



HANDBOOK

2022 - 2023

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A Note From the Principal

Dear Families,

With heartfelt enthusiasm, I welcome all of you to the beginning of the 2022-2023 school year at Winder Elementary. It is my pleasure to extend an especially warm welcome to our new Bullpup families. This will be my fourth year leading Winder Elementary, and I am honored to serve as principal.

At Winder Elementary School, our goal is to make sure every child experiences at least a year's growth during the school year. Our faculty and staff are caring and motivated, and want to make Winder Elementary the very best it can be for all students. Leading by example, we strive to inspire a genuine love for learning. By working together, we can accomplish all of these goals, and look forward to a positive and productive year together.

Thank you for all you do to support your child's learning. Please feel free to contact me at 678-425-2914 or andrea.neher@barrow.k12.ga.us.

Here's to a wonderful year at Winder Elementary School!

Sincerely,

Andrea P. Neher
Principal

General School Information

Administration/Office Staff

Principal	Dr. Andrea Neher
Assistant Principal	Eric Frazier
Instructional Coach	Melissa Kurtz
Receptionist	Tiffany Walker
Registrar	Ryane Lee
Bookkeeper/Secretary	Natalie Hodge
Counselor	Dana King-Wiley
Nurse	

Contact Information

Address: 194 McNeal Road
Winder, GA 30680

Phone: 678-425-2914

Fax: 678-425-2915

Website: www.barrow.k12.ga.us/wes/

School Hours

Elementary school hours are 7:30 a.m. to 2:00 p.m. Doors will be kept locked until 7:30 a.m. No students may be dropped off before 7:00 a.m.

Winder Elementary School offers a Before Care and After School Program. Space for these programs is limited and all students must be registered to attend. For more information, please contact the ASP Coordinator, Ms. Nina Martin.

2022-2023

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<http://www.vertex42.com/calendars/>

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Date	Event or Holiday
Jul 04	Independence Day
Jul 21	New Teachers Report
Jul 25-29	Teacher Planning Days (1-4)
Jul 27	Professional Learning Day (1) for teachers
Jul 29	Open House - all schools
Aug 01	Teacher Planning Day (5)
Aug 02	First Day of School for Students
Sept 2,5	Labor Day (Holiday)
Oct 06	End of 1st Grading Period
Oct 07	Teacher Planning Day (6)
Oct 10-14	Fall Break
Oct 19	Report Cards
Nov 08	Digital Learning for Students/Professional Learning Day (2)
Nov 21-25	Thanksgiving Break
Dec 21	Early Release/Last Day of 1st Semester (89)
Dec 22	Begin Winter Break for Students/Planning Day
Jan 01	New Year's Day
Jan 06	Professional Learning Day (3)
Jan 09	Begin Second Semester Classes
Jan 11	Report Cards
Jan 16	ML King Day (Holiday)
Feb 10	February break*
Feb 13	Digital Learning for Students/Professional Learning Day (4)
Mar 15	End of 3rd Grading Period
Mar 16	Teacher Planning Day (8)*
Mar 17	March Holiday*
Mar 22	Report Cards
Apr 3-7	Spring Break
May 24	Early Release/Last Day of School for Students (178)
May 24	Graduation BASA
May 25,26	Teacher Planning Days (9,10)
May 25	Graduation WBHS (8:00PM)
May 26	Graduation AHS (8:00PM)
May 27	Makeup Day for Graduation
May 29	Memorial Day
Jun 5-16	Tentative Summer School Program

* denotes possible weather make-up days

Academic Calendar

This calendar and other important information can be found on the Barrow County Schools website at www.barrow.k12.ga.us.

Barrow County Code of Conduct

Barrow County Schools Code of Conduct is included in this document. Parents should review the Code of Conduct with their children in order for students to understand expectations for behavior.

Winder Elementary School has implemented Positive Behavior Intervention Support or PBIS. This program promotes school wide behavior expectations that are taught and reinforced in a positive manner. While good behavior is rewarded, the Code of Conduct is still enforced.

Positive Behavior Intervention & Support (PBIS)

Positive Behavior Intervention & Support (PBIS) is a framework used by Barrow County Schools to reduce disciplinary incidents, increase safety, and improve academic outcomes. More information is included under the Student Code of Conduct in the Barrow County Schools Handbook section of this document.

Corresponding with Teachers and Administrators

Communication is key to the success of your student. Teachers and Administrators will gladly welcome your phone calls, emails, and Remind messages. Please note that during the school day instruction is the top priority so while they may not be available immediately our staff will make every effort to respond to you as quickly as possible; typically, the response time is within 24 hours.

Red Communication Folder

Every student at Winder Elementary School will be provided with a red communication folder. These are to be used as tools to communicate with the school and the teacher. Please check the red folder whenever your child brings it home. If sending in a note, a transportation change, or any other documentation, please place them securely in the appropriate place. Encourage students to take responsibility to ensure items are turned in quickly.



Remind App

All WES teachers and staff use an app called Remind to communicate with families. Remind is a free, safe messaging app that keeps families up to date with what's happening in the classroom. Students and parents can receive Remind messages from WES teachers and staff by text, phone, email, and push notifications in the app. Teachers will share each class' "class code," to connect.

Visits to School by Parents



We LOVE having visitors at Winder Elementary School and welcome all families to be an integral part of their child's education! You are welcome to visit our school at any time, including having lunch with your child, as long as it does not interfere with instruction.

All visitors must come through the front doors at Winder Elementary School and check-in at the front office. Visitors will be asked to provide a form of picture identification. Please let the office staff know the reason for your visit. We have an electronic sign-in system, which requires you to type your name and reason for visit. You will get a "Visitor" sticker printed with your name and the date on it. When you leave, please check out using the same system. Our office staff will be happy to help you with any of this.

To minimize disruptions to the instructional day, students arriving late walk themselves to class, or walk to class with a staff member, rather than a parent. Parents bringing items to their children after the

instructional day has begun will be asked to leave those items at the front desk for later distribution by staff.

If you would like to meet with your child's teacher, or visit during instruction, please make an appointment with the teacher. This helps to minimize the disruption to instruction. Exceptions may be approved by Dr. Neher or Mr. Frazier.

Attendance

Attendance is an important factor in a student's classroom success. Please try to keep absences to a minimum by scheduling appointments for non-school days and after school hours when possible. In the event that you must schedule an appointment during the school day, be aware that your student will not only be missing valuable instructional time but will also be marked as either tardy or absent depending on the amount of time missed for the day.

Tardies and Early Check-Out Procedures

Students must be on time for class in order to minimize disruptions of the instructional day. Tardy is defined as arriving to school or class after the designated start time or leaving school or class before the designated end time. If a child arrives at school at 7:30 or later, he/she must be brought to the front door by a family member and must be checked in by the office staff. When checking in after 7:30, the student will be counted as tardy. Students must be in the classroom by 7:30 to be considered "on time" for school. Parents will be contacted if tardies become frequent. Any student checked out before 2:00 will also be considered tardy. Students who arrive late on buses will not be marked as tardy as this is due to circumstances beyond their control. Students may be counted present for the day if at least one half of the instructional day is spent in school.

Early dismissals will be granted for the same reasons available for excused absences. Students who need to leave early must have a parent or guardian sign them out at the front door by office staff (No students will be allowed to check out between 1:30 p.m. and 2:00 p.m. unless for a doctor's appointment or an emergency). Parents can expect the staff to ask to see an appointment card from the doctor when asking to check students out after 1:30 p.m. Please make appointments (doctor, dental, etc.) for after school hours or as late in the day as possible to minimize lost instructional time.

Make Up Work

Make up work for students absent for three or more consecutive days may be requested by calling the school. It can take up to 24 hours to gather and prepare the materials. Students absent less than three consecutive days will receive necessary make up work upon their return.

Student Records

Student records include a copy of the birth certificate, all health records/immunization records, test scores, and grades. All information is kept in a digital format. This information is important when used to determine needs for special services and to record the student's progress. The documents should be kept up to date and if additional documentation is requested it should be provided as quickly as possible. Records may be reviewed by a parent/guardian upon request.



Student contact information is highly important. In the event that there is an emergency, the most current information should be kept on record. If at any time you have a phone number or address change, please have this information updated at the school. A Parent/Guardian needs to come to the front office to update phone numbers. A change in address may be done at the Barrow County Schools Professional Development Center.

If you have questions about your student's records please contact the Registrar, Ms. Ryane Lee.

Response To Intervention (RTI)/Student Support Team (SST)/Multi-Tiered System of Supports (MTSS)

These are processes used when a student is not making the expected level of academic progress through differentiated instructional strategies presented in the classroom. Each involves defining the area(s) of difficulty, planning 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 among other concerns. The group 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.

Student Enrollments/Transfer/Withdrawals

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 the 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.

Transportation

At the beginning of each school year, transportation choices are made for students. Transportation options are Walker, Car Rider, or Bus. Once selected, the mode of transportation can only be changed with written notification from the parent or guardian of the student.

Any transportation change request should be turned into the front office prior to 10:00 a.m. on the morning of the change. If you send a note with your student, please communicate with them the importance of notifying their teacher and turning in the proper documentation. Phone calls and emails from the parent will not be allowed.

Car Riders

Our Car Rider line is in the back of the school and can be accessed by the Russell Middle School entrance off of West Candler Street. For safety reasons, we ask that students are not dropped off at any other location, including the front parking lot and bus loop.



Staff will be present to assist with both the arrival and dismissal of students in the car rider line. In the mornings, students will be greeted and allowed to enter the school after 7:00 a.m. It is important to remember that students are considered tardy if not in their classrooms prior to 7:30 a.m. Once the doors are closed, students must be brought to the front and accompanied inside by an adult for check in.

Please remember that safety is our number one priority. We ask that all parents abide by the speed limits when entering and leaving the property. Please refrain from talking on your cell phone during this process to allow clear communication with those working the car rider line. The car rider line will be single file and there is absolutely no passing. Following the instructions of those working car rider line is extremely important.

Bus Riders

It is required that all students wear a cloth face covering while riding the bus to and from school.



All students should abide by the same rules while on the bus that are required when in the school building. It is important that students stay seated, talk in quiet voice, and listen to instructions from the bus driver at all times while on the bus.

Transportation can be reached by calling 770-867-2783. For more information on Barrow County Schools Bus Requirements and Discipline, please see the Bus Discipline section of the Barrow County Schools Handbook. To find the correct page number please refer to the Table of Contents.

Dress Code

Winder Elementary School promotes an environment for learning where students feel safe and free of distractions. Students should dress in appropriate ways to encourage learning, good behavior, and respect.

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.
3. Clothing such as skirts, pants, trousers, etc., must be worn at the waist. Clothing shall not be poorly fitted, 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. 9. No flip flops or shoes with wheels will be permitted
9. **In addition to the Dress Code, masks will be mandatory for all students during the global pandemic.**

Further dress code requirements can be found in the Student Code of Conduct.

Physical Education (PE)

Our physical education program (PE) 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.



One of the most important ways to help your student succeed in PE is by making sure your student is dressed appropriately on PE days. This means **TENNIS SHOES** and comfortable clothing, including shorts underneath dresses or skirts.

Take an interest in your student's fitness level and physical skills by asking about PE class and ask your student to show you what he/she learned. Encourage physical activities at home as a family. Let your student know that you value fitness and a healthy, active lifestyle.

Personal Belongings

Students are responsible for items brought to school. Winder Elementary School is not responsible for personal items that are damaged or lost.

Items Not Permitted

Items such as toys, electronic games, trading or playing cards, etc. are not allowed at school. Any such items brought to school without prior approval from your student's teacher may be confiscated and kept by the teacher or an administrator until a parent comes to get them, and/or until the end of the year. We ask parents to please check their children's book bags, pockets, etc. in an effort to make sure that such items are not brought to school.

Any item that is or resembles a weapon is strictly prohibited. The possession of such items could result in disciplinary action including suspension.

Phones and/or Other Electronic Communication Devices



Students are not allowed to have cell phones or other electronic communication devices during class. Students involved in the Bring Your Own Technology (BYOT) program may only have phones out during planned and approved instructional activities. The full BYOT requirements and expectations are included in this handbook. Please refer to the Table of Contents for page numbers.

Teachers and administration may request all devices be turned off and/or collected during the school day for any reason. If a student does not obey by the classroom rules, disciplinary actions may include a parent conference or confiscation of device.

Lost and Found

Winder Elementary School will operate a Lost and Found program for personal belongings located in the vestibule in the front of the building. It is important that all personal belongings be clearly marked with your student's name. Any item placed in Lost and Found will remain there until claimed. Any items not claimed in a reasonable amount of time will be donated to a charitable organization.

Clinic Procedures

Winder Elementary has a full-time nurse devoted to our students. During the school day if a student has an injury or illness they may be sent to the clinic. For further information or if you have any questions please contact our nurse, Nina Martin.



Additional Clinic Information Regarding COVID 19

Clinics at our schools are being outfitted with additional resources. The following steps will also be taken in our school clinics:

- Students who are sick at school will be sent to school nurse clinic. They will be isolated from other students in the clinic for routine reasons (e.g. medication, first aid, or other regular treatments) either in a separate section of the clinic or in another isolation room, depending on the school and clinic size. Students who are sick must be promptly picked up and are subject to the Return to School Guidelines (see image above).
- Students and staff who become ill are encouraged to seek treatment and consultation with their personal healthcare provider or the local health department. If warranted, a COVID-19 test is also recommended. Staff and parents can self-report positive tests or potential exposure using virus@barrow.k12.ga.us.
- When cases of COVID-19, either for students or staff, are confirmed, the system will work with local health authorities to respond rapidly. Response will be dictated by the nature of each case.
- This can include quarantine of the individual, quarantine of a specific classroom or grade level, and in extreme circumstances may result in the entire school returning to Distance Learning for some period depending on the number of cases and nature of exposure.
- The system will report potential cases first to the parents of any student who may have been in contact with the individual and then to the entire school community so parents may take desired action.
- Barrow County School System will follow all relevant student and health privacy laws when making this disclosure.
- Students and classes that are quarantined due to positive COVID-19 tests or exposure will be able to continue instruction through the Barrow County Distance Learning Program.
- In the clinics, nurses will wear medical grade personal protective equipment and change as needed between students.
- Temporal or touchless thermometers will be used in schools when taking student or staff temperatures. Temporal thermometers will be disinfected between uses.

Student Illness

Instructional time is important, and we want students to attend school whenever possible; however, in the event that a student has a fever or is considered contagious, it may be necessary for the student to be picked up. The nurse or other trained staff will make a decision and notify the parent using the information on file. Please remember to update information anytime there is a change. If student pick up is requested, a parent or guardian or another approved emergency contact should pick up the student in a timely manner.

IMPORTANT: Any student with a fever must be fever free for 24 hours without medication in order to return to school.

Medication



Medication may be administered by trained school staff, if it is required during the school day. This should be limited to instances when a parent, guardian, physician, or other authorized person is unable to administer the medication. A permission form must be completed and on file in the clinic for medication to be administered.

Medication should never be sent to school with a student. All medications should be brought to the front office or clinic by a parent or guardian in the original packaging.

Head Lice Policy

The Barrow County School System and Winder Elementary take the prevention of the spreading of head lice very seriously and ask for parent support in our efforts. Head checks will be carried out periodically and more often when a problem is found.

Students who are found to have head lice will not be allowed to attend class. A case of head lice is defined as the presence of live lice.

No student will be allowed to return to class until he or she is free of all live lice. Upon returning to school the student must be walked into the school by an adult to be rechecked by the nurse and should provide proof of treatment.

IMPORTANT: If a student is continuously infested with head lice and misses 3 days from school, he or she will be referred to the school social worker who will provide additional health care information.

Nutrition Information

More information about the school nutrition program can be found in the Barrow County School District Handbook that follows. It is important, however, 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.

Snacks

Snacks such as fresh fruit or something of nutritional value are permissible in classrooms. Check with your child's teacher for specific classroom snack guidelines.



Evening Events and PTO Activities

During the school year there may be events held after regular school hours. These events may include events sponsored and hosted by our Parent Teacher Organization (PTO). During such

events, students are expected to maintain the same behavior requested of them during the school day.



For the safety of the students, all children should be accompanied by an adult at all times. Please remind students and other children that they should remain in the area the event is taking place. Roaming the building will not be permitted, including trips to classrooms that are not directly being used for the event.

Inclement Weather

In the event of inclement weather or other emergencies it may be necessary to close school. If this occurs the decision will be made by the Barrow County School System Administrative Offices. Notifications will be sent out on social media pages, the school and district website, and local media outlets.

Please help us keep our lines open. Assume the school is open unless otherwise announced.

Barrow County School District Handbook

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 the Principal, at 678-425-2914 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 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 Count 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.
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 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. 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 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

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 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 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/>.**

Cafeteria Charge Board Policy (EE)

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 Winder 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.

Club or Organization Name	Purpose	Faculty Advisor	Activities
Art Club	To explore Art	Ms. McKinley	Drawing, Painting, Sculpting, etc.
Music Club	To explore Music	Ms. Hinton	Singing, Instrument Playing, etc.

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 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 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 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 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. 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.)
- **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:

Compiling research	Video production
Online classroom discussions	Research reporting
Teacher-led video conferences	Individual / collaborative projects
Multi-media projects	Reading/ writing / peer review

- **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/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.

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)
 - 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.

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.

Respect Yourself and Protect	<p>I will take responsibility for my actions when posting/viewing information and images online.</p> <p>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.</p> <p>I will only use accounts created for my use.</p> <p>I will not share passwords for accounts created for my use.</p> <p>I will remember that anything I say online is public and usually permanent.</p> <p>I will follow school and BCSS policies, regulations and behavior standards.</p>
	<p>I will not use technologies to degrade or defame others.</p> <p>I will obtain permission of the individual(s) involved and a school staff member before photographing, videoing, publishing, sending or displaying their image or</p>

Respect and Protect Others	<p>likeness.</p> <p>I will obtain permission from individual(s) when sharing commonly created electronic data.</p> <p>I will not share or forward inappropriate materials or communications.</p> <p>I will always act with integrity and respect.</p>
Respect and Protect Intellectual Property	<p>I will have an understanding of the rules and laws applying to:</p> <p>copyright</p> <p>intellectual property</p> <p>fair use</p> <p>I will ask permission before I post/publish content and media created by others.</p> <p>I will use correct citation when I use content and media created by others in my own work.</p>
Respect and Protect Property	<p>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>
Student use of Personal Technology Devices	<p>I will take full responsibility for, and respectfully use, any technology available to me at school.</p> <p>I will use network bandwidth, file storage space and printers reasonably and responsibly.</p> <p>I will report abuse of technology to a staff member.</p> <p>I will report any material that may be deemed inappropriate to a staff member.</p> <p>I will report security or network problems to a staff member.</p>
Student use of Web 2.0 / Social Networking Tools for Education and G Suite Education (Grades 6 -12)	<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>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.</p> <p>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

The Barrow County Student Code of Conduct is based on the philosophy that discipline is a tool that is used to teach students to become responsible for their own behavior. Since our students live in a society in which citizens are expected to obey laws and abide by commonly accepted standards of behavior, we must teach them to be self-disciplined. This Student Code of Conduct is built upon those commonly accepted standards of behavior sometimes called character traits. These character traits include: citizenship, cheerfulness, cleanliness, compassion, cooperation, courage, courtesy, creativity, diligence, fairness, generosity, honesty, kindness, loyalty, patience, patriotism, perseverance, punctuality, respect for others, respect for the creator, respect for the environment, sportsmanship, school pride, self-respect, self-control, tolerance, and virtue.

In order to educate students to become productive citizens as adults, we must create a safe, non-threatening and orderly school environment that enables teachers to teach and students to learn. We expect students to “behave themselves in such a way so as to facilitate a learning environment for themselves and others, respect each other and school district employees, obey student behavior policies adopted by the local board of education, and obey student behavior rules established by individual schools (O.C.G.A. 20-2-735).” This Code of Conduct establishes expectations for the maintenance of a positive learning environment at school.

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

1. At school or on school property at any time;
2. Off the school grounds at any school-related or school-sponsored activity, function or event and while traveling to and from such events;
3. On vehicles provided for student transportation by the school system and school bus stops where groups of students gather for the purpose of getting on or off the school bus.
4. Off school property provided a student’s behavior poses a threat to the safety of students, staff or visitors at school or has the potential to disrupt the safe and orderly operation of a school.

Please see the Student Code of Conduct on the school or district website. You may also request a copy of the Student of Conduct from your child’s school.

Positive Behavior Intervention System (PBIS)

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 Barrow County Schools participate in PBIS.

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 devises during the operation of a school bus, including but not limited to cell phones, pagers, radios, tape or compact disc players without permission from the driver.
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.
12. Students will not extend head, arms, or objects out of the bus windows and will refrain from yelling out windows.
13. Students will be totally silent at railroad crossings.
14. Students will stay seated until time to get off the bus.
15. Students will respect themselves, others and property.
16. 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.
17. 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.

No bus transportation changes will be accepted over the telephone.

Changes may be accepted via fax or email attachment if parent/guardian picture ID is included with the request, at the school administration's discretion. Change requests must be received by the front office staff prior to noon on the day of the change.

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

Bring Your Own Technology

Letter to Parents

Dear Parents/Guardians,

The Barrow County School System recognizes that technology plays an integral role in the education of our students, both in school and at home. In the not so distant past, a computer or laptop was the most common technology device used, but that no longer holds true. An increasing number of students now own personal computing devices, which have become the tool of choice for many.

As a school system, we used to forbid students from bringing cell phones to school. However, just as technology evolves, so has the way we envision students learning. If we are **Boldly Committed to Student Success**, then we must enable our students to bring and use their own technology devices, as learning tools, in our schools.

To facilitate this change, the school system has a Bring Your Own Technology (BYOT) program in our schools. This notification is to inform and guide you about this opportunity. Please note that participation is voluntary, all students will continue to utilize our school equipment, and no student will be left out of the instructional process if they are unable to bring their own technology. Just as students are not required to bring their own technology, the use of devices in class will be at the discretion of individual teachers.

Parents and students who choose to participate must first read the BYOT regulation, which establishes the guidelines and expectations for the program, which should be in your child's handbook, but can also be found at this link (<https://goo.gl/jtBGnA>) Although addressed in the regulation, we would like to emphasize the following aspects of the program:

- A filtered Internet connection will be provided for student use for educational purposes, which students are required to use.
- The Barrow County School System is not liable for any student-owned equipment that is lost, damaged, or stolen. The student is **solely** responsible.
- The BCSS staff is unable to provide technical support for personal devices.
- When students use technology inappropriately in school, the same consequences apply, regardless of who owns the device. Misconduct includes any behaviors that violate the district's Internet Acceptable Use Policy and its established guidelines and the Student Code of Conduct.

Additionally, to support the BYOT program and the integration of 21st Century Skills, the Barrow County School System has adopted the Google Apps for Education platform, which is currently being used by over seven million K-12 students. We provide students with a system-created Google Apps for Education (G Suite) account that will enable students to save, share, collaborate, move and backup content they create to and from their devices. All of these tasks have one required element - an email address.

A G Suite account allows students to have access to all of the above described collaboration tools and a secure, district-monitored email address. Ensuring your child's online safety is a top concern. As such, Google will not have access to personal information. Your student will only be able to send and receive emails from other students and teachers, thus creating a "walled garden", and parents/guardians have the right to access their student's account at any time. If you would like additional information about the Google Apps for Education Student accounts, please contact your student's BYOT teacher.

We look forward to the educational opportunities that BYOT will bring to our students and staff and understand there may be some challenges along the way. Thank you for your understanding and reinforcement of the initial procedures and expectations. Your suggestions and feedback are always welcome.

G Suite For Education

The Barrow County School System partners with Google to provide *G Suite for Education*, which is used by thousands of schools worldwide to make available collaboration tools for students, teachers, and administrators.



G Suite for Education is a suite of online office tools made available to schools for free, which includes:

- **Google Drive** (Provides an online creation and editing space for files, eliminating file incompatibilities, and most needs for flash drives between home and school.)
- **Google Calendar** (Useful for keeping track of homework and other school events!)
- **Google Sites** (A platform for creating a website, blog, or student portfolio that can be privately shared or publicly published with multiple authors.)
- **Gmail** (A means for students to communicate safely in a “walled garden” environment. They will only be able to exchange email with faculty, students, and carefully scrutinized education-related organizations, such as colleges or registration emails from vetted educational software providers.)

These collaborative tools make it possible for students and teachers to work together on documents, presentations, and projects via the web.

Students will be using *G Suite for Education*, in conjunction with the BYOT program, to make use of limited **Gmail** capabilities and the **Google Drive** portion of the suite. Gmail will give students easy access to turning in assignments from their own mobile device and the ability to communicate with their teachers. Google Drive will allow students to create word processing documents, presentations, spreadsheets, and create digital drawings. They will be able to share their documents with the classroom teachers, allowing for a more paperless classroom environment. Students will learn how to work with their online documents and receive instruction on how to collaborate with other students and teachers, which will open up great educational opportunities.

Students will be able to log into the Google Apps for Education Suite of tools at school or at home using their school issued username and password. We encourage you to use that username and password at any time to check out the work your child has been doing!

Your child's G Suite account falls under the BCSS Acceptable Use Policy (bit.ly/2rLEmn2) and the Student Responsible Use of Technology Resources regulation (Elementary - <https://goo.gl/xZ2Qpl> / MS/HS - <https://goo.gl/VMOTlu>), which govern appropriate, responsible, and safe use of school accounts, networks and systems.

As with any educational endeavor, we feel that a strong partnership with families is essential to a successful experience. We encourage you to talk with your child and your child's teacher about their school use of this account. If you wish to learn more about *G Suite for Education* before signing, please visit the BCSS BYOT website Google Apps page (<http://bit.ly/1dB2BU7>) and the G Suite FAQ page (<http://bit.ly/1dV17KI>). If, after visiting the website, you have further concerns, please contact your child's teacher.

Bring Your Own Technology (BYOT) Regulation & Student Agreement

Introduction

The Barrow County School System's technology mission is to maximize the integration and use of instructional technologies to foster communication, collaboration, create engaging learning opportunities, to promote responsible digital citizenship, and to ensure an exceptional education for all students. Technology plays a large role in our students' lives and personal technology devices can enhance and enrich learning opportunities both at home and at school. Therefore, the Barrow County School System has chosen to implement a Bring Your Own Technology (BYOT) program to harness technology as a means of developing an environment that will support our mission. The district is committed to allowing responsible, learning-centered use of personal devices to provide as many pathways to understanding as possible for our students.

BYOT Agreement

This document is a contract, which outlines the guidelines and expectations for this program. Please note that students who cannot bring in outside technology will be able

to access and utilize the school's equipment. No student will be left out of instructional activities. If personal technology is used as an aid to classroom instruction, the teacher will make use of the technology devices present, possibly pairing students or placing them into groups.

The contents of this agreement may be modified by the administrative team of each school to fit the needs of the particular learning community. *However, any changes may not supersede the guidelines provided by the district's **Acceptable Use Policy** (AUP).*

BYOT Defined

BYOT is an acronym for Bring Your Own Technology. A BYOT program establishes guidelines that permit students to bring their technology devices to school for academic use. Devices may range from a smartphone or laptop to a hand-held gaming device capable of Internet connectivity.

Plan

Students in grades K - 12 may bring their own technology devices to their school campus. Use of personal devices in school is subject to the voluntary participation and discretion of teachers and staff. Students may only use personal devices when and as directed by their teacher. All devices must be capable of browsing the Internet and capable of connecting to the school system's Wi-Fi network.

All students will be expected to access the Internet through the wireless Internet service provided by the Barrow County School System, which will be available in every building. This network will provide the same level of filtered Internet access found on district-owned devices. The network is filtered in compliance with the Children's Internet Protection Act (CIPA).

Personal Privacy

Any use of the wireless network entails personal responsibility and compliance with all school rules. The use of the Barrow County School System's wireless network also allows Information Technology (IT) staff to conduct investigations regarding inappropriate Internet use at any time, by administrator request. Therefore, users should not expect that files and communication are private. Users should have no expectation of privacy regarding their use of network and/or Internet access or files, including email. The BCSS reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary.

Network Security

Access to the Barrow County School System network is a privilege, not a right. The use of any technology, whether owned by the BCSS or devices owned by individuals, is subject to the same guidelines for acceptable use. Users will be expected to comply with

BCSS rules and guidelines, use technology in a responsible manner, and honor the terms and conditions set by the classroom teacher, the school and the BCSS. This includes the use of the wireless network.

Students are not permitted to use computers or wireless devices that are logged into faculty or staff network user accounts.

Consequences for Misuse/Disruption

Students will be held accountable for their actions and are encouraged to report any accidental misuse immediately to their teacher or school administration. Failure to comply with such terms and conditions may result in temporary or permanent loss of access as well as other disciplinary or legal actions as deemed appropriate. Infractions that also violate the **Student Code of Conduct** will be handled at the discretion of the school's administration.

Student Code of Conduct

Class of Offense	Examples
Class I - Minor Offense <ul style="list-style-type: none">• Electronic Devices	<ul style="list-style-type: none">• Student does not use electronic device as directed by classroom teacher.• Student accesses non-instructional sites/games.
Class II - Intermediate Offense <ul style="list-style-type: none">• Inappropriate websites, data or files• Misuse of computer password/access• Transmission of material, information, or software in violation of any local, state, or federal law (such as copyrighted materials, software piracy, etc).• Tampering with school equipment	<ul style="list-style-type: none">• Student uses personal cellular data to access inappropriate content.• Student uses teacher network login to access filtered sites.• Student shares/posts personal information about self, other students, or faculty/staff.• Student's device disrupts or harms school servers and/or the network.
Class III - Major Offenses	<ul style="list-style-type: none">• Student engages in any bullying activity, as defined in

<ul style="list-style-type: none"> • Bullying (JCDA) 	the Student Code of Conduct, via technology devices.
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Student Participation in Bring Your Own Technology (BYOT) Program

Students in grades K - 12 may bring their own technology devices to school campuses subject to abiding by the definitions in this agreement and the terms below:

a. Definition of “Technology”

For purposes of BYOT, “Technology” means a privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable Internet devices, handheld entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/ storing, etc.

b. Internet Access

All Internet access shall occur only through the use of the school-provided wireless network. The use of cellular networks to access the Internet while on campus is not permitted.

c. Security, Damages, and School System Liability

Participation in the BYOT program is voluntary, therefore responsibility to keep the device secure rests with the individual owner. The BCSS is not liable for any device stolen or damages to it on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins(decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

d. Student Agreement

The use of technology to provide educational material is not a necessity but a privilege. The primary purpose for allowing students to bring their own technology devices is to support their learning. As such, a student does not have the right to use his or her laptop, cellphone or other electronic device while at school without the approval of school personnel. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Students and parents/guardians participating in BYOT must adhere to the Student Code of Conduct, as well as all Board policies, particularly Internet Acceptable Use (Policy IFBG). Furthermore, the student must agree to the following conditions:

- The student takes full responsibility for his or her technology device. The school or District is not responsible for the security of student-owned technology, including loss, theft, damage or other associated costs of replacement or repair incurred during the school day or at home as a result of participation in this program.
- The technology must be in silent mode while on school campuses and while riding school buses.
- The technology may not be used to cheat on assignments or tests, or for non-instructional/personal purposes.
- The student shall not use his or her technology device to intimidate or bully others as outlined in the Student Code of Conduct.
- The student shall not use the device to record, transmit or post photographic images or video of a person, or persons (students or faculty) on campus during school activities and/or hours unless assigned by the teacher as allowed by the BCSS Media Release. Distribution can be as small as emailing/texting to one other person or as large as posting an image or video online.
- The student accesses only files on the computer or Internet sites which are relevant to the classroom curriculum. Non-instructional games and other non-instructional activities are not permitted.
- The use of personal devices is at the discretion of teachers and staff and must be used as and when directed by their teacher.
- The student complies with a teacher's request to put down and/or shut down the device whenever asked.

Students acknowledge and agree that:

- Personal devices are not permitted to be used in locker rooms, restrooms, and the nurse's office.
- The school's network filters will be applied to one's connection to the Internet and no attempt to bypass them will be made.
- Personal devices, while used on campus, may be managed by mobile device management software to ensure compliance with this agreement and to facilitate instruction.
- Bringing on the school premises and/or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions.
- Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the AUP policy and will result in disciplinary actions.
- The school district has the right to collect and examine any device at any time for the purpose of enforcing the terms of this agreement, investigating student discipline issues, or for any other school-related purpose.
- Personal technology must be charged prior to bringing it to school, and the device must run off its own battery while at school.
- Students remain subject to all other school behavior rules.

Student Responsible use for 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 and student-owned technology connected to district resources, network resources, Google Apps for Education (GAFE) tools, and Web 2.0 / Social Networking tools (for education) by its students.

<p>Respect Yourself and Protect</p>	<p>I will take responsibility for my actions when posting/viewing information and images online.</p> <p>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.</p> <p>I will only use accounts created for my use.</p> <p>I will not share passwords for accounts created for my use.</p>
<p>Respect and Protect Others</p>	<p>I will remember that anything I say online is public and usually permanent.</p> <p>I will follow school and BCSS policies, regulations and behavior standards.</p>
<p>Respect and Protect Intellectual Property</p>	<p>I will not use technologies to degrade or defame others.</p> <p>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.</p> <p>I will obtain permission from individual(s) when sharing commonly created electronic data.</p>
<p>Respect and Protect Property</p>	<p>I will not share or forward inappropriate materials or communications.</p> <p>I will always act with integrity and respect.</p> <p>I will have an understanding of the rules and laws applying to:</p>
<p>Student use of Personal Technology Devices</p>	<p>copyright</p> <p>intellectual property</p>

<p>Student use of Web 2.0 / Social Networking Tools for Education and G Suite for Education</p>	<p>fair use</p> <p>I will ask permission before I post/publish content and media created by others.</p> <p>I will use correct citation when I use content and media created by others in my own work.</p> <p>I will only download, save or use either full or portions of any music, movies, and images in accordance with copyright laws.</p> <p>I will take full responsibility for, and respectfully use, any technology available to me at school.</p> <p>I will use network bandwidth, file storage space and printers reasonably and responsibly.</p> <p>I will report abuse of technology to a staff member.</p> <p>I will report any material that may be deemed inappropriate to a staff member.</p> <p>I will report security or network problems to a staff member.</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 Barrow County School System Bring Your Own Technology (BYOT) Regulation.</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.</p> <p>Parents are always encouraged to review the online activities of their children. Parents are also encouraged to speak with teachers when questions or concerns arise about the use of web-based tools in the classroom.</p>
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Student/Parent Policy Understanding Acknowledgement

The **Winder 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 678-425-2914. 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 student'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 |
| _____ | _____ | 2. School Attendance and Georgia's Compulsory Education Law |
| _____ | _____ | 3. School Bus Behavior Guidelines |
| _____ | _____ | 4. Medical Policy |
| _____ | _____ | 5. Parent's Right to Know Teacher's Training and Credentials |
| _____ | _____ | 6. Barrow County School System Internet Safety, Technology |
| _____ | _____ | Responsibility, and Acceptable Use Policy |

I have read and understand the 2022-2023 **Winder Elementary** Student Handbook/Agenda. **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: _____

School Clubs And Organizations 2022-2023

If you do **NOT** want your student to participate in a particular club or organization at school, please complete the information requested below and return to your student'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: _____