

# Auburn Elementary School



1334 Sixth Avenue  
Auburn, GA 30011  
[www.barrow.k12.ga.us/aes](http://www.barrow.k12.ga.us/aes)

*Julia Hodges, Principal*  
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## STUDENT HANDBOOK 2021-2022

### Vision, Beliefs, and Mission Statements

#### *Vision Statement*

#### **BOLDLY COMMITTED TO STUDENT SUCCESS**

- \* Children are valued individuals with unique needs and provided with a variety of learning experiences, resources, and opportunities to demonstrate their abilities.
- \* All children can learn. Learning is the chief priority of our school.
- \* All children have choices and are responsible for the results (positive or negative) of those choices.
- \* Children's self-esteem and achievements are directly related to positive relationships and mutual respect among and between parents, staff, students, and community.
- \* Parents, teachers, and community members have a tremendous responsibility in preparing our children to be successful and contributing citizens in our society.
- \* A safe and physically comfortable environment promotes learning for our children.
- \* Our children will apply knowledge gained by solving real life problems.

#### *Mission Statement*

Our mission is to provide children with a safe and positive educational environment in order that they may become successful and contributing citizens in our society. We believe educational success is the result of a cooperative effort of the home, school, and community.

## Important Information

### Afternoon Check-Out

Regular attendance is critical to the academic success of your child. Please try to schedule all doctor's appointments after school hours. In the event that you must schedule an appointment during the day, please be aware that your child will be missing valuable instructional time and will be counted either absent or tardy, dependent upon the length of time he or she is away from the school. Check-outs are not permitted between 1:30pm – 2:00pm. This is dismissal time – an extremely busy time of day. Interruptions at that time of day are detrimental to the safety of our children, as we are working carefully to ensure that every child gets home by the proper mode of transportation. If you must pick up your child early, you will need to be sure that check-out is completed not later than 1:30pm.

### After School Activities

Various after school activities are offered at AES. The Auburn Chorus is offered to students in grades 3-5. Art Club and Running Club are some of the other school activities that may be offered.

### Art

Students will receive art instruction on a regular basis. Developing creativity for each child is encouraged through lessons in drawing, painting, printmaking, sculpture, and crafts. Students who actively participate will develop creative thinking skills, be able to relate art to their environment, develop a sense of self-worth, and be able to make intellectual, visual, and aesthetic judgments.

### Attendance

Attendance at school is very important to student success. Children are tardy if they are not in their classroom by 7:30am. Parents are encouraged to have their children ride the bus. However, if you bring your child to school, they should be here in time to walk to their classroom before the bell rings. Please note: carrider door is locked at 7:30am. Students with five (5) or more tardies or early releases will not be eligible to earn perfect attendance. Students checking in after 11:00am, are counted absent. Early checkouts prior to 11am are counted as an absence. A note from a parent or doctor is expected after each absence. Georgia's compulsory attendance law requires that students attend school daily. Doctor's excuses are preferred and may be required after 5 absences. Parents should send excuses in immediately upon the student's return to school.

### Barrow County Code of Conduct

Barrow County Schools Code of Conduct is available on the school's webpage. Parents should review the Code of Conduct with their children in order for students to understand expectations for behavior.

### Car Rider Drop Off and Pick Up

For safety reasons, it is important that children are dropped off and picked up in the car rider line located off Sixth Street behind the school. The school does not open until 7am; therefore, drop off prior to 7am is not permitted. Each morning, the back doors will be locked when the morning bell rings at 7:30am. Teachers will not remain outside or allow students in after 7:30am. Students arriving after 7:30am must enter through the front office. Due to bus traffic and unloading, parents dropping off students in the front must accompany their children to the front door. Those after 7:30am, must be signed in at the front office.  
NOTE: Cars must enter the drop-off loop by making only a right turn off Sixth Street.

### Corresponding with Teachers and Administrators

Teachers and administrators welcome your phone calls and emails. While we try to respond during the school day, there are occasions that we will not meet that expectation. We will, though, return your email or call within 24 hours.

### **Cumulative Records**

Your child's test scores, birth certificate copy, health records, grades and other data are kept digitally at the school level. This information is used to counsel with parents, determine a need for special services, record progress of each child, etc. Parents are welcome to review records upon request. Parents should notify the school when there are changes to addresses and telephone numbers. Parents of students who transfer from other schools are responsible for securing missing permanent record items.

### **Dress Code**

The Barrow County Dress code included in the Code of Conduct must be followed. No flip-flops are allowed, as they are a safety hazard. Tennis shoes are encouraged. Students without proper shoes or clothing will call home in order to have appropriate clothes and footwear brought to school.

### **Ice Cream**

Ice cream is available for purchase after the serving of lunch. The cost is \$1 each.

### **Immunizations, Hearing, and Vision Screenings**

All children entering a Georgia school for the first time are required to have immunizations completed at the time of entry. Periodic booster shots may be needed to keep these records up to date. Documentation must be presented on Georgia Department of Human Resources forms are available from the local Health Department or your family physician. Failure to provide the necessary documentation of immunizations may result in your child being withdrawn from school. It is now the parents' responsibility to have screenings for hearing, vision, and dental.

### **Items Not Permitted**

Rolling bookbags are not permitted at Auburn Elementary. Items such as cell phones, toys, electronic games, trading or playing cards, etc are not allowed school. Any such items brought to school without prior approval from your child's teacher will be confiscated and kept by the teacher or administration until a parent comes to get them. We ask that parents check their child's bookbags, pockets, etc, in an effort to minimize items being brought to school.

### **Lost and Found**

Please mark your child's belongings so that coats, gloves, sweaters, lunch boxes, etc. will be returned its rightful owner. Articles left about the building will be displayed down the Pre-K hall in hopes they are recognized and reunited with the owner. In December and May, any remaining articles of clothes or other will be given to a local charitable organization.

### **Make Up Work/Homework**

When a child has been absent for three or more consecutive days, parents may request make-up work by calling the school a minimum of **24 hours in advance**. Students who have been absent less than three consecutive days will receive the necessary make-up work upon their return to school. The classroom teachers will determine if students may return after school to pick up forgotten books/homework. **Please note that after 2:45pm, students and/or parents will not be permitted back into the classroom.**

### **Medication**

The administration of medication by school staff shall be permitted during the school day if it is not possible for the parent, guardian, child's physician, or some other person authorized by the parent or guardian to administer the medication. In the event medicine must be administered to a student during school hours, a permission form must be filled out in the office or with the clinic personnel. Medications **should not** be sent to school with the student. Parents/guardians should bring the medication in its original package to school.

**Music**

Classroom music instruction at Auburn is offered to all students once a week. In this class, there is total student involvement stressing activities such as singing, listening, moving, and playing of instruments. Through these activities, fundamental musical skills and concepts are taught and developed. Creativity, teamwork, and individual expression are also areas of focus.

Students in grade 5 use song flutes and recorders to aid in learning to read musical notation. They will offer the opportunity to purchase these instruments during the school year.

**Notes from School**

One method used by teachers to keep parents informed is the practice of sending notes home with the child. Often, these notes will be placed in the Teacher/Parent Communicator folder. Some will require your signature and its return to school (as in field trip permission forms). Please encourage your child to get such items home in readable form and show your appreciation for being kept informed by your quick response to the information contained.

**Nutrition Information**

More information about the school nutrition program can be found further in the handbook. However, it is important to note that outside food from restaurants is discouraged. If you choose to bring in items from a local restaurant, you should put the food in plain packaging from home.

**Phones and/or Other Electronic Communication Devices**

Students are not allowed to cell phones or other electronic communication devices on school grounds. Disciplinary actions for violations may include parent conference, confiscation of device, detention, in-school suspension, short-term suspension, and/or referral to law enforcement officials.

**Physical Education (PE)**

Our physical education program (P.E.) provides opportunities for students to build skills in movement activities, rhythmic and dance activities, games, and sports. Students will also participate in physically challenging activities designed to improve their level of fitness. Safety practices will be emphasized at all times. There are many ways parents can assist in making sure P.E. is a positive experience for their children. We ask that you help us in the following ways:

- Make sure your child is dressed appropriately on P.E. days. This means **TENNIS SHOES** and comfortable clothing, including shorts underneath dresses or skirts. Take an interest in your child's fitness level and physical skills by asking about P.E. class and ask your child to show you what he/she learned.
- Encourage physical activities at home as a family. Let your child know that you value fitness and a healthy, active lifestyle.

**Evening Events**

When attending school events in the gym, we would like to remind you of several expectations for behavior.

1. Children should be attended and supervised by a parent or guardian.
2. Students and siblings must not distract the performance or program by running around.
3. Cell phones should be silenced during performances. Phones used to take video or pictures is acceptable.
4. Please keep feet still, as the bleachers make a great deal of noise.
5. Student should not roam the hallways of the school during performances and should never move or use any school or PE equipment.

### **School Hours**

Elementary school hours are 7:00am – 2:00pm. Doors are locked until 7am as teachers are preparing for the day. Students may not be dropped off before 8am. Students arriving after 7:30am, must be signed in at the front office.

### **Snacks/Parties/Celebrations**

“Parties” are generally not held at school. Special snacks or treats, however, are allowed in certain circumstances. Parents, please ask your child’s teacher if/when it may be appropriate to provide snacks for special occasions, such as birthdays or holidays. **Cakes and cupcakes for birthdays may not be shared in the cafeteria.** These arrangements must be made with the teacher prior to the celebration. Nutritious snacks such as fruit, cheese, crackers, etc. are encouraged over cakes and candies. Students wanted to have a snack on a regular basis is fine as long as it does not interfere with their eating lunch.

### **Transportation**

Students transported to and from school by bus are under the same rules and regulations that apply at school. In the beginning of the school year, please specify on the Student Information Sheet whether or not your child will be a car rider or a bus rider. Changes in afternoon transportation will only be made if the parent sends a written request by the child on the morning of the afternoon the change is needed. Children who need to ride a different bus or be dropped off at a different location will be allowed to do so only if a written note is provided by the parent. Changes will not be taken over the phone as there is no way to verify who is making the change via the phone.

All transportation changes should be made and communicated to your child before they go to school that morning. If a change in afternoon transportation is necessary, please write a note to the teacher; students should give those notes to their teachers upon arrival to school in the morning.

### **Visits to School by Parents**

Auburn Elementary School welcomes parent involvement. Parents are encouraged to volunteer and visit classrooms as long as they have received prior approval from the child’s teacher. Parents, as are all visitors, are required to come directly to the office upon arrival. Once the visitor has signed in, he/she may go only to the approved destination. If it is necessary a child be picked up before the official dismissal time, a parent or authorized designee must come to the main office and show the proper identification before approval is granted. Office personnel will then call the child to the office. Teachers have been directed not to release any child from the classroom at any time without prior notification from the office. These procedures are important for your child’s safety!

Parent conferences may be arranged, as needed, before or after school, and in limited circumstances during the school day. Under NO circumstances should any visitor, including a parent, go directly to a classroom, even if a prior conference has been arranged without signing in. All visitors are to report first to the main office. Before proceeding to the pre-approved location, visitors must sign in and receive a visitor’s badge. These procedures help us to ensure the safety of all children and help to uphold the integrity of your child’s instructional program.

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## **PARENT'S RIGHT TO REQUEST A TEACHER'S AND 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 Julia Hodges, Principal at 770-963-7887 or Meggan McNally, Barrow County School System Director of Planning and Personnel at 770-867-4527.

## **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, Schoolwide 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

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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:

Dr. David Beeland, Jr., Federal Programs Director, Barrow County School System, 179 W. Athens Street, Winder, GA 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.



## **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.

### **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;
  - g. income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

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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.

**\*\*\*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. Inquires 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

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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.

## **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*

## **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.

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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

### **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:**

- 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

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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.

### **SCHOOL NUTRITION PROGRAM**

[www.barrow.k12.ga.us/school-nutrition.html](http://www.barrow.k12.ga.us/school-nutrition.html)

### **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/school-nutrition.html](http://www.barrow.k12.ga.us/school-nutrition.html) 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 **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](http://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

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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/>

### **CAFETERIA CHARGE BOARD POLICY (EE)**

**NOTE: 2021-2022 – All Barrow County Students are provided breakfast and lunch at no charge.**

#### **Cafeteria Charge**

- 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.
- Families must re-apply each school year for free and reduced price meal benefits. Applications are available at each school, on the Barrow County Schools 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, graduation 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!**

#### **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

## **CLUBS AND ORGANIZATIONS**

Clubs and organizations are available at Auburn Elementary School for student participation. The clubs and organizations that are available are listed below along with the purpose, faculty advisor and a description of past or planned activities. 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 not listed below is started during the school year, students will have to have parental permission prior to participation.

<b>Club or Organization Name</b>	<b>Purpose</b>	<b>Faculty Advisor</b>	<b>Activities</b>
<b>Art Club</b>	<b>Further enhance a student's love of art</b>	<b>Sheri Huhn</b>	<b>Drawing and creating personal pieces</b>
<b>Running Club</b>	<b>Fitness and fun</b>	<b>Lauren Cartee &amp; Alida Reiner</b>	<b>Running/training</b>
<b>Chorus</b>	<b>Provide an opportunity for students to sing.</b>	<b>Rosalyn Wright</b>	<b>Chorus concerts during the year</b>

## **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 have 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



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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 have 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.

## **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

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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**

## **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

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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.

### **STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT**

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

### **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.**

### **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

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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 is hosted by Google, and managed by the district. Link: [https://edu.google.com/training-support/privacy-security/?modal\\_active=none](https://edu.google.com/training-support/privacy-security/?modal_active=none) 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](https://minecrafteducation.zendesk.com/hc/en-us). <https://minecrafteducation.zendesk.com/hc/en-us>

**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"><li>• Compiling research</li><li>• Online classroom discussions</li><li>• Teacher-led video conferences</li><li>• Multi-media projects</li></ul>	<ul style="list-style-type: none"><li>• Video production</li><li>• Research reporting</li><li>• Individual / collaborative projects</li><li>• Reading/ writing / peer review</li></ul>
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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

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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/JoOuom>)
- 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.

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=IFBG&Sch=4009&S=4009&C=I&RevNo=1.3&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

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 \(IFBG\)](https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=IFBG&Sch=4009&S=4009&C=I&RevNo=1.3&T=A&Z=P&St=ADOPTED&PG=6&SN=true) <https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=IFBG&Sch=4009&S=4009&C=I&RevNo=1.3&T=A&Z=P&St=ADOPTED&PG=6&SN=true> 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><b>Respect and Protect Yourself</b></p>	<ul style="list-style-type: none"> <li>• I will take responsibility for my actions when posting/viewing information and images online.</li> <li>• 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.</li> <li>• I will only use accounts created for my use.</li> <li>• I will not share passwords for accounts created for my use.</li> <li>• I will remember that anything I say online is public and usually permanent.</li> <li>• I will follow school and BCSS policies, regulations and behavior standards.</li> </ul>
<p><b>Respect and Protect Others</b></p>	<ul style="list-style-type: none"> <li>• I will not use technologies to degrade or defame others.</li> <li>• 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.</li> <li>• I will obtain permission from individual(s) when sharing commonly created electronic data.</li> <li>• I will not share or forward inappropriate materials or communications.</li> <li>• I will always act with integrity and respect.</li> </ul>
<p><b>Respect and Protect Intellectual Property</b></p>	<ul style="list-style-type: none"> <li>• I will have an understanding of the rules and laws applying to:             <ul style="list-style-type: none"> <li>○ copyright</li> <li>○ intellectual property</li> <li>○ fair use</li> </ul> </li> <li>• I will ask permission before I post/publish content and media created by others.</li> <li>• I will use correct citation when I use content and media created by others in my own work.</li> <li>• 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.</li> </ul>
<p><b>Respect and Protect Property</b></p>	<ul style="list-style-type: none"> <li>• I will take full responsibility for, and respectfully use, any technology available to me at school.</li> </ul>

	<ul style="list-style-type: none"> <li>• I will use network bandwidth, file storage space and printers reasonably and responsibly.</li> <li>• I will report abuse of technology to a staff member.</li> <li>• I will report any material that may be deemed inappropriate to a staff member.</li> <li>• I will report security or network problems to a staff member.</li> </ul>
<p><b>Student use of Personal Technology Devices</b></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>
<p><b>Student use of Web 2.0 / Social Networking Tools for Education and G Suite for Education (Grades 6 -12)</b></p>	<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>

**STUDENT CODE OF CONDUCT IS LOCATED ON THE SCHOOL'S WEBPAGE**

ANNUAL AHERA\ASBESTOS  
NOTIFICATION REQUIREMENTS TO:  
PARENT/LEGAL  
GUARDIANS/TEACHERS  
EMPLOYEES/ORGANIZATIONS

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-

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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.

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