your child to participate in one of these clubs or organizations, you must notify the principal in writing by completing the clubs and organizations form signature letter. You may obtain a policy signature letter from the school office. If a club or organization is started during the school year, students will have to have parental permission prior to participation.

<u>Club or Organization Name:</u>	<u>Purpose</u>	<u>Faculty Advisor</u>
Chorus (Grades 4-5)	Improve choral skills	Joshua Presley

*Additional clubs maybe added during the school year.

The form for opting out of any clubs and/or organization is located at the back of this Student Handbook.

DRESS CODE FOR STUDENTS

The purpose of this dress code is to assist administrators, teachers, students, and parents in fulfilling the Mission of the Barrow County School System “to provide all students quality educational opportunities that enable them to become successful, responsible, and contributing citizens.” To accomplish this mission, the learning environment must be one that is safe, disciplined and free of distractions. Therefore, the dress code regulations that follow are not designed to inhibit personal taste but to encourage learning, good behavior, and safety.

1. Any clothing, hairstyle, jewelry, chains, or attire that is distracting or causes a disruption or constitutes a safety issue will not be permitted at school.
2. Shorts, skirts, dresses, and spirit-wear must be of reasonable length; e.g., mid-thigh if they are to be worn at school. All shirts, dresses, and blouses must have moderate sleeves.
3. Clothing such as skirts, pants, trousers, etc., must be worn at the waist. Clothing shall not be poorly fitted or oversized or extremely baggy. Clothing that exposes underclothing or impedes walking will not be permitted. Jeans, etc., with holes are not permitted.
4. Clothing and/or jewelry, which advertises or displays any insignia of alcohol, illegal drugs, or tobacco is not permitted.
5. Clothing and/or jewelry with words or symbols which are offensive, insulting, embarrassing, sexually suggestive, obscene, gang-related, or promote violence, terrorism, or abusive behavior will not be permitted at school.
6. Clothing that distracts by exposing or accentuating the body, such as spandex pants, see-through garments, halter or tube tops, backless dresses, muscle shirts, bare midriff outfits, or shirts, blouses, etc., that are tied at or may rise above the waist will not be permitted at school.
7. Sunglasses, caps, hats, and other head-coverings such as bandanas and hoods will not be worn inside the school building.
8. Appropriate shoes must be worn at all times at school.

Discretionary Statement: The Principals/Site Administrators have the authority to interpret the dress code and make a case-by-case determination for appropriateness of dress and appearance, which is or is not covered in these dress code standards. Principals/Site Administrators may make occasional, school-wide exceptions to these standards for such events as “hat days” or “spirit days.”

HEAD LICE (PEDICULOSES)

The Barrow County School System will take action to prevent the spread of head lice among students. Head Lice are transmittable during the period in which the louse is live and viable and, in a school setting, is most frequently transmitted by head to head contact and sharing of combs, hats, or other clothing. Students in Barrow County Schools who have been identified as having head lice will not be allowed to attend class. School officials will take the following steps to identify and respond to cases of head lice:

1. Within the first week of school each year or within one week of a transfer student enrolling in a Barrow County School, parents will be notified of this policy and their responsibility for preventing and treating cases of head lice.
2. School personnel may, at the principal’s direction and discretion, conduct head checks at various time throughout the year.
3. Teachers or para-professionals will immediately report any suspected cases of head lice to a school administrator or trained designee in a reasonable time frame from point of discovery. Suspected cases may be identified at anytime during the year. Upon receiving a report, the school administrator or designee will take steps to verify the suspected case.
4. Head checks, unless a part of a whole class screening, should be conducted discreetly, individual, and out of sight of other students.
5. If a case of head lice is found parents or guardians will be called immediately to transport the student home. **A case of head lice may be defined as the presence of live lice.** If transportation from the school is not feasible after contact with the parent or guardian is made, the principal will ensure the student is able to complete work in an individual setting until they can be picked up.
6. School officials will give parents written procedures on the treatment of head lice.
7. No student will be allowed to return to class until he/she is free of all **live** lice. The parent or guardian will have to be present in order for the student to re-enter school.
8. Prior to return to class the parent must provide proof of treatment to the school administrator or trained designee and a head check will be conducted to ensure no **live** lice are present before he/she is allowed back in class.
9. Proof of treatment can include a written note from a physician or health agency, receipt for lice treatment supplies contemporaneous with the discovery of lice, empty bottle or box of Lice treatment product, or other evidence at the principal’s discretion.
10. Any absences in excess of two per incident will be classified as unexcused. An incident is defined as a complete cycle including detection, treatment and verification that the student is free of all live lice.

LOST AND FOUND

We will make every attempt to locate the owners of items that are lost at school. **Please help us by marking your child’s clothing with his or her name so coats, sweaters, caps, gloves, etc. that are lost at school can be returned to their owners. Unclaimed items are donated to charity on a monthly basis.** You are welcome to look through lost and found before or after school to reclaim items. Please see an office staff member for directions on where items are stored.

CAFETERIA CHARGE BOARD POLICY (EE)

- A copy of the charge policy shall be sent home with each student at the beginning of the school year. The charge policy shall also be included in handbooks and /or online portals.
- School lunch meals should be paid for in advance or at time of purchase. Payments may be made with cash or check at the register. Secure online payments may be made with a debit or credit card with an online meal pay service found at a link on the School Food Nutrition Website.
- If necessary, a student lunch may be charged. All charges must be paid as soon as possible. Students with a negative balance are not allowed to purchase A la Carte items or extra food items in the cafeteria.
- A charge notice will be sent to parents weekly via the following method-email, text or letter. Principals will also be notified of charged meal balances. Barrow County School website and online. All information provided is confidential.
- Students with unpaid meal charges may be denied participation in special events or activities (field days, non-instructional field trips, Prom/dances, gradational activities, and /or purchasing parking passes) if deemed necessary, Report cards will not be distributed until outstanding balances are paid. All charges must be paid by the end of the school year.
- Principals will aid in the collection of outstanding balances.

IT IS OUR HOPE THAT PARENTS WILL NOT PLACE THEIR CHILDREN IN UNPLEASANT CIRCUMSTANCES BECAUSE OF MEAL CHARGES!

LUNCHROOM (BREAKFAST AND LUNCH INFORMATION)

BREAKFAST IS OFFERED TO ALL STUDENTS AT NO COST DAILY.

It is our privilege to provide low cost nutritious breakfast and lunch meals to all students and staff of the Barrow County Schools. Nutrition is a very important part of the education process since a hungry child cannot learn. Barrow County School Nutrition meals adhere to the USDA dietary guidelines and requirements. Our menus offered are analyzed to reduce calories from fat while ensuring proper amounts of nutrients and total calorie intake for different age groups. Monthly menus are available on the Barrow County Schools Homepage on the Internet at www.barrow.k12.ga.us for both breakfast and lunch meals.

Children with health issues or allergies (including lactose intolerance) must have a letter signed by a physician stating such on file with the cafeteria manager. These letters must be updated annually.

Meal Accounts: Each cafeteria has a computer program for tracking meals and payments. **ALL Barrow County School students are assigned computer identification (ID) number, which serves as their meal account number. ALL students are encouraged to learn their account number to use at the cashier station at the end of the meal line.**

Prepayment for school meals enables the meal line to move more quickly. At all school levels, prepayment may be made weekly or monthly in envelopes provided by the school. The **student's name and account number must be listed on the envelope** in order to credit the proper account. Money not used can be refunded at the end of the school year or carried over to the next school year even if they will attend a higher level Barrow County School. Parents should call the school nutrition manager's office at the individual school if they have questions about the child's account during the year. Families with more than one student at the same school should send the cash or check **SEPARATELY** for each student. **Checks** are to be made out to **School Nutrition Program (SNP)** with the student's name and account number on the check. Returned Checks are collected through Envision Payment Solutions. Other purchases from the school office or classroom must **NOT** be included with meal payments.

For your convenience, we now offer online prepayments. You may access this service at www.myschoolbucks.com and put money on your child's account. The site will open in July.

Free or Reduced Price Meals: Students automatically qualify for free school meals if they receive SNAP and may qualify for free meals if they receive Temporary Assistance for Needy Families. Families may also qualify for free or

reduced price meals based on family income. **Families must complete a new application each year to determine eligibility.** Family applications rather than individual applications are used. Only one application will be needed per family. ALL household members including all children must be listed. School locations are required for all school age children. Please make certain that your application reaches the school nutrition manager at one of the schools your children attend. Applications will be completed at the time of registration at the Barrow County Professional Development Center. Parents may also fill out the free and reduced meal application online: <https://www.myschoolapps.com/>

School Meal Prices

	PK-5		6-8		9-12	
	Full Price	Reduced Price	Full Price	Reduced Price	Full Price	Reduced Price
Breakfast 1 Day	No charge	No charge	No charge	No charge	No charge	No charge
Lunch 1 Day	\$ 1.50	\$ 0.40	\$ 1.75	\$ 0.40	\$ 2.00	\$ 0.40
Lunch 5 Day Week	\$ 7.50	\$ 2.00	\$ 8.75	\$ 2.00	\$ 10.00	\$ 2.00
Lunch 20 Day Month	\$ 30.00	\$ 8.00	\$ 35.00	\$ 8.00	\$ 40.00	\$ 8.00

“Grab and Go” Breakfast: Everyone needs to start the day with a good breakfast, especially children who need the proper “brain fuel” in order to do their best. Beginning the day without breakfast is very much like trying to drive your car to work with an empty fuel tank. Children, like cars, tend to “run out of fuel” when they have not eaten breakfast.

We have a “Grab and Go” breakfast program that will help you through your sometimes hectic and busy mornings and still give your child a nutritious start to the day. No take-out breakfast food from an outside vendor (i.e. Dairy Queen, Bojangles, etc.) may be brought in for breakfast. All students may receive a breakfast at no charge.

Lunch: We encourage you to join your child for lunch periodically throughout the year. At the beginning of the year, parents/guardians will be asked to provide a list of approved visitors who will be allowed to dine with their child(ren) in the cafeteria. If possible, please let the teacher know the day before you plan to eat so you can be added to the lunch count. Parents/guardians/visitors will be given a lunch slip from the office when checking in. **Parents/guardians/visitors will not be allowed to take students from the lunchroom. Visitors will be asked to sit at the designated visitor’s table in the lunchroom with their child.**

Please do not ask additional students to sit at the visitor’s table with you and your child for lunch, unless their name is listed on the lunch slip given to you from the office. Students are only allowed to sit with visitors on their approved visitor list.

Students must not bring:

1. Carbonated soft drinks in bottles, cans, or thermoses.
2. Breakable glass containers (Fruit juice or water in a thermos, can or box is acceptable).
3. Take-out food from an outside vendor (i.e. McDonald’s, Pizza Hut, Zaxby’s, Bojangles, etc.) **may not be sent or brought in for lunch.**

Additional Lunch Prices:

Adult Breakfast..... \$2.50
 Adult Lunch \$3.50
 Extra Milk... \$0.50

Lunches may be paid for daily, weekly, or monthly. Cartons of extra milk may be purchased for 50 cents. Lunch money should be put in an envelope with the 1) child’s name, 2) teacher’s name, 3) amount enclosed, and 4) purpose (i.e. lunch

money). Paying for the week or month in advance saves time in the morning and helps prevent forgetting to send lunch and/or breakfast money. No other money can be included with lunch money (i.e. field trip money and lunch money cannot be combined on the same check).

Free and reduced lunches (40 cents) are served for students who qualify. Forms are issued to each student upon enrollment and all students must return a signed form even if you do not wish to apply for free and reduced meals. The income (before taxes) of every person living in your home receiving income from any source must be listed **if you wish to apply** for free or reduced lunch. Food service verifies all applications for free and reduced lunches and the cashier has an approved participant’s list. The amount and quality of food served, and the menu is the same regardless of full, free, or reduced meals.

Please help your child to develop the habit of prepaying or bringing his or her lunch money daily. **If a student forgets his or her money, he or she may charge for one day. Students may not charge the last two weeks of school.** Students may purchase milk separate from the full meal for 50 cents.

After 5 meal charges, a notice will be sent to parent through the student. No student will go without the opportunity to eat lunch.

Expectations in the Cafeteria:

Good table manners and appropriate behavior in the cafeteria help to promote a pleasant dining experience for everyone.

School-wide expectations for students in the cafeteria are:

Expectations	Cafeteria Rules
Be Ready I will.....	<ul style="list-style-type: none"> • Enter and exit quietly • Wait patiently in line • Stay at my table • At dismissal, all trash on tray and ready to line up
Be Respectful I will.....	<ul style="list-style-type: none"> • Hands and feet to myself • Use nice woods • Use table manners • Talk quietly to peer (voice level 2) • When music is played, I am quiet (voice level 0)
Be Responsible I will.....	<ul style="list-style-type: none"> • Eat my own food • Walking feet at all times • Listen to the adult in charge • Clean up after myself

MEDICAL PROCEDURES

The health, welfare and safety of your child are of utmost importance. At times, it may be necessary for your child to take medication. The school nurse or principal's designee shall be permitted to assist students in taking medication during the school day only if it is not possible for the parent, guardian, child's physician, or some other adult authorized by the parent or guardian to administer the medication. In the event a student must take medicine during school hours, the guidelines set forth below shall direct the proper handling of all medications at school:

1. All medicines, prescription or otherwise, brought to school shall be carried to the school office immediately upon arrival at school and must be accompanied by written permission from the parent/guardian stating what the medication is, why the student is required to take it during the school day, the number of pills in the bottle, the dosage to be taken by the student and at what times. The parent/guardian should also state any potential adverse reaction the student may experience. Any student not complying with this policy and possessing any medication on the school campus shall be subject to discipline as set forth in the Student Code of Conduct.
2. Any medication brought to school must be contained in its original container with the nature of the medication and instructions for use clearly indicated. All prescription medication must be contained in the original prescription-labeled container with the student's name, date, name of the prescribing physician, name of the medication, instructions for administering the medication and the name of the pharmacy filling the prescription stated on the label.
3. The parent or guardian shall authorize the school nurse or principal's designee to speak or correspond directly with the child's physician in the event the nurse or designee deems it appropriate or necessary. In an emergency situation, the school nurse or principal's designee may call for emergency medical services (911). The parent will be notified of the emergency and their child's condition as soon as possible.
4. Written parental permission must be given on at least a yearly basis or when changes in medication occur. Parents must immediately notify the school of any changes in medication. No medication shall be given contrary to label instructions, regardless of parent permission, without specific written instructions from the child's physician.
5. Medications that are out-of-date or discontinued will be available for parent/ guardian to pick-up. Medications not picked up within one week of expiration or by the end of the school year will be properly disposed of in the presence of a witness.
6. Other than topical first aid ointments, no medicine shall be bought or supplied by the school or any employee. The school nurse or principal's designee may use first aid topical ointments, approved by the school nurse, for first aid purposes such as insect bites, abrasions, poison ivy etc., unless a parent/guardian requests in writing that first aid topical ointments not be administered.
7. Nurses or other school employees are authorized to administer auto-injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer auto-injectable epinephrine to a student in such circumstances shall be immune from civil liability.
8. The major responsibility for a student taking medication at school rests with the student's parents. Barrow County Schools will not be responsible if a student misses a dose of medication.
9. If a student requires frequent doses of over counter medication, a doctor's order may be required.

For Additional Information see Board Policy – Medication – Board Policy JCGD

MONEY AND PERSONAL BELONGINGS

We take every precaution to ensure the security of money and other valuables. Please do not allow your children to have more money than needed for the day (examples: lunch, ice cream, school store, etc.). Children should bring only school related items and necessities to the building.

Writing the child's name on all items such as notebooks, book-bags, coats, sweaters, etc. **helps us return items to the owner.**

Toys are not allowed at school unless specifically allowed by their teacher for special occasions in their classroom. This includes Pokémon Cards and fidget spinners.

The school will not be responsible for any personal items that are lost, damaged or stolen.

PARENT INVOLVEMENT

We invite you to become involved with your child's academic and social progress. We have many ways and avenues to help you stay informed about your child and the school activities and events, in addition to opportunities for you to support and contribute to our efforts to provide an exceptional program. For example, all students will be issued a Daily Agenda and all students will bring home a Wednesday Folder that contains graded papers, classroom news, and other essential information. Please establish regular routines to review this information with your child. **If you have an e-mail address, please include the address on the information card.**

Parent-Teacher-Student Compacts:

Teachers, students, and parents are expected to sign a Compact each year. This Compact is an agreement between home and school, and it defines goals, expectations, and shared responsibilities of the school and parents as equal partners for student learning. Teachers will conference with students informally throughout each grading period to inform and encourage each student to achieve to the best of his or her ability. We welcome the opportunity to work with you in providing the best learning situation possible for your child.

Parent-Teacher-Student Conferences:

A conference with your child's teacher is one of the best means for learning how your child is doing in school. Each teacher will arrange a minimum of two parent conferences with you. You may also call or write the teacher about scheduling a conference at any time during the school year and we encourage you to do so any time you have a concern or question.

Parent Volunteers:

Due to COVID – 19, volunteers are not allowed in the building until further notice.

Extra hands and loving hearts are always needed. Volunteers work in the library, the classrooms, and the computer lab. They listen to children read, conduct mini-lessons, tutor, cut, color, paste, listen, and provide an additional adult with whom children can interact. We encourage parents to volunteer and participate in an **extremely heart-warming and rewarding experience.**

Mentors:

We are excited to announce that we are restarting our Mentor program. Mentors devote at a minimum 30 minutes per week to a child, just a short time that makes a long-lasting difference. Tell your classroom teacher or call the school office if you are interested in becoming a mentor.

Parent Teacher Organization (PTO):

The underlying philosophy of the Holsenbeck PTO is to provide opportunities for parents and children to interact with other parents and their children. To carry out this fellowship, the Holsenbeck PTO is excited about its plans for this year. We hope every parent will join the PTO, become involved with supporting plans for the coming year, and take time to get acquainted with our officers. Our PTO officers are as follows:

- Mrs. Victoria Patrick, President
- Mrs. Kendra Williams, Vice President
- Mrs. Brandi Lloyd, Secretary
- Mrs. Erica Shepley, Treasurer

You are invited to become an active member of this fine organization that provides resources to promote quality education at Holsenbeck. Your participation and membership will make a difference!

Parental Request to Observe Classroom:

On rare occasions, parents/legal guardians and the classroom teacher may feel it would be beneficial for the parent/legal guardian to observe his/her child in the classroom setting. Parents must schedule an appointment with their child's teacher for the observation to occur. Unscheduled classroom visits will not be permitted. A classroom observation will be limited to a maximum of 30 minutes and must not interfere with classroom instruction or management. Parent/legal guardian must enter the classroom quietly and sit at the back of the classroom. The classroom teacher will not engage in impromptu conferences with the parent/guardian at the time of the observation. This is a disruption to the instructional day. All visitor protocol must be followed at alltime.

PARTNERS IN EDUCATION

Holsenbeck Elementary is proud to be part of the Business Partners-in-Education (PIE) Program. This program is an opportunity for local businesses to make a difference in our children's education. The PIE members who join forces to implement new programs and support existing ones and demonstrate to students that community leaders can make a difference in their education are as follows:

- Akins Ford
- American Pest Control
- Bank OZK
- Barrow County Fire and Emergency Services
- Chick-fil-a
- Freddy's Frozen Custard and Steakburgers
- Home Town Rhythms
- NGPG Family Health Associates
- Northeast Georgia Medical Center Barrow
- Patrick's Towing and U-Haul
- Peoples Equity Partners, LLC
- Piedmont Regional Library
- Smile Doctors
- Solvay, Inc.
- Sonic Drive-In
- South State Bank
- Winder First Baptist Church
- Zaxby's

Holsenbeck Elementary School has experienced a tremendously successful partnership with these businesses. They make a very positive difference by providing support and numerous resources to our school and your child. **Please contact the school if you and/or your business are interested in participating in the Business Partner in Education Program.**

REPORT CARD

All elementary schools issue a standards-based standardized report card for each student each grading period. At the end of the year, report cards are sent home the last day of school.

Kindergarten:

A skills checklist is used to indicate mastery of readiness skills and physical development.

Grades 1-5:

Academic progress and factors affecting achievement are marked as follows:

- 4 – Exceeds the Standard
- 3 – Meets the Standard (Consistent and independent achievement of the standard)
- 2 – In Progress (Ongoing progress toward achievement of the standard)
- 1 – Does Not Meet (Limited or minimum progress toward achievement of the standard)
- N/A – Not assessed

Grades 4-5:

- The minimum passing score shall be 70 for all subjects/courses taught in grades 4-5.

Grades reflect a student's performance during the current nine weeks; however, it is important for parents to know if a child is working below grade level. A student can receive a passing grade due to modifications in the classroom that support his or her success and learning rate, but still can be working below the expectations of his or her grade level. **A passing grade may indicate the student is successful in a modified program. It may not necessarily mean the student is meeting promotional guidelines.** It is important for parents and teachers to maintain continual communication, especially when the student is having difficulty and working below the expectations of the grade level.

Barrow County's Guidelines Honor Roll/Merit Roll at the Elementary Level

3rd grade:

Honor Roll = all 4's and 3's (no 2's or 1's)

Merit Roll = more 4's and 3's than 2's (no 1's)

4th – 5th grade:

Honor Roll = at least 90 for all numeric grades and all 4's and 3's (no 2's or 1's)

Merit Roll = at least 80 for all numeric grades and more 4's and 3's than 2's (no 1's)

Notes:

1. "Factors Affecting Achievement", Art, Music, and PE will **not** count toward Honor or Merit Rolls.
2. Not all elementary schools recognize K-2nd graders. That decision is made by Leadership Teams at the individual schools.
3. **Holsenbeck K-2 teachers will provide parents specific guidelines about student recognitions.**

REQUIREMENT FOR ENTERING SCHOOL/TRANSEER/WITHDRAWAL

Georgia State law requires that a child must be five-years-old on or before September 1st to enter kindergarten or six-years-old on or before September 1st to enter first grade. Under certain provisions, an exception can be made for students who move from another state and have documentation that they had previously been attending school at an age earlier than allowed in Georgia.

Students are enrolled at the Professional Development Center (PDC). To enroll a student in a Georgia public school, a BIRTH CERTIFICATE, SOCIAL SECURITY CARD, GEORGIA IMMUNIZATION CERTIFICATE, and PROOF of RESIDENCY must be presented. Current immunization records can be obtained from the Barrow County Health Department or from a private physician. They are required for all students and must certify immunization against whooping

cough, tetanus, diphtheria, mumps, chicken pox, measles, polio, and hepatitis B.

Student Withdrawal/Transfer Procedures:

A student **withdrawal form must be completed** for any student transferring to another Barrow County School or school system. Parents will be issued a copy of the birth certificate and immunization record if the receiving school requires these records before the student can be enrolled. Children must attend school in their identified Attendance Zone unless they are given permission by the Superintendent of Barrow County School System to attend a school outside of their Attendance Zone. This request is made in writing to the superintendent through the principal’s office.

RESPONSE TO INTERVENTION (RTI)/STUDENT SUPPORT TEAM (SST)

This is a process to be used when a student is not learning through differentiated instructional strategies presented in the classroom. It involves defining the problem, planning for an intervention, implementing the intervention, and evaluating the student’s progress. Monitoring for proper implementation of the research-based intervention is also a part of the process. Students needing additional support may be referred to the Student Support Team. The RTI/SST team is a group of professionals identified for the specific purpose of reviewing student performance and providing support for the student who is having difficulty. Parents are urged to be active participants in this process.

Areas of difficulty may include behavior, learning, speech, or hearing difficulties among other concerns. The group review may, or may not, lead to a request for further assessment, classroom observations, or a recommendation for referral for the school psychologist to assess for possible eligibility for special education programs. If such a referral is made, the Student Support Team will inform the parents and request formal written permission before proceeding with such referrals. Special services are only available if the child is found to be eligible.

SCHOOL CLOSINGS

In case of extreme weather or other emergencies, school closings are determined by the Barrow County School System Administrative Offices. Announcements will be broadcast over the local radio, television stations, the Barrow County School System website, and the HES Facebook page.

Please help us keep phone lines open. Assume the school is open unless otherwise announced and do not try to call.

SCHOOL GOVERNANCE TEAM

The Holsenbeck Elementary School Governance Team (SGT) is composed of two teachers elected by the Holsenbeck Staff, two parents, two business/community leaders and the principal. The School Governance Team meeting dates and times are listed below. The meetings are held in Room # 10.125 at the school. The meetings are open to the public. The SGT will meet to review and provide feedback on school data; budgetary items and any additional items for school improvement.

SGT Members:

Parents:	Mrs. Fonda Semerjian and Mrs. Ericka Shepley
Teachers:	Ms. Makenzy Holdren and Mrs. Elise Brewer
Business Leaders:	Mr. Joe Vogt, Solvay, Inc. Ms. Kelly Holliday, Peoples Equity Partners LLC
Principal:	Ms. Aperil Sellers
Assistant Principal:	Dr. Karen Rodenroth

Meeting Dates: August 24, 9AM
Additional Meeting dates will be determined at our August SGT meeting.

**You can access eBOARD via the Barrow County School System website, <http://www.barrow.k12.ga.us>, for agendas and minutes of School Governance Team meetings.*

SCHOOL INSURANCE

School insurance is offered to each student on an optional basis. It covers all school functions and is available in different types of policies. Information can be found on the Barrow County website, www.barrow.k12.ga.us or contacting Mr. Trevvett, his information is listed below. The enrollment period is completed during the first month of school.

Commercial Travelers life Insurance Company

Contact Thomas Trevvett Agency, LLC, 2400 Genesee Street, Utica, NY 13502, Phone Number: 1-844-261-8588

Email: thomastrevvettagency@yahoo.com

Online Access: studentplanscenter.com

Click Resources, Click K-12 Brochures & Enrollment Forms, *Enter* access code: 984E, Click Submit, Print Brochure & Enrollment form, Complete and mail

SCHOOL PARTIES/CELEBRATIONS

Two classroom parties are allowed each year. One is scheduled prior to Winter Break and one is scheduled at the end of school. Classroom scheduled parties must conclude by 12:30 PM. Your child's teacher will provide specific information about the parties, closer to the date.

If you would like to send a snack for your child's birthday, please notify the teacher in advance. This snack will be given at recess. We recommend a healthy snack whenever possible. Please be mindful of peanut allergies We will not interrupt instructional time to celebrate student birthdays. Please refrain from sending balloons or flowers for a child's birthday or special event. These items can cause a disruption to the instruction and are not allowed on the bus. **Please refrain from sending party invitations to school for events outside the school day unless you have prior approval from the teacher AND all students in the classroom receive an invitation.**

SCHOOL SUPPLIES

Each grade level provides a list of appropriate materials at the beginning of the school year. Also, please see our school's website at <http://www.barrow.k12.ga.us/hes> for additional information. The Barrow County School System does not charge a supply fee.

STANDARDIZED TESTING

The Georgia State Board of Education provides a state-mandated standardized testing program. Georgia Milestones Assessment will be administered to all 3rd, 4th, and 5th grade students. Parents are provided a copy of their child's test reports and are welcome to discuss the results. The results are used to help us plan for future student needs and to examine past programs and strategies. All Kindergarten students participate in the Georgia Kindergarten Inventory of Developing Skills (GKIDS).

MAP® is a computer adaptive test created by NWEA™ administered to Barrow County students two to three times per school year. The results provide teachers with information to help them deliver appropriate instruction for each student and determine each student's academic growth over time.

Necessary items that are brought during the school day for students are to be left in the office. School personnel will call the student to the office or deliver them at a time that will least affect classroom instruction. Parents/guardians will not be allowed to take any materials to the classroom.

STUDENT SNACKS

If a classroom teacher allows snacks, children may bring them to school to be eaten at a time designated by the teacher. *We encourage snacks that are nutritious in nature, such as low sugar cereal, fruit, cheese, or raw vegetables. **Candy, gum and carbonated soft drinks. Gatorade, PowerAde, etc. are not allowed. Water bottles are encouraged.*** Food items, other than lunch should not be brought to school unless the teacher has authorized them. If snacks are eaten outside, litter must be disposed of properly.

TELEPHONE USE

Students will not be allowed to use the telephone unless an emergency takes place or they miss the bus. If a child is sick, the school personnel will notify parents. It is important that all arrangements be made prior to the student's leaving for school in the morning. This includes arrangements for after-school activities. **Please do not call and ask to speak with your child.** Students will be given messages involving a change in transportation only if an emergency arises. **Cellphones are not allowed at the elementary level.**

TEXTBOOKS/LIBRARY BOOKS

Upon enrollment, students in grades first through fifth may be issued textbooks. Responsibility for the proper care of these books and library books rests with the student and his or her parent/guardian. Fines for lost or damaged books will be based on the condition of the book when it was issued to the student, the degree of damage, and the cost of the book when new. All fines are to be paid in the school office for proper receipting. All fines are to be paid in cash or money orders, **NO PERSONAL CHECKS** will be accepted. Additional textbook copies may then be issued to the student if available. Students may not check out additional library books until previously checked out books are returned or paid for if they have been lost or damaged.



Barrow County School System
Parent Notification
2022-2023

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ANNUAL AHERA\ASBESTOS NOTIFICATION REQUIREMENTS

This notification is provided pursuant to the requirements of the Asbestos Hazardous Emergency Response Act (AHERA) of October 1986; EPA Rule 40 CFR 763, Asbestos Containing Material in Schools, subpart E, et seq. effective December 14, 1987. These regulations are defined by the United States Environmental Protection Agency. Specifically, 40 CFR §763.84 (c) which requires that the Barrow County Board of Education notify you at least once a year of asbestos inspections, response actions, and any post response action activities, including periodic re-inspections and surveillance activities that are planned or in progress at our schools and administrative facilities.

The Barrow County Board of Education has documented through a comprehensive asbestos survey, conducted by an AHERA accredited asbestos inspector, where asbestos containing, suspect asbestos containing and/or assumed asbestos containing building materials are located on our schools and administrative facilities. The Asbestos Management Plan documents a plan of action for managing and maintaining the asbestos containing building materials in-place and/or removal activities. The reports associated with the asbestos inspection, 3-year re-inspections, periodic surveillances, and the recommendations from operations and maintenance, are all documented in the Asbestos Management Plan. A copy of said plan is available at each school, Board Office, and the Maintenance Department. Should you have any questions or desire further information, please contact the Maintenance Department at 770-867-5711.

CLUBS AND ORGANIZATIONS

"Clubs and organizations" means clubs and organizations comprised of students who wish to organize and meet for common goals, objectives, or purposes and which is directly under the sponsorship, direction, and control of the school. This term shall include any activities reasonably related to such clubs and organizations, but shall not include competitive interscholastic activities or events.

"Competitive interscholastic activity" means functions held under the auspices or sponsorship of a school that involves its students in competition between individuals or groups representing two or more schools. This term shall include cheerleading, band, and chorus

COMPLAINT PROCEDURES

A. Grounds for a Complaint

Any individual, organization, or agency ("complainant") may file a complaint with the Barrow County School System (BCSS) if that individual, organization, or agency believes and alleges that BCSS is violating a federal statute or regulation that applies to a program under the Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA). The complaint must allege a violation that occurred not more than one (1) year prior to the date the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

B. Federal Programs for Which Complaints Can Be Filed:

- Title I, Part A: Disadvantaged Children, Academic Achievement Awards, School-wide Programs
- Title I, Part C: Migrant Education Program
- Title II, Part A: Teacher and Leader Effectiveness
- Title III, Part A: English to Speakers of Other Languages
- Title VII, Part B: The McKinney-Vento Homeless Act

C. Complaints Originating at the Local Level:

As part of its Assurances within the ESEA program grant applications and pursuant to Section 9306 within the Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA), an LEA accepting federal funds must have local written procedures for the receipt and resolution of complaints alleging violations of law in the administration

of covered programs. Therefore a complaint should not be filed with the Georgia Department of Education until every effort has been made to resolve through local written complaint procedures. If the complainant has tried to file a complaint with the Barrow County School System to no avail, the complainant must provide the Georgia Department of Education written proof of their attempt to resolve the issue with the Barrow County School System.

D. Filing a Complaint:

A complaint must be made in writing and signed by the complainant. The complaint must include the following

- A statement that the Barrow County School System has violated a requirement of a Federal statute or regulation that applies to an applicable program.
- The date on which the violation occurred.
- The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation).
- A list of the names and telephone numbers of individuals who can provide additional information.
- Whether a complaint has been filed with any other government agency, and if so, which agency.
- Copies of all applicable documents supporting the complainant's position.
- The address of the complainant.

The complaint must be addressed to Mrs. Amy Wright, Federal Programs Director, Barrow County School System, 179 W. Athens Street, Winder, Georgia 30680. Once the complaint is received by the BCSS, it will be copied and forwarded to the Federal Programs Director.

E. Investigation of Complaint:

Within ten (10) days of receipt of the complaint, the Barrow County School System will issue a Letter of Acknowledgement to the complainant that contains the following information: The date the Barrow County School System received the complaint.

- How the complainant may provide additional information.
- A statement of the ways in which the Barrow County School System may investigate or address the complaint.
- Any other pertinent information.

If additional information or an investigation is necessary, BCSS will have sixty (60) days from receipt of the information to complete the investigation and issue a Letter of Findings. If the Letter of Findings indicates that a violation has been found, a timeline for corrective action will be included. The sixty (60) day timeline may be extended if exceptional circumstances occur. The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

F. Right of Appeal:

If an individual, organization, or agency is aggrieved by the final decision of the Barrow County School System, that individual, organization, or agency has the right to request review of the decision by the Georgia Department of Education. For complaints filed pursuant to Section 9503 (20 U.S.C. 7883, complaint process for participation of private school children), a complainant may appeal to the Georgia Department of Education no later than thirty (30) days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the Barrow County School System's decision and include a complete statement of the reasons supporting the appeal.

STUDENT COMPLAINTS AND GRIEVANCES:

The Barrow County School System is committed to providing an environment free of sexual harassment and all forms of harassment and discrimination on the basis of race, color, religion, gender, age, national origin, or disability. If a student believes he or she is being mistreated on account of race, color, religion, gender, national origin, or disability, the student may utilize the three-step procedure outlined below.

Step I: If a student has a complaint of discrimination or unfair treatment, he or she should report concerns to the Level One Administrator as described in Board Policy GAE, section 2) principal, the local school's Title IX coordinator, teachers, counselors, or other school administrators. If a student is not satisfied that a complaint presented to a member of the school staff has been resolved satisfactorily, the student or his or her parent may request a meeting with the principal, following which, the principal will inform the parent in writing of his or her decision on the complaint.

Step II: If, after meeting with the school principal, the student is not satisfied with the principal's decision, a written appeal may be submitted to the Superintendent's Office within 10 working days of the receipt of the principal's decision. The appeal must give specific reasons for reconsideration, state precisely the reasons for dissatisfaction with the principal's decision, and be limited to the matter under review. The complaint shall include: Mailing address of the complainant, intent of the complainant, reference or description of the statute, policy, rule, contract provision or regulation that is alleged to have been violated, misinterpreted or misapplied, and a brief statement of the facts.

Step III: For assistance with the student complaint or grievance process, you may contact the district Equity Compliance Officer/Title IX Coordinator Barrow County Schools, 179 West Athens St. Winder, GA 30680, 770-867-4527.

**Retaliation on account of filing a complaint at any level is strictly prohibited.*

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

1. The right to inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is 18 or older, your own education records.
2. The right to request the amendment of the student's education records to ensure they are not 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 parent or eligible student of the decision and inform them of their right to a hearing.
3. The right to consent to disclosures of personally identifiable information from the student's educational records with certain exceptions. One exception that permits disclosure of personally identifiable information without consent is to school officials with a legitimate educational interest. A school official may be a person employed by the school district, a person or company that the school system has contracted to perform a specific task, or other party to which the school system has outsourced services. 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.
4. In accordance with OCGA §20-2-667 section(g)(1), the Barrow County procedures and process for handling parent complaints in regards to possible violations of rights under federal and state privacy and security laws:
 - a. Barrow County School System will provide the Parent/Eligible Student Complaint form to the Complainant within 3 business days of receiving the request. The complaint form will also be made available on the local school system's website.
 - b. Complaint forms should be sent to Dr. Matt Thompson at the Barrow County Central Offices at 179 West Athens Street, Winder, GA.
 - c. A written response will be provided to Complainant within 10 business days of receipt of complaint.
 - d. The Complainant may file an appeal with the local school superintendent within 10 business days of receiving written response from local school system.
 - e. Parents or eligible student may file an appeal for a final decision to Barrow County Board of Education within 10 business days of receipt of written response from local school system.
 - f. The Barrow County Board of Education will render a decision within 10 business days of receiving an appeal.
5. The Barrow County Schools, in Board Policy JR Student Records, designates the following information as directory information:
 - Student's name;
 - Student's grade level;
 - Student's photograph;
 - Student's participation in officially recognized clubs and sports;

- Weight and height of student if he/she is a member of an athletic team;
- Dates of attendance while enrolled in Barrow County Schools; and
- Degrees, honors, and awards received during the time enrolled in Barrow County Schools

Barrow County Schools may disclose designated "directory information" without written consent. The primary purpose of directory information is to allow Barrow County Schools to include this information in school publications. Unless you, as a parent/guardian or eligible student, request otherwise, this directory information may be disclosed to the public. Any school district receiving ESEA funds must, upon request of military or higher education institutions, provide access to secondary school students' names, addresses, and telephone listings. School districts must notify parents of the option to require prior written parental consent to such disclosure. School districts must provide military recruiters the same access to secondary school students as is provided generally to postsecondary educational institutions or prospective employers. 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 prior to a directory information request being made to the school or school system.

MEDIA AND INTERNET PUBLICATION RELEASE NOTICE

The Barrow County School System and any of its schools may develop, participate in, or be the subject of media-based presentations and events that highlight various educational activities that take place during the course of the school year and/or during school system sponsored summer activities. Those presentations may include but are not limited to:

1. First Name and/or photograph of your child and/or their work
2. Slide/tape presentation of your child and/or their work
3. Video of your child and/or their work
4. Computer generated presentations, which may incorporate photographs and video of your child and/or their work.

These media-based presentations may be used in, but are not limited to, the following activities or publication platforms:

1. Faculty professional learning
2. Classroom activities/projects
3. Parent programs
4. Media festivals and/or competitions (local, state and international)
6. Public relations/radio broadcasts/podcasts/newsletters/newspapers
7. TV presentations
8. Barrow County School System Internet web pages
9. School, teacher, and/or classroom project-based web pages
10. Social media including, but not limited to Facebook, Twitter, YouTube, and Instagram

NEWS MEDIA RELEASE NOTICE

Your student may also be photographed, videotaped or interviewed by the news media at school or some school activity or event. As a parent/guardian, if you do not want your child videotaped, photographed, or any of your child's creations, such as writing, artwork or multimedia to be used or publicly published with limited identifying information for any of the outlined purposes above, whether by the Barrow County School System or by the news media, you may object in writing. If you wish to exercise this right, objections should be sent to the principal of the school where your student is enrolled in writing within **10 days from the date of enrollment.**

*****NON-DISCRIMINATION NOTICES*****

BARROW COUNTY SCHOOLS GENDER EQUITY IN SPORTS

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 Barrow County Schools does not discriminate on the basis of gender in its athletic programs. Inquiries or complaints concerning sports equity in this school system may be submitted to Dr. Ken Greene at 179 W. Athens St. Winder, Georgia 30680 - 770-867-4527.

TITLE VI AND TITLE IX NOTIFICATION

The Barrow County School District does not discriminate in its education and employment programs on the basis of religion, age, race, color, national origin, gender, marital or parental status, and disability. This district complies with Title VI of the Civil Rights Act of 1964, Title IX education amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the Perkins CTE Act of 2006. Inquiries may be made to the respective coordinator regarding Title VI (Dr. Brad Bowling), Title IX (Dr. Ken Greene) and the Perkins Act (Shenley Rountree) or Dr. Matt Thompson regarding 504 and ADA at: Barrow County Schools, 179 West Athens St. Winder, GA 30680, 770-867-4527.

SECTION 504 INFORMATIONAL NOTICE

Section 504 is an Act that prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who: Has a mental or physical impairment which substantially limits one or more major life activities (major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working); Has a record of such impairment; Is regarded as having such an impairment. In order to fulfill its obligation under Section 504, the Barrow County School System recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. Any student or parent/guardian may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under 504. Copies of parental rights of students and parents under 504 can be found on the district website. Our Section 504 Compliance Coordinator for the Barrow County School System is Dr. Matt Thompson - 770-867-4527.

PARENT'S RIGHT TO REQUEST A TEACHER'S & A PARAPROFESSIONAL'S QUALIFICATIONS

In compliance with the requirements of the Every Student Succeeds Act, the Barrow County School System would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/or paraprofessional(s). The following information may be requested:

- Whether the student's teacher(s) –
 - has met State qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction.
 - is teaching under an emergency or provisional status through which State qualification or licensing criteria have been waived; and
 - Is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's and/or paraprofessional's qualifications, please contact Ms. Aperil Sellers, Principal or Dr. Karen Rodenroth, Assistant Principal at 770-307-1540 or Meggan McNally, Barrow County School System Director of Planning and Personnel at 770-867-4527.

PROHIBITION AGAINST BULLYING

The Barrow County School District prohibits conduct, which may be construed as bullying. Bullying may be 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:

- Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- 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 as defined in law or visible bodily harm as defined in law;
 - has the effect of substantially interfering with a student's education;
 - is so severe, persistent, or pervasive that it creates and intimidating or threatening educational environment;
 - or has the effect of substantially disrupting the orderly operation of the school.

Possible disciplinary actions include warning/counseling, notification of parents, parental conference, detention, in-school suspension, short-term suspension, referral to a hearing officer, and referral to law enforcement officials. Upon finding that a middle or high school student has committed the offense of bullying for the third time in a school year, the student shall be assigned to the alternative school.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The following guidelines will be followed conducting research-involving students:

1. No individual, including teachers, administrators, other school district employees and college students, shall gather any data or otherwise conduct research on Barrow County students for his or her own personal use, including use for college classes, dissertations, theses or similar purposes, without receiving approval in advance from the Superintendent or his or her designee.
2. Without the prior written consent of the parent or the student, if he or she is an emancipated minor no student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:
 - a. political affiliations;
 - b. mental and psychological problems potentially embarrassing to the student or his family;
 - c. sex behavior and attitudes;
 - d. illegal, anti-social, self-incriminating and demeaning behavior;
 - e. critical appraisals of other individuals with whom the student has close family relationships;
 - f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;l
 - g. income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.
3. In order to comply with federal requirements for school systems receiving Title IV funds to collect data on the incidence and prevalence of illegal drug use and violence among youth in school districts, students will be surveyed using the needs assessment survey provided by the Georgia Department of Education. All students in the surveyed grades will be surveyed unless parents complete the Passive Permission form indicating that they do not want their student to participate. Parents will be notified prior to the survey administration and will be given an opportunity to review the survey instrument.

In addition, the Superintendent or his or her designee must approve the use of any such survey, analysis or evaluation before the consent of the parent or student is sought.

PTO/PTA, BOOSTER CLUBS, SUPPORT ORGANIZATIONS, AND FUNDRAISING

Booster clubs are an important part of the athletic and extracurricular program in the Barrow County School System. Booster clubs play an important role in supporting, encouraging, and in advancing these programs. The following rules and regulations are basic and broad guidelines for the establishment and operation of all booster clubs that support our schools in Barrow County.

- The principal of each individual school must approve all booster clubs, and questions about individual booster clubs will be addressed to the principal of each school.
- Booster clubs exist only to support the school and its program.
- A copy of each booster club's constitution, by-laws, and annual budget must be submitted to the principal before club activities each year. Each booster club will have a written operational philosophy with clear-cut objectives to be carried out by the club.
- Each booster club will have in its constitution procedures for an annual financial report.
- The Superintendent and principal has the right and the authority to audit booster club financial records.
- Each booster club will develop an annual budget with input from the coach or sponsor, and submit it to the principal for approval prior to the start of the season. A final annual financial report will be submitted to the principal at the conclusion of the season.
- The booster clubs will provide a written copy of their treasurer's report to each member present at each meeting.
- The principal or his/her designated representative will approve all booster club meeting dates, the meeting site, and the time of the meeting.
- Coaches or sponsors of each individual activity will attend booster club meetings.
- All fundraisers and projects conducted by a booster club must have prior written approval of the principal or his/her designee. Booster clubs must follow all Barrow County School System guidelines and policies pertaining to fundraising activities and facilities usage.
- *The Georgia Sales and Use Tax Regulations Prohibit Booster Clubs Access to the School's Sales Tax Exemption Form.*
- Booster clubs must abide by all guidelines, rules, policies, and regulations set forth by Barrow County Board of Education (Policy LEB, LEB-R, & JK), State Board of Education, Georgia High School Association and all local, state, and federal laws.
- All gifts or donations given to the school by the booster club will be accepted by the principal with a signed statement indicating that they will become the property of the school.
- The Superintendent and principal has the discretion to disband or dissolve any booster club, if he/she determines the guidelines above are not being followed.
- If the booster club is dissolved for any reason all associated funds immediately are to be transferred to the school.

BARROW COUNTY SCHOOLS INTERNET SAFETY, TECHNOLOGY RESPONSIBILITY, AND ACCEPTABLE USE POLICY

The Barrow County Board of Education believes the use of school district technology supports curricular and administrative objectives and has the potential to promote 21st Century skills such as creativity, collaboration, and communication. Technology can significantly enhance both the teaching and learning process and help prepare students for their roles in a technical society. This technology includes computer hardware, software, local and wide area networks and access to the Internet, the use of which is to be encouraged within guidelines that protect students and the rights of others.

Using Technology at School

We live in a global and digital world -- a world changed by technology and new ideas about how we communicate with one another and exchange information. As a result, students must develop the research, information fluency, and technology skills that will allow them to be successful, safe, and ethical in this digital world. For this reason, students are provided computer access privileges at school, as well as access to the Internet, email, digital communication and collaboration tools, online learning spaces, and electronic educational resources. In addition to these resources, tools, and equipment, which are essential to teaching and learning, the Barrow County School System also fully supports responsible, learning-centered use of personal devices to provide as many pathways to understanding as possible for our students.

The guidelines for responsible use of these tools, student-owned devices and the protection measures in place are outlined in the following documents:

- *Barrow County School System Student Responsible Use of Technology Resources (<https://goo.gl/VMOTlu>)*
- *Barrow County School System Bring Your Own Technology (BYOT) Regulation and Student Agreement (<https://goo.gl/vMMOcC>)*

Students are expected to follow all classroom/school rules online just as they do in class and will be held accountable for misconduct, which includes violations of the district's Internet Acceptable Use Policy and its established guidelines and the Student Code of Conduct.

Parents are always encouraged to review the online activities of their children and can access student accounts. Parents are also encouraged to speak with teachers when questions or concerns arise about the use of web-based tools in the classroom.

Standard applications and accounts that are configured for student use include (but are not limited to):

- **Barrow County School System's G Suite for Education Environment:** This [education-focused Google Apps environment](https://edu.google.com/training-support/privacy-security/?modal_active=none): https://edu.google.com/training-support/privacy-security/?modal_active=none is hosted by Google, and managed by the district. This collection of online applications provides students with a Google email account, calendar, and access to Google Drive, where students can create, share, and publish documents, spreadsheets, presentations, and other artifacts of their learning. The district creates and manages user accounts; manages access to applications and email based on grade level organizations; and manages permissions. For example, email accounts the district creates can only communicate with other email accounts created by the district or a limited set of explicitly approved, academically oriented, external email systems such as Governor's Honors Program, College Board etc. (Please note that G Suite for Education accounts are covered by more restrictive data privacy practices than "regular" Google accounts, including a restriction on advertising and the use of student data for advertising purposes. G Suite for Education also was an early signatory to the [Student Privacy Pledge](https://studentprivacypledge.org/) <https://studentprivacypledge.org/> .
- **Microsoft 365 for Education:** The district also offers students and staff access to Microsoft's Office 365 platform. Like GSuite for Education, Office 365 is a cloud based, digital collaboration suite that provides students and staff access to the online version of the Microsoft Office Suite of tools, including Word, PowerPoint, and Excel. Using their Office 365 account, Students will have the ability to create, share, and collaborate on content across the full suite of Microsoft applications on virtually any device. Students can also use their Office 365 account to download and install the full versions of the latest Office suite on up to 5 PCs/Macs and 5 mobile devices per user, and can continue using it as long as they are a student in the Barrow County School district. The district will create and manage all user accounts and will also control access to applications and permissions based on grade level organizations. Student email will remain in our sandboxed GSuite email environment and we

do not plan to use the email component of Office365 at this time.

In addition to providing students with the full Office Suite, all student's Office 365 accounts will also provide access to Microsoft's Minecraft Education Edition Platform. Minecraft Education Edition is a dedicated version of Minecraft that has been designed specifically for use in education. The educational version of Minecraft provides students and teachers with a secured and controlled environment that can be used to build real world collaboration, communication, and critical thinking skills in a variety of different subjects including Chemistry/Science, History, and Computer Science/Programming.

Please note that like GSuite for Education, Office 365 Educational accounts are covered by more restrictive privacy practices than consumer or Enterprise Office 365 accounts including restrictions on advertising as well as the use and collection of student data for datamining purposes. Regulatory information for both Office 365 and Minecraft for Education can be found [here](#).

Web 2.0 Tools for Educational Use: These are web-based tools that are considered an extension of the class and may require students to have a unique account created for them to access and save content. Products students create using these tools may also be published for a global audience. Under the supervision of a classroom teacher, students may engage in some of the following types of activities:

<ul style="list-style-type: none">• Compiling research• Online classroom discussions• Teacher-led video conferences• Multi-media projects	<ul style="list-style-type: none">• Video production• Research reporting• Individual / collaborative projects• Reading/ writing / peer review
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- **BYOT (Bring Your Own Technology) Program:** This program permits students to bring their technology devices to school for academic use at the discretion of teachers and staff, using Internet access provided by the district and filtered in compliance with the Children's Internet Protection Act (CIPA). Parents and students who participate in this program are bound by rules and conditions found in the BYOT regulation (**IFBG-R3**) (<https://goo.gl/vMMOcC>)
- **Online Curriculum Systems:** Most of the curriculum adopted in the district is accompanied by or depends on access to an online system where content and assessments are stored. Many of these systems require students to have a unique account created for them which allows them to access supplemental video content, take quizzes, and strengthen their understanding about the ideas in a content area. For district-wide curriculum, the district creates and manages these accounts. In these cases, the terms of use and privacy policies are reviewed thoroughly before providing any student account data to the vendor.

Parents who would like to read more about G Suite for Education, Web 2.0 Tools and the BYOT program can access these documents at the links below or you can request a hard copy from your school.

- BCSS G Suite for Education - (<https://goo.gl/JoQuom>)
- Web 2.0 Tools for Educational Use - (<https://goo.gl/ZRBYMH>)
- Bring Your Own Technology Regulation and Student Agreement - (<https://goo.gl/vMMOcC>)

Internet Safety

Due to the complex nature of these systems and the magnitude of information available via the Internet, the Barrow County Board of Education believes guidelines regarding acceptable use are warranted to serve the educational needs of students.

It shall be the policy of the Barrow County Board of Education that the school system shall have in continuous operation, with respect to any computers or mobile devices having access to the Internet via the Barrow County School System (BCSS) network:

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel:
 - a. Which provide for monitoring the online activities of users; and
 - b. The use of technology protection measure to protect against access to visual depictions that are:
 1. obscene, as the term is defined in section 1460 of title 18, United States Code;

- i. child pornography, as the term is defined in section 2256 of title 18, United States Code; or
 - ii. harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children’s Internet Protection Act of 2000.
- c. Such procedures or guidelines shall be designed to:
 1. Provide for monitoring the online activities of users to prevent, to the extent practicable, access to inappropriate matter on the Internet and the World Wide Web;
 2. Prevent unauthorized access, including so-called “hacking,” and other unauthorized activities by users online;
 3. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding students;
 4. Restrict minors’ access to materials “harmful to minors,” as that term is defined in Section 1703(b)(2) of the Children’s Internet Protection Act of 2000;
 5. Educate users about their safety and security when using electronic mail, chat rooms, and other forms of direct electronic communication (including instant messaging);
 6. Educate users about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms; and
 7. Educate minors about cyberbullying awareness and response as required by the Children's Internet Protection Act.

Technology Use

The district’s technology resources are provided for educational purposes that promote and are consistent with the instructional goals of the Barrow County School System. Use of computers, mobile devices, and network resources outside the scope of this educational purpose is strictly prohibited.

Students and employees accessing network services or Internet through any device, or accessing any school computer shall comply with the district’s Internet and technology acceptable use guidelines. User privacy is limited with regard to the use of the system network and technology. The district reserves the right to monitor, access, and disclose the contents of any user’s files, activities, or communications, including content sent/received through secure connections.

It must also be understood that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable tool for educational research, there are sections that are not commensurate with community, school, or family standards. It is the belief of the Board that the Internet’s advantages far outweigh its disadvantages. The Barrow County Board of Education will, through its administrative staff, provide an Internet screening system, which blocks access to a large percentage of inappropriate content. It should not be assumed, however, that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.

Additionally, access to network services, the Internet, and computer resources is a privilege, not a right. Therefore, users violating the Barrow County Board of Education’s Internet safety and technology acceptable use policy shall be subject to revocation of these privileges and potential disciplinary action.

Student Responsible Use of Technology Resources

The Barrow County School System (BCSS) supports and encourages the use of technology resources to enhance and facilitate learning and expects responsible and respectful behavior from technology users. Technology use (whether personal or school owned) is a privilege, not a right, and inappropriate use may result in a loss of those privileges as well as other disciplinary actions outlined in the student code of conduct.

This regulation was established by the Barrow County School System’s [Internet safety and Acceptable Use policy \(IFBG\)](#) and outlines guidelines and procedures defining responsible use of district-owned technology, and personally owned technology connected to district resources, network resources, G Suite for Education tools, and Web 2.0 / social networking tools (for education) by its students.

<p>Respect and Protect Yourself</p>	<ul style="list-style-type: none"> • I will take responsibility for my actions when posting/viewing information and images online. • I will not reveal personal information such as my age, address or phone number, or those of other individual(s) with any online service or person. • I will only use accounts created for my use. • I will not share passwords for accounts created for my use. • I will remember that anything I say online is public and usually permanent. • I will follow school and BCSS policies, regulations and behavior standards.
<p>Respect and Protect Others</p>	<ul style="list-style-type: none"> • I will not use technologies to degrade or defame others. • I will obtain permission of the individual(s) involved and a school staff member before photographing, videoing, publishing, sending or displaying their image or likeness. • I will obtain permission from individual(s) when sharing commonly created electronic data. • I will not share or forward inappropriate materials or communications. • I will always act with integrity and respect.
<p>Respect and Protect Intellectual Property</p>	<ul style="list-style-type: none"> • I will have an understanding of the rules and laws applying to: <ul style="list-style-type: none"> ○ copyright ○ intellectual property ○ fair use • I will ask permission before I post/publish content and media created by others. • I will use correct citation when I use content and media created by others in my own work. • I will only download, save or use either full or portions of any music, movies, images, or other digital content in accordance with copyright laws.
<p>Respect and Protect Property</p>	<ul style="list-style-type: none"> • I will take full responsibility for, and respectfully use, any technology available to me at school. • I will use network bandwidth, file storage space and printers reasonably and responsibly. • I will report abuse of technology to a staff member. • I will report any material that may be deemed inappropriate to a staff member. • I will report security or network problems to a staff member.
<p>Student use of Personal Technology Devices Student use of Web 2.0 / Social Networking Tools for Education and G Suite for Education (Grades 6 -12)</p>	<p>All of the above guidelines apply to the use of any personal electronic devices brought to school for learning purposes, in addition to those outlined in the <i>Barrow County School System Bring Your Own Technology (BYOT) Regulation</i>. Students and parents must agree to the guidelines in the BYOT regulation prior to their use in school.</p> <hr/> <p>Students are expected to follow all classroom/school rules online just as they do in class and will be held accountable for misconduct, which includes violations of the district’s Internet Acceptable Use Policy and its established guidelines and the Student Code of Conduct. Parents are always encouraged to review the online activities of their children and can access student accounts or be provided a parental account, when available. Parents are also encouraged to speak with teachers when questions or concerns arise about the use of web-based tools in the classroom.</p>

SCHOOL CLUBS AND ORGANIZATIONS

2022-2023

If you do **NOT** want your child to participate in a particular club or organization at school, please complete the information requested below and return to your child's school. For a complete list of school clubs and organizations for any particular school, please contact the school.

Student Name: _____ Grade: _____

My child, identified above, **may not** participate in the club or organization listed below:

By completing this form I am declining permission for my child to participate in the club or organization listed above.

Parent Signature: _____ Date: _____

