

*McClelland Elementary School
2019-2020 Student Handbook*



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“Motivating Every Student to Succeed”

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Long County Schools

2019-2020

Academic Year Calendar



July 19						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 19						
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September 19						
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29	30					

October 19						
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November 19						
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December 19						
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January 20						
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February 20						
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March 20						
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29	30	31				

April 20						
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May 20						
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24	25	26	27	28	29	30
31						

June 20						
Su	M	Tu	W	Th	F	Sa
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28	29	30				

July 20						
Su	M	Tu	W	Th	F	Sa
				1	2	3
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August 20						
Su	M	Tu	W	Th	F	Sa
					1	
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Events

Month	Event
July	
1 - 6	System Closed
25	New Teacher Orientation
26, 29-31, 1	Pre Planning
August	
2	First Day of School
30	Teacher In-Service/Student Holiday
September	
2	Labor Day Holiday
October	
10	End of 1st Nine Weeks
11 & 14	Fall Holidays/Make Up Days
November	
11	Veterans Day/Holiday
25-29	Thanksgiving Holidays
December	
20	End of 1st Semester/Early Release Day
23-31	Christmas Holidays
January	
1 ~ 3	New Years Holiday
6 & 7	Teacher In-Service/Student Holiday
8	Students Return
20	ML King Holiday
February	
17	Presidents Day (Holiday)
March	
12	End of 3rd Nine Weeks
13 & 16	Spring Holidays/Make Up Days
April	
6 ~ 10	Spring Break
May	
22	Last Day of School/ Early Release Day
25	Memorial Day Holiday

School-Parent Compact
McClelland Elementary School
School Year 2019-20

Dear Parent/Guardian,

McClelland Elementary School students participating in the Title I, Part A program, and their families, agree that the attached compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement as well as describes how the school and parents will build and develop a partnership that will help children achieve the State's high standards. Please review the attached School-Parent Compact.

Please sign and date below to acknowledge that you have read, received, and agree to this School-Parent Compact. Once signed, please return this page of the handbook to your child's teacher and keep the School-Parent Compact as a reminder of your commitment. The School-Parent Compact will be discussed with you throughout the year at different school-family events as we work together to help your child succeed in school. We look forward to our school-parent partnership!

School Representative Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

PLEASE SIGN AND RETURN TO HOMEROOM TEACHER

Dear Parents:

Thank you in advance for reading the McClelland Elementary School Handbook and reviewing its contents with your child. Each of your children has been given this handbook. Please verify that your child received the handbook by completing the section below and returning it to your child's homeroom teacher. Copies are in the office and teachers' classrooms.

By signing below, you are giving MES permission to use your child's photos and name on school sponsored social media (Facebook, websites, remind app). If this paper is not returned, we are assuming you are giving permission. Please check a box below.

Also, by signing below, you are acknowledging that you have read and understand the requirements for the PBIS incentives that are listed in the handbook.

We hope that your child will have a successful year. We are confident that McClelland Elementary School will help you and your child work through any potential concerns. If you need further assistance you may contact the principal of McClelland Elementary School at (912) 545-7910.

This note acknowledges that our family has received a copy of the McClelland Elementary School Parent-Student Handbook and we understand all provisions.

Child's Name _____

Parent's Signature _____

Date _____

_____ I do **GIVE** permission to use my child's photo and name on school sponsored social media.

_____ I **DO NOT** give permission to use my child's photo and name on school sponsored social media.

INTRODUCTION

Dear Parents/Guardians:

This handbook is an important source of information for each one of you. We have tried to anticipate what you will need to know to make this school year successful. We urge you to read this handbook and keep in mind that more detailed policies and procedures are available on our campus. If you have any questions or suggestions, please let us know. It is our desire to keep the line of communication open between parents and school. For further information regarding updates of activities and programs throughout the year, you may visit our school website at www.meslongco.com.

We sincerely hope you all have an enjoyable and successful year. Please let us know how we can help you.

Wregina Carryl
Principal
McClelland Elementary School

SCHOOL HOURS

Students are not allowed on campus until **7:25 am**. Students should be off campus by **3:15 pm**. No one is allowed on the school campus after school hours unless it is to attend a school-related function. Violators will be prosecuted. Please help keep our students and campus safe by following these expectations.

*Students are considered tardy if they arrive at 8:00 am or after. Please sign your student in at the front office if he/she is tardy. Students are not allowed to walk in unescorted.

A NOTE TO PARENTS:

We are a PBIS district and school. We expect our students to always: **Be Safe, Be Respectful, Be Responsible.**

Your child's attitude toward school is very important. As a parent or guardian, you have an important role in building that attitude. Parents demonstrate the importance of school by reinforcing expectations such as:

1. Being *responsible* by having children in school every day unless they are ill.
2. Being *responsible* by having children ready to meet the bus on time and having children at school on time.
3. Being *responsible* by leaving children in school all day unless an emergency arises.
4. Being *responsible* by insisting that homework and class work be completed.
5. Being *responsible* by providing children with necessary supplies.
6. Being *respectful* by supporting the school staff.
7. Being *responsible* and *respectful* by participating in and attending school events.
8. Being *responsible* and *respectful* by participating in parent-teacher conferences.
9. Reinforcing the MES Expectations of: *Be Safe, Be Responsible, Be Respectful* in all areas.

McClelland Elementary School Purpose

The vision of the Long County School System states that Long County Schools will be an exemplary system where ALL students are college and career ready. The vision of the district is what drives the philosophy, mission, and beliefs of McClelland Elementary School (MES).

McClelland Elementary School Philosophy

The education of the students of MES is the responsibility of the entire community. The children of the community are the most important resource and future leaders of Long County. It is important that we encourage students to develop good citizenship practices, high moral standards, and positive self-esteem.

McClelland Elementary School Mission

MES will provide every student a safe, healthy, nurturing, and diversified learning environment facilitated by skilled, creative, and highly qualified professionals who promote lifelong learning.

McClelland Elementary School Vision

MES believes that ALL children can learn and have the right to a highly qualified educational experience within a challenging, nurturing, and safe environment.

McClelland Elementary School Motto

Motivating Every Student to Succeed

CHAIN OF COMMAND

Though the staff at McClelland Elementary School has always prided itself on the positive relationship between students, parents, and community, situations which must be discussed beyond the normal realm of communication may arise. For this reason, the appropriate chain of command is as follows:

First contact: Teacher

Second contact: Principal or Assistant Principal

Third contact: Superintendent or Representative

Fourth contact: Board of Education

STRUCTURE OF THE LONG COUNTY SCHOOL SYSTEM

The Long County School System is governed by a five-member Board of Education. These board members are elected by the voters of Long County. The members who currently hold these positions are listed below.

Dr. Carolyn Williamson, Chairman

Dennis DeLoach, Vice Chairman

Florence Baggs

Julie Dawson

Linda DeLoach

The Board of Education is primarily a policy making body (by Georgia law). The person responsible for administering the policies of the Board of Education is David Edwards, Superintendent of Schools.

All regular Long County Board of Education meetings will begin at 5:30 p.m. on the second Monday of each month.

Every Student Succeeds Act (ESSA)

In compliance with the requirements of the Every Student Succeeds Act Statute of the Long County School District, parents may request information about the professional qualifications of their children's teacher(s). The following information may be requested:

1. Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
3. The college major and any graduate certification or degree held by the teacher;
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request the information concerning your child's teachers' qualifications, please contact the principal (Section 1111 h 6).

PARENT-TEACHER CONFERENCES

When a parent desires a conference with a teacher regarding a student, the parent should contact the secretary at the school office at 545-7910 and request a conference. Upon request by the teacher or parent, an administrator will attend the conference. Parent-teacher conferences are encouraged; however, conferences must be held after school. The entire team of teachers will be invited to attend.

GRADING/REPORTING/RETENTION/PROMOTION

Report cards will be issued once every nine weeks. They will reflect the grade at that time. The final grade will be recorded for the semester as the cumulative grade over the entire semester. Students will also receive progress reports at the midpoint of each nine week grading period.

A (90-100) B (80-89) C (70-79) F (69 and below)

A student must achieve a 70 average to pass a subject. Students may not fail two or more core curriculum subjects.

Decisions on promotion, retention, and placement of students shall be made in the best interest of the student after consideration of known factors. These factors include student grades, student performance on state mandated assessments, additional evaluations, school attendance, and age.

Student academic achievement shall be based on the degree of mastery of the school's instructional objectives as outlined in the curriculum guides for each subject. Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that the student's performance indicates the level of mastery of the assigned curriculum.

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. In determining promotion, the school shall consider the recommendation of the student's teacher, the student's grade in each core curriculum subject, the student's score on state mandated assessments, and any other necessary academic information, as determined by the school.

SCHOOL COUNSELING DEPARTMENT

Counselor(s) in the school counseling department are available to assist students with personal/social, academic, behavioral, and/or vocational concerns. Conferences may be arranged through the front office, counselors, administration, or classroom teachers.

CHILD ABUSE REPORTING

All employees of the Long County Board of Education, including all teachers, administrators, guidance counselors and visiting teachers, as well as school social workers and school psychologists employed by the Long County Board of Education, who have reason or cause to believe that a child is being or has been abused shall report immediately but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, in accordance with Georgia law and the protocol for handling child abuse cases for Long County, Georgia.

STUDENT RESPONSIBILITIES

Students at McClelland Elementary should always exhibit positive behaviors such as: Be Safe, Be Respectful, Be Responsible.

1. Students are to report to class with the necessary materials for participation in the class.
2. Students are to be seated immediately upon entering the classroom.
3. Students are to talk during class when teacher gives permission.
4. Students are expected to give their attention to the teacher until instruction is finished. The teacher will dismiss the class.
5. Cheating is an extremely poor work habit and is cause for disciplinary action.
6. In the case of a disagreement or personality conflict between a teacher and a student, the student is expected to cooperate with the judgment of the teacher.

POSITIVE BEHAVIOR INTERVENTION & SUPPORTS

Positive Behavior Intervention & Supports (PBIS), is an evidence-based, data-driven framework designed to improve the behavior of all students. PBIS teams meet monthly to develop strategies for defining, teaching, and acknowledging appropriate behavior as well as for correcting inappropriate behavior. The basic principles of PBIS are to replace inappropriate behaviors with a new behavior, teaching skills, and acknowledging appropriate behavior frequently. The goal of PBIS is for students to spend more time learning and less time out of class for behavior incidents. PBIS has proven to improve overall school climate. McClelland Elementary School's PBIS expectations for all staff and students are:

Be Safe, Be Respectful, Be Responsible.

Here is a general matrix of our MES expectations for various areas of the school:

Cafeteria	Hallway	Playground	Restroom	Classroom	Bus
Be Safe Walk quietly Sit facing table Hands/feet to self	Be Safe Ride the wave- stay on the right Hands/feet to self	Be Safe Hands/feet to self Use equipment properly	Be Safe Walking feet Hands/feet to self	Be Safe Walking feet Sit in chairs properly Keep body in control	Be Safe Be on time to stop Stay in seat Face forward Level 0 voice at Railroad
Be Respectful Say please/thank you Use a Level 0 or 1 voice	Be Respectful Use a Level 0 voice Pay attention to where you are walking	Be Respectful Take Turns Show care/kindness	Be Respectful Use a level 0 voice Hush-Rush-Flush	Be Respectful Use a level 0 or 1 voice Show care/kindness	Be Respectful Be nice Use kind words Allow others to sit
Be Responsible Raise your hand for help Keep food on tray Keep area clean	Be Responsible Face forward and walk	Be Responsible Line up when called Take care of equipment	Be Responsible Wash hands Use 1-2 paper towels Place paper towels in trash can	Be Responsible Follow directions Do your best Help others	Be Responsible Listen to driver Keep belongings on lap Keep bus clean

HOMEWORK POLICY

Homework is an extension of the classroom and primarily serves to enrich and/or remediate learning. The time and amount of homework may increase with the student's grade level.

Homework serves to:

- Reinforce acquired skills and develop study habits.
- Help develop a sense of responsibility.
- Teach students independent learning habits.
- Students are encouraged to **READ, READ, READ** as homework each day.

An allotted time for home study should be part of a daily routine, regardless of whether specific assignments have been given. Students should realize that homework is not just written assignments but studying as an integral part of homework.

Students who fail to turn in homework may be required to complete the assignments during their break or lunch time. All students will put homework in the parent/teacher communication folder. Parents and teachers should routinely verify communication folder contents and communicate with each other if there is any concern. Parents should encourage the development of good study habits by checking for homework every evening.

SCHOOL INSURANCE

The school is not responsible for hospital or doctor bills contracted due to accidents that happen on school premises. As a service to the student, the school makes available a low cost accident insurance. The school accepts no responsibility for coverage of the insurance and is in no way connected with the company. Claim forms should be picked up from the office as soon as possible after an accident.

LIBRARY/MEDIA CENTER SERVICES

Students are encouraged to use the media center. It has an excellent selection of resource materials for students to check out and use. The library will be available for student use before and during school at various times which will be posted. **Students must have a library pass to enter.** Overdue books will result in a fine or replacement cost.

LOST AND FOUND

Lost and Found is located in the school office. Any item that is found by a student, a teacher, or other school staff should be turned in to the school secretary. An item that has been turned into the Lost and Found may be claimed by its owner.

LUNCHROOM POLICIES

A nutritious breakfast and lunch are served daily. All meals served provide 1/3 of the daily nutrition requirements. All students are encouraged to participate in the breakfast program, which is at NO COST to all students. Students may pre-pay for lunch during breakfast and lunchtime. The price for school lunch can be found on the Long County School System Website

by clicking on the NUTRITION SERVICES tab, and then on the MENUS tab. We urge all parents to register with www.k12paymentcenter.com once their application has been processed.

A LA CARTE SALES

A la carte sales are offered to students daily. If you don't want your child to purchase extra items on his/her account, please indicate this on the Cafeteria Information Form.

MEAL MODIFICATION

Students that are allergic to milk products or any other foods must complete a Long County Meal Modification Form each year by a physician and the form should be turned into the school nurse to remain on file in the nurse's office. Once the Meal Modification form is returned, the lunchroom manager will be notified of any specific allergies.

FREE AND REDUCED MEAL PROGRAM:

Applications for the free & reduced meal program will be sent home with your child at the beginning of each school year. Applications must be renewed each year. Only one application is required per family. You may apply for benefits at any time throughout the school year. The program is based on family size and income levels set by USDA. Students are required to pay full price for all meals until applications are processed and approved. All charging policies apply to students that are applying for free meals until the time of approval. Eligibility notification will be sent by mail to all households within 10 days of application. **If you do not receive notification within 10 days of submitting your application, please call (912) 545- 7819.**

All students who attended Long County School the previous year will have a 30 day rollover period of meal status. During this time, students should submit a new Free and Reduced Application for the new school year. New students will be charged a full price for meals until a Free and Reduced Meal Application has been received and processed. Applications may be obtained from the cafeteria manager or on the Long County School Nutrition Website by clicking on the NUTRITION SERVICES tab, then looking under the MENUS tab in the right hand corner.

POLICY ON CHARGING MEALS:

High School, Middle School and Elementary Students: All students in Long County School System are urged to complete their Lunch Application in order to qualify for free or reduced meals. Reduced and full pay students are urged to pay their meal costs on a weekly or monthly basis. However, the Long County School Nutrition Program ensures that all students will be served meals regardless of arrears.

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

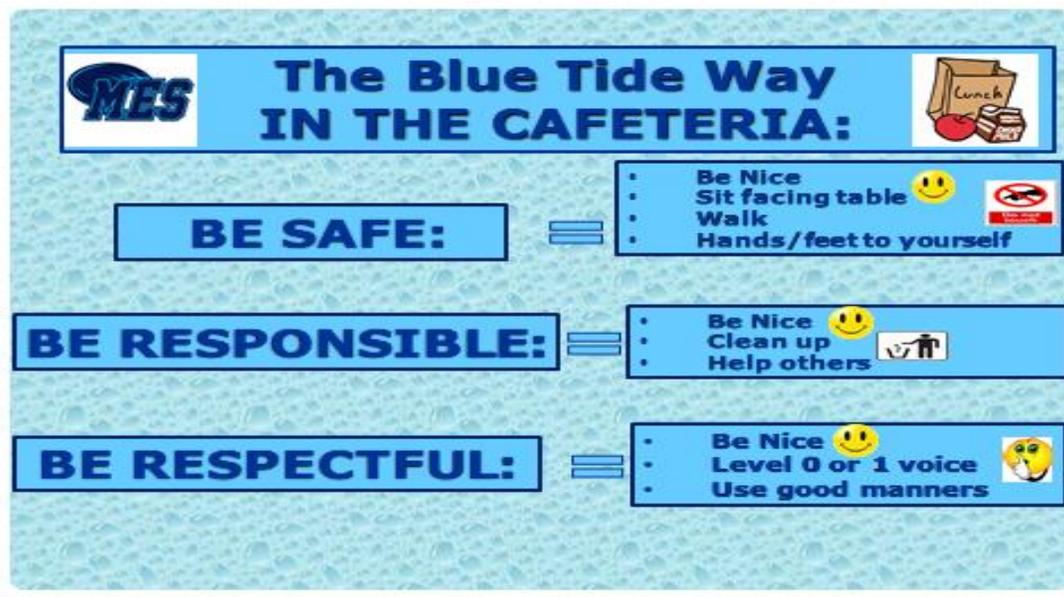
Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights

STUDENT MEAL COST 2019-2020						
MONTH	DAYS	PAID			REDUCED	
		BREAKFAST	LUNCH		BREAKFAST	LUNCH
		ALL GRADES \$0.00	GRADES PRE-K-5 \$1.65	GRADES 6-12 \$1.90	ALL GRADES \$0.00	ALL GRADES \$0.40
AUGUST	20	\$0.00	\$ 33.00	\$ 38.00	\$0.00	\$ 8.00
SEPTEMBER	20	\$0.00	\$ 33.00	\$ 38.00	\$0.00	\$ 8.00
OCTOBER	21	\$0.00	\$ 34.65	\$ 39.90	\$0.00	\$ 8.40
NOVEMBER	15	\$0.00	\$ 24.75	\$ 28.50	\$0.00	\$ 6.00
DECEMBER	15	\$0.00	\$ 24.75	\$ 28.50	\$0.00	\$ 6.00
JANUARY	17	\$0.00	\$ 28.05	\$ 32.30	\$0.00	\$ 6.80
FEBRUARY	19	\$0.00	\$ 31.35	\$ 36.10	\$0.00	\$ 7.60
MARCH	20	\$0.00	\$ 33.00	\$ 38.00	\$0.00	\$ 8.00
APRIL	17	\$0.00	\$ 28.05	\$ 32.30	\$0.00	\$ 6.80
MAY	16	\$0.00	\$ 26.40	\$ 30.40	\$0.00	\$ 6.40
TOTAL	180	\$0.00	\$297.00	\$342.00	\$0.00	\$72.00

CAFETERIA EXPECTATIONS



LUNCHROOM POLICIES (CONT.)

1. All lunches are either purchased at school or brought from home.

2. Students must have three (3) of the four (4) food components on their tray for breakfast when exiting the serving line in order for the meal to be considered as a reimbursable meal. A student may take all four (4) components if they wish to.
3. Students must have three (3) of the five (5) food components on their tray for lunch and one of the components must be either a fruit or vegetable when exiting the serving line in order for the meal to be considered as a reimbursable meal. A student may take all five (5) components if they wish to.
4. Prices for the lunches will be posted on the Long County Schools Website (longcountyps.com). Authorized adults are permitted to eat lunch in a designated area of the cafeteria with their students. Proper ID must be shown and a visitor's pass must be obtained from the front office. Adult breakfasts are \$2.00 and lunches are \$3.50 each.

SCHOOL HEALTH SERVICES

A nurse is not always available to assist in the administration of the medication. The student may be assisted by an adult designated by the principal.

Prescription and non-prescription medication will be given to students by school personnel only when the following guidelines are observed.

1. Prescription medications must be brought to the school in the original prescription container labeled with the student's name, date prescribed, instruction for administering, name of drug, name of issuing health care provider, expiration date, and route medication is to be given. A "Medication Permission Form" must be completed on all medications. **A student must have taken at least one dose of the medication prior to school health personnel administering any medication.**
2. **It is the responsibility of the parent/guardian** to deliver all medications (**prescription or non-prescription**) to the nurse's office or other designated school personnel. Medications must not be sent with a student to school. The only exceptions are for prescription inhalers, epinephrine auto injector, insulin, and diabetic supplies.
3. **It is the responsibility of the parent/guardian** to notify the school of changes in the medication, dosage, and/or time of administration. A new "Medication Permission Form" must be completed indicating changes.
4. **Non-prescription medications (over-the-counter medications)** must be brought to the school in the unopened original container. A "Short Term/Over the Counter Medication Permission Form" must be completed. **Cough drops are allowed at school.**
5. Medications (**including over the counter medications**) administered for more than 10 school days are not considered of short term duration. A "Medication Permission Form" must be completed on all medications given more than 10 school days.
6. **It is the responsibility of the parent/guardian** to keep the school supplied with adequate amounts of medication for their child.

7. Unused or discontinued medications must be picked up by the parent or guardian from the nurse's office prior to the end of the school year. All medications remaining will be disposed of by the school.

ILLNESS OR INJURY

Students with a contagious illness should stay home. If your student has a communicable disease, please call the nurse at your child's school to inform them.

Students should be fever free (temp below 100.4) without the use of fever reducing medications for 24 hours before returning to school.

Students may not return to school for 24 hours after vomiting or diarrhea has stopped.

A student with chickenpox may return to school when all lesions have scabbed (usually 5-7 days).

A student with head lice, please keep the child at home and treat their hair. Please do not send child to school with lice. Please notify the nurse.

Eyes with drainage, itching, pain, redness of the whites of the eyes, sensitivity to light, or redness of the eye lid, the student should be seen by a health care provider to rule out pink eye (conjunctivitis). If pink eye, student may return to school after being on prescribed medication for 24 hours.

In the event of a major accident or serious illness, the school will contact the parent/guardian as listed in our records. The Emergency Medical Services (EMS) will be activated in the event of a medical emergency. The EMS will determine if transport to the local hospital is indicated.

Please keep your phone numbers and emergency contact numbers current with the front office at our school to assist in communication in case your child should need you.

PHYSICAL EDUCATION DRESS

It is suggested that students wear safe, comfortable, school-appropriate clothes and shoes every day in physical education. Please be advised that valuables should not be taken to P.E.

FIELD TRIPS

Field trips are planned by teachers and designed to enrich the curriculum. A note and permission slip will be sent to you in advance of any field trip and will include cost, place, departure time and dress. The permission slip must be signed and returned to your child's teacher in order for the student to participate in the field trip. All money should be turned in prior to the field trip.

We cannot refund costs for missed field trips under any circumstances.

Parents are frequently asked to chaperone field trips, and teachers rely on these parents to provide supervision for a group of students. While field trips are always fun for the students, they are intended to be extensions of the classroom curriculum and are learning activities. This is the parent's opportunity to participate with his/her child in an educational activity and to assist the classroom teacher. Unless it is specifically a family activity, we request that parents *not* bring other siblings along on field trips. Take this opportunity to give special attention to your child and play a crucial role in making this an important learning activity for the children in the class. The teacher is depending upon your undivided attention.

SCHOOL COUNCIL INFORMATION

As part of the A+ Education Reform Act of 2000, McClelland Elementary School has established a school council which meets four times per year to improve academic achievement, solve difficult problems, and to share ideas for school improvement. This council is made up of the principal, two teachers, two parent representatives, and two business partners. Meetings will be scheduled for September, November, January, and March. The date and time will be posted on the McClelland Elementary School Website. Members will be notified by phone or mail.

SCHOOL SOCIAL FUNCTIONS

All school-sponsored activities must be properly chaperoned and must conform to existing board policy. All activities must be approved by the administration before they are presented to the superintendent and the Board of Education. Students at school-sponsored social functions and activities are expected to behave in a responsible manner whether the function is on or off campus. The following will be strictly enforced:

1. No alcoholic beverages, tobacco, or drugs will be allowed.
2. No loitering.
3. Students will be held responsible for the conduct of their guests.
4. Students participating in extracurricular activities should remain in school for the entire day unless being checked out for a doctor's appointment or some type of illness.
5. All school rules and expectations will apply.

SELLING MERCHANDISE AND POSTING SIGNS

Students are not permitted to sell any merchandise at school without the approval of the administration. Only those sales which are sponsored by school classes and clubs are allowed, and all such activities must be approved in advance. Students may not sell merchandise for personal profit. No signs or displays are permitted to be displayed unless they are school-related and approved by administration.

TELEPHONE USE

The telephone in the office is for business use only. Because the office phones are constantly in use, parents are asked not to call with messages unless there is an emergency situation at home. Students will not be called to the office for a phone call unless an emergency exists. Important messages received by the office will be delivered to students during change of class. Students who will be staying after school are asked to make arrangements in advance.

TESTING

All students at McClelland Elementary School are required to take the Georgia Milestones in the spring. Georgia Milestones scores are used to help calculate the school's overall grade in CCRPI (College Career Readiness Performance Index).

TEXTBOOKS AND TECHNOLOGY DEVICES

All textbooks and Chromebooks will be distributed by the subject teacher during the first week of school. These items are to remain in the classrooms at all times. A record of the assignment of

each textbook and Chromebook will be kept by the teacher. The student must return the same textbook and Chromebook before receiving a report card for that year. The parent or guardian is responsible for making restitution for any lost or damaged textbooks, Chromebooks, or other school property.

VISITATION

All visitors, including parents, are to go directly to the main office to acquire a visitor's pass. In an effort to limit distractions and maximize instructional time, McClelland Elementary School does not permit friends or relatives to visit with students and attend classes during the school day. In order for a parent or guardian to meet with a teacher, it is necessary to make an appointment by contacting the school secretary. Unauthorized visitors will be addressed through appropriate legal channels.

ADMISSION REQUIREMENTS

In order to enroll in the Long County School System, the following must be met:

- A. Each student must have a regularly established place of physical residence in Long County with a natural parent, adoptive parent, or legal guardian and must meet all state and local requirements. Two proofs of physical address are required.
- B. No student shall be admitted to the Long County School System until he/she has completed all suspension and disciplinary actions imposed by any other school previously attended.
- C. The Long County School System will accept enrollment of a student who does not have a regularly established place of physical residence in Long County with a natural parent, an adoptive parent, or legal guardian, only upon a duly passed motion of the Long County Board of Education. No student shall be accepted unless he meets the following standards:
 1. The parent, adoptive parent, or legal guardian must request in writing that the student is allowed to attend school, stating the reason for the request.
 2. The said student shall be in good academic standing with the last school attended.
 3. The said student shall not be on probationary status with the last school attended.
 4. The said student shall not be under any expulsion or in any disciplinary class of the last school attended.
 5. The said student shall have at least an average attendance record when compared with the comparable students in the Long County School System.
 6. The said student shall not have been suspended/expelled from school within the past 12 months.
 7. The said student shall not have a record indicating more than the average disciplinary problems when compared with comparable students in the Long County School System.

The decision to admit children in the legal custody of the Department of Juvenile Justice/Human Resources rests with the local board of education where a child is located.

WITHDRAWALS

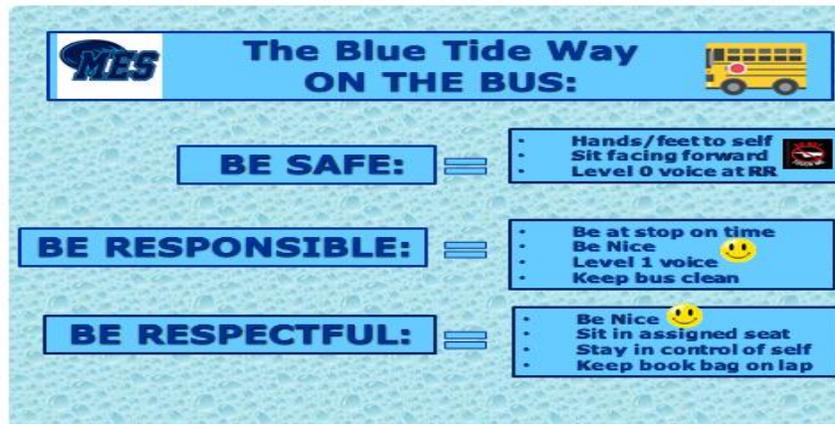
A student withdrawing and transferring to another system must obtain a withdrawal form from the records clerk. The student or parent/guardian should notify the records clerk three (3) days in advance of the intention to withdraw. All textbooks, Chromebooks, and library books must be returned and all fines paid before the withdrawal form will be released.

APPROVED DRESS CODE

Students are required to dress in proper school attire to reflect favorably upon the student body.

1. Wear shoes and correct fitting clothing at all times. Tight or extremely loose clothing may interfere with daily activities.
2. Please refrain from wearing: cleats (steel or rubber), heellies, halter tops, crop tops, see-through tops, or tops with excessively large armholes or low-cut neck holes. Also do not wear clothing or have in their possession anything, which advertises tobacco or alcoholic beverages or suggestive and/or profane language.
4. Please refrain from wearing sunglasses or non-prescription lenses.
5. Students must wear pants, shorts, and skirts high enough around the waist so that neither skin nor any undergarment will show.
6. Girls should not wear high-heel shoes except for special occasions such as a program at the school. High heels deter students from participating in recess, physical education, and normal day-to-day activities which require movement.
7. Hem lines, including shorts and skirts, must be at least mid-thigh.
8. Jeans or pants with holes above the knees must have sufficient clothing underneath.
9. Refrain from wearing dog collars, chains with locks, or bracelets with spikes.

SCHOOL BUS EXPECTATIONS



Students who are transported to and from school by Long County buses are under school jurisdiction from the time they board the bus in the morning until they leave the bus in the afternoon. Riding a school bus is considered a *privilege* and therefore students must maintain safe and responsible behaviors.

School bus drivers are responsible for the behavior of the students being transported and have the authority to correct and/or redirect students as necessary. Bus students are expected to obey the rules and regulations printed in the **RIDE GUIDE**. Students who do not meet expectations on the bus will be referred to the administrative staff and will receive the appropriate consequence for their behavior.

BUS CHANGES:

Should a child need to ride a different bus home, a parent **must** send a signed note to the office with a working phone number where a parent can be reached. Phone calls **will not** be accepted to change buses or afternoon transportation methods.

CONSEQUENCES FOR BUS VIOLATIONS

- Students are expected to follow the bus expectations for the safety of all riders. If a student fails to follow these expectations, there are consequences for those actions. These range from a conference to bus suspension or even loss of bus riding privileges.
- Students who fail to follow expectations will be dealt with on an individual basis.
- Each offense could result in a shorter or longer suspension if applicable and will be at the discretion of each administrator.

Failing to follow expectations will be dealt with on an individual basis. The consequences for bus violations are only a guide. Each offense could result in a shorter or longer suspension and will be at the discretion of each administrator.

ATTENDANCE/TRUANCY POLICIES

The Long County Board of Education adopts the following policies and procedures to reduce absences (SBOE Rule 160-5-1-.10). **Students are expected to attend school every day.**

The Georgia Compulsory School Law (O.C.G.A. 20-2-690.1)--Mandatory education for children between ages six and 16 will be enforced by the school social worker and the magistrate and state courts of Long County.

Long County School System Attendance Protocol

Long County High School:

Students shall not exceed 9 absences per semester. Once a student accumulates 6 absences in a single semester, the parent will be required to have a conference with the school principal or the principal's designee. A student who accumulates more than 7 absences in a single semester will be referred to the District Attendance Officer. Students who accumulate 8 absences in a single semester will be referred to the Magistrate Judge. Students who exceed 9 absences in a single semester will need to be referred back to the Magistrate Judge and will need to meet with the School's attendance panel to discuss awarding/denial of credit.

Long County Middle School, McClelland Elementary School, and Smiley Elementary School:

Students shall not exceed 18 absences per school year. Once a student accumulates 10 absences in the school year, the parent will be required to have a conference with the school principal or the principal's designee. A student who accumulates more than 12 absences in the school year will be referred to the District Attendance Officer. Students who accumulate 16 absences in a school year will be referred to the Magistrate Judge. Students who exceed 18 absences in a school year will need to be referred back to the Magistrate Judge and will need to meet with the School's attendance panel to discuss promotion/retention.

Absences and Excuses

- Students are counted present at school if they are present at least half of the instructional day (11:30 a.m.). Students will be marked absent from every class they miss, even if counted present for the day.
- Attendance is checked every period. Students in grades Pre-K-8 are allowed to accumulate no more than eighteen (18) absences (excused or unexcused) in any class during the school year. Students in grades 9-12 are allowed to accumulate no more than nine (9) absences (excused or unexcused) in any class during the school year.
- Students must provide written excuses within two (2) school days and must make up any missed work within two (2) days (for documented excused absences only). It is the responsibility of the student to request missed work. Any absence, excused or unexcused, remains on the student's record and counts toward the allowable absences.
- Students are counted absent but excused when they provide written excuses for
 1. personal illnesses and when attendance at school would endanger their health or the health of others
 2. a serious illness or death in the immediate family necessitates absence from school
 3. absences mandated by order of government agencies, including pre-induction physical examinations for service in the armed forces, or by court order
 4. students celebrating religious holidays
 5. conditions rendering attendance impossible or hazardous to their health or safety
 6. If a student's parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and that parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat supporting posting, the student will be allowed up to 5 excused absences during the school year to visit with his or her parent or legal guardian prior to the parent's/guardian's deployment or during the parent's/guardians leave. It is requested that you submit the documentation prior to the absences occurring.
 7. Local boards of education shall count students present when they are serving as pages of the Georgia General Assembly as set forth in O.C.G.A. § 20-2-692.

Procedure for Documenting Absence(s)

Students who have been absent must bring a written excuse from a parent or a doctor's note stating the reason for the absence. The note must be brought to school within two (2) days following the absence. Notes written after two (2) days will not be accepted.

The written excuse must contain the following information:

1. Name of student
2. Date of note
3. Date of absence
4. Reason for absence
5. Parent signature or doctor's signature
6. Phone number of parent and/or doctor

Truancy

Truant-160-5-.10: Any child subject to compulsory attendance during the school year that has more than five days of unexcused absences. Students having five unexcused absences are in jeopardy of violating Compulsory Attendance.

Enrollment & Driver's License

The Certificate of Enrollment form will be required for students to obtain their Georgia driver's license.

Student Withdrawals (limitations)

The Long County School System is authorized to withdraw a student who:

- has missed more than 10 consecutive days of unexcused absences;
- is not subject to compulsory school attendance; and
- is not receiving instructional services from the local school system through homebound instructional services required by the federal Individual with Disabilities Education Act (IDEA).

Parental Notification of Student Withdrawal

The superintendent or the superintendent's designee shall use his or her best efforts to notify the parents(s), guardian (s), or other person(s) who has charge of a student if the school system plans to withdraw such student who is younger than 18 years of age and is not subject to compulsory school attendance.

The Long County School System is authorized to withdraw a student subject to compulsory attendance only if the local superintendent or the superintendent's designee has determined the student is no longer a resident of the local school system or is enrolled in a private or home school program.

Make-Up Work

Students with excused absences will have two (2) school days to make up any missed work. Failure to obtain or complete missed work in a timely manner will result in a grade of zero (0). Exceptions to the two-day rule may be made for students with three or more consecutive unexcused

absences based on a plan devised by the individual teacher. Every effort should be made to make up work as soon as possible. **It is the student's responsibility to see that this is done at the teacher's convenience, outside of the regular class period.** The two-day rule does not apply to long-standing due dates on assignments such as projects or term papers. In these cases, the student is expected to turn in the assignment on his/her first day back to school. Having an excused absence does not obligate the school to repeat a class or event for a single student. Make up work that may reasonably be assigned and completed will be allowed. No administrator or teacher shall excuse a student from make-up work required by a class. All work missed must be made up in order to receive a grade.

Tardy

A student is considered tardy if he/she is not in his assigned seat at 8:00 a.m. Students with excessive tardiness (more than 7 per nine (9) weeks) will be referred to the school attendance officer. Please sign your student in at the front office if he/she is tardy. Students are not allowed to walk in unescorted if tardy.

Leaving Class or School

Parents may check their children out of school by coming to the school and requesting their children be checked out of school. **Only the parent/guardian, legally assigned person, or those individuals listed on the student data sheet may sign a student out of school. Students must be signed out in the main office. All individuals checking a student out of school must present a valid picture ID.**

DISCIPLINE

NO STUDENT HAS THE RIGHT TO INTERFERE WITH A FELLOW CLASSMATE'S RIGHT TO LEARN. It is expected that each student will exhibit the kind of personal self-discipline which is conducive to a good learning environment. The administration and faculty will enforce rules that are necessary for the operation of the school. **However, parent/guardians should assume the primary responsibility of encouraging the proper behavior of their children.**

BULLYING

BULLYING (which includes Cyber Bullying) will not be permitted on campus. "Bullying" is defined as:

- 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.
- Any intentional written, verbal, or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate.
- Causes another person substantial physical harm or visible bodily harm.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

This law and the policy require schools to investigate reports of bullying. Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or his/her designee is required to notify the parent or legal guardian of the student. (O.C.G.A. 20-2-751)

1st Offense: Suspension until parent conference
Punishment will be at the discretion of the administration.

Any student that desires to report bullying grievances should report to the school administrator verbally and in writing.

SEXUAL HARASSMENT

Inappropriate physical contact and/or lewd comments or gestures will result in disciplinary action. Violations of this type are extremely serious and require very extreme consequences. Sexual harassment or sexual battery is a violation of state law. The school is required by law to make an official report of such incidents to the local law enforcement agency.

DESTRUCTION AND THEFT

Willful and intentional damage to or defacing of equipment, facilities, or personal property will be repaired or replaced at the expense of the student(s) involved in causing the damage. In order to deter defacing of furniture and walls, **NO PERMANENT MARKERS WILL BE ALLOWED AT SCHOOL.** Markers to be used in projects at school will be provided. Severe consequences and restitution, as deemed appropriate by administrators, will be required by the school.

Theft

Theft is an offense which may necessitate out of school suspension and notification of parents and law enforcement personnel depending upon the value of the item(s) stolen.

CELLULAR PHONES AND ELECTRONIC DEVICES

Electronic devices, which include but are not limited to cell phones, MP3 players, game consoles, iPods, audio devices, video games, tablets, and lasers, are **NOT** allowed on campus.

McClelland Elementary School will NOT assume liability for lost or stolen electronic devices. Searches will not be conducted for electronic devices that are reported stolen.

GANG ACTIVITY

No student may wear, sign, demonstrate, tag or otherwise make known a gang affiliation or relationship. McClelland Elementary School is committed to remaining gang-free and will not tolerate gang or gang-like activity.

1st Offense: OSS until parent conference

2nd Offense: 5 days OSS

3rd Offense: 10 days OSS and a referral to a disciplinary tribunal hearing

Any gang related fighting will result in a 10-day suspension pending a tribunal hearing.

PERSONAL RELATIONSHIPS

Students should show respect for themselves as well as for their fellow students. Students are expected to exhibit good moral behavior at all times. Public displays of affection will not be permitted at school or school functions. No touching is allowed. Punishment will be at the discretion of the administration.

PROFANITY

The use of profane, vulgar, or obscene writing, speech, or gestures at school or school functions is not allowed and considered disrespectful. Consequences for profanity will be left to the discretion of administration and may lead to out of school suspension.

TERRORISTIC THREATS

Any verbal or written threats to do harm to students, teachers, or school property will be taken seriously. Any student activating a fire alarm under false pretenses or making a bomb threat will be dealt with severely. Minimum penalty for violation of this policy will be suspension from school pending a student disciplinary panel hearing which may result in suspension for the remainder of the year and/or permanent expulsion. Local law enforcement will be immediately notified and charges may be pressed.

TOBACCO

Tobacco, tobacco products, or any type of E-Cigs or Vapes are not allowed on campus during school hours, on school property or at any school-sponsored function. Punishment will be as follows:

- 1st Offense- One day ISS and parent notification
- 2nd Offense- Three days ISS and parent notification
- 3rd Offense- Two days OSS

Further problems will result in the student being referred to the student disciplinary panel hearing for further action and/or loss of school privileges as determined by the administrator.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIORS

CORPORAL PUNISHMENT

Corporal punishment is moderate use of force or physical contact by a principal or his/her designee as may be necessary to maintain discipline or enforce school rules and in compliance with state law and local board policy. Corporal punishment has been approved by the Long County Board of Education as an acceptable method of punishment. Corporal punishment shall not be administered to a child whose parents or legal guardians have upon the day of enrollment of the pupil filed with the principal of the school a statement stating that corporal punishment is not to be used as a behavior management tool.

DETENTION

Students may be assigned to detention during school for inappropriate behavior such as disrespect or other failure to follow expectations.

IN-SCHOOL SUSPENSION (ISS)

The specific purpose of ISS is to provide an alternative to the removal of the student from school. This program allows a suspended student to attend school but in a different capacity. The student is allowed to come to school, be counted present, complete class assignments, and return home at the end of the day. However, he/she is not allowed to interact with peers at any time during the school day while assigned to ISS. Lunch is served at a separate time for these students. ISS does not eliminate out of school suspension. It simply provides the administration with another alternative in dealing with discipline infractions. The placement of a student in ISS is the decision of the administrator and is based on the merits of each case. Any student who misbehaves in ISS will waive his right to be assigned ISS and may receive OSS (out of school suspension) regardless of the number of ISS times assigned or may be assigned S.T.A.R.

OUT OF SCHOOL SUSPENSION (OSS)

A student suspended from school has the following restrictions:

1. The student will not participate in any school sponsored activity including extracurricular events during the suspension. Participation may resume on the day following the suspension.
2. The student will not return to the school or the campus until the day after the suspension.
3. The parent will be encouraged to report to the school for a conference upon the student's return.
4. When a student is assigned OSS as a discipline measure, the following procedure is to be followed with the first OSS offense:
 - a. The student is responsible for requesting all make-up work from his/her teacher(s) the first day returning to school after OSS.
 - b. A student is allowed 1 school day to complete the make-up work for each day of OSS that was assigned.
 - c. The student is responsible for turning the make-up work into the teacher(s) by the date it is due.
 - d. The make-up work may not be prepared during the school day.

Any further incidents resulting in OSS will result in the student not being allowed to make up missed work assignments.

STUDENT TRANSITION AND RECOVERY (S.T.A.R.) PROGRAM

When less severe strategies of discipline seem inappropriate or when all school strategies have been exhausted, a principal may refer a student to the Student Transition and Recovery (S.T.A.R.) Program. This referral is in lieu of suspension or recommendation for expulsion. The principal will specify the length of time the student is to remain as a participant of the S.T.A.R. Program. Prior to the assignment of a student to the S.T.A.R. Program for disciplinary action, the principal will discuss the program requirement with the parent or guardian.

DISCIPLINE TRIBUNAL

In accordance with the discipline codes of McClelland Elementary School, students who commit certain offenses will be suspended for a period of ten days and referred for a disciplinary tribunal

hearing. The tribunal officer will then decide whether to return the student to school, assign the student to the alternative school, or to expel him/her for the remainder of the year.

ZERO TOLERANCE

Any student who does or who is charged with the use, possession, distribution, sale, or being under the influence of alcohol, illegal drugs, controlled substances, look-alike drugs, steroids, or possession of drug paraphernalia on any school premises or at any school function (home or away), and any student who is in possession and/or makes use of a weapon on school campus or at any school function (home or away) which weapon includes, but is not limited to the following, knives; guns; razors; razor blade; pepper spray; explosive devices; any object used to cause injury or death to a person; any chemical, drug, bacterial spore, similar substance, look-alike substance or counterfeit substance; or any student charged with a misdemeanor or any felony shall be suspended for ten days and a student disciplinary panel hearing shall be convened to investigate the incident and report the findings and recommendations to the board of education for final determination of guilt and punishment. Any student with pending drug, alcohol, weapon, or criminal charges will not be readmitted to classes except by action of the Long County Board of Education. Punishment may be suspension for the balance of the school term, and/or permanent expulsion.

Rule 1. Disruption and Interference with School

No student shall:

- (a) Occupy any school building, gymnasium, school grounds, properties or part thereof with intent to deprive others of its use, or where the effect thereof is to deprive others of its use;
- (b) Block the entrance or exit of any school building or property or corridor or room thereof so as to deprive or attempting to deprive others of access thereto;
- (c) Set fire to, attempt to set fire to, or otherwise damage any school building or property;
- (d) Discharge, display, possess or use any firearms, mace, explosives, tear gas or other weapons on school premises;
- (e) Prevent or attempt to prevent the convening or continued functioning of any school, class, activity or lawful meeting or assembly on the school campus, including but not limited to pulling fire alarms;
- (f) Prevent or attempt to prevent students from attending a class, school activity or event;
- (g) Except under the direct instruction of the principal, block or attempt to block normal pedestrian or vehicular traffic on a school campus or adjacent ground;
- (h) Continuously or intentionally make noise or act in any other manner so as to interfere with the teacher's ability to conduct his/her class;
- (i) In any manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, insult, or other conduct, intentionally cause the disruption of any lawful mission, process or function;
- (j) Refuse to identify himself/herself upon request of any teacher, principal, superintendent, school bus driver, or other school personnel;
- (k) Urge, encourage, or counsel other students to violate any rules of the Student Conduct Behavior Code;
- (l) Be on campus or enter the premises of a school without proper authorization of the superintendent, principal, or other school personnel.

Action to be taken:

Penalty is at the discretion of the school administration and may include, but is not limited to full restitution, in-school suspension, out-of-school suspension, or a student disciplinary panel hearing. Depending upon the severity of the offense, safety and security or police may be contacted. Prosecution will be at the discretion of the owner of the private property and/or administration.

Rule 2. Damage or Destruction of School Property

A student shall not cause or attempt to cause damage to school property.

A student shall not steal or attempt to steal school property.

A student shall not possess, sell, use or transmit stolen school property.

Action to be taken:

Penalty is at the discretion of the school administration and may include, but is not limited to, full restitution, in-school suspension, out-of-school suspension, or a student disciplinary panel hearing. Depending upon the severity of the offense, safety and security or police may be contacted. Prosecution will be at the discretion of the owner of the private property and/or administration.

Rule 3. Damage or Destruction of Private Property

A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property either on the school grounds or during a school activity, function, or event off school grounds. A student shall not possess, sell, use, or transmit stolen private property on school grounds.

Further, off school grounds, a student shall not cause or attempt to cause damage to private property belonging to a school employee where such theft or damage is on account of that school employee's performance of his/her official duties.

Action to be taken:

Penalty is at the discretion of the school administration and may include, but is not limited to, full restitution, in-school suspension, out-of-school suspension, or a student disciplinary panel hearing. Depending upon the severity of the offense, safety and security or police may be contacted. Prosecution will be at the discretion of the owner of the private property and/or administration.

Rule 4. Assault on School Employee

A student shall not cause or attempt to cause physical injury or behave in such a way that could reasonably cause physical injury to a school employee or make physical or verbal contact of a threatening or provoking nature with a school employee. This includes, but is not limited to, use of profanity; ethnic/racial, sexual, religious slurs; or harassment:

- a) On the school grounds at any time;
- b) Off the school grounds at a school activity, function, or event;
- c) When either the alleged perpetrator or the alleged victim is in route to or from a school activity;
or
- d) Off school grounds when the misconduct by the alleged perpetrator is on account of the school employee's performance of his/her official duties.

Action to be taken:

Penalty is at the discretion of the school administration and may include, but is not limited to, full restitution, in-school suspension, out-of-school suspension, or a student disciplinary panel hearing.

Depending upon the severity of the offense, safety and security or police may be contacted. Prosecution will be at the discretion of the owner of the private property and/or administration.

Rule 5. Physical Abuse, Assault or Battery by a student on another student or to any other person not employed by the school

A student shall not cause or attempt to cause bodily injury or to behave in such a way as could reasonably cause bodily injury to any person. A student shall not make threatening, harassing or intimidating remarks, gestures or posturing towards any student which threatens the safety or well-being of that student or has the likelihood of provoking a fight. This includes, but is not limited to fighting, use of profanity, or ethnic, racial, sexual, or religious slurs.

- a) On the school grounds at any time;
- b) Off the school grounds at a school activity, function, or event;
- c) When either the alleged perpetrator or the alleged victim is in route to or from a school activity.

Action to be taken:

Penalty is at the discretion of the school administration and may include, but is not limited to, full restitution, in-school suspension, out-of-school suspension, or a student disciplinary panel hearing. Depending upon the severity of the offense, safety and security or police may be contacted. Prosecution will be at the discretion of the owner of the private property and/or administration.

Rule 6. Weapons, Dangerous Instruments and Explosive/Implosive Devices.

A student shall not possess, handle, transmit, or threaten with any object that can reasonably be considered or converted to and/or used as a weapon such as, but not limited to knives, guns, pellet guns, brass knuckles, firecrackers, cigarette lighters:

- a) On the school grounds at any time;
- b) Off the school grounds at a school activity, function, or event or;
- c) When either the alleged perpetrator or the alleged victim is in route to or from school or to and from a school activity, function or event.

Action to be taken:

Penalty is at the discretion of the school administration and may include, but is not limited to full restitution, out-of-school suspension, or a student disciplinary panel hearing. Police authorities will be notified. Notice of Senate Bill 563 dealing with possession of weapons and possible state penalties is conspicuously displayed at the main entrance to the school.

Rule 7. Drugs, Alcohol, and Tobacco

A student shall not possess, sell, use, transmit, solicit, or be under the influence of any narcotic drug, depressant or stimulant drug including without limitation caffeine pills, hallucinogenic drugs, anabolic steroids, amphetamines, barbiturates, marijuana, inhalants, alcoholic beverages, or intoxicants of any kind. A student shall not possess, sell, or transmit or attempt to sell or transmit any substance under the pretense that it is, in fact, a prohibited substance as described in this rule. The misuse of a prescription drug or nonprescription drug shall be considered a violation of this rule; however, this rule shall not apply to use of a drug as authorized by a medical prescription from a registered physician.

Action to be taken:

- a) Possession, use, or solicitation other than felony offenses: Penalty is at the discretion

of the school administration and may include a ten-day suspension with a student disciplinary panel hearing or a less severe suspension.

- b) Sell, or attempt to sell, transmit, second offenses, and all felony offenses: Mandatory referral to a student disciplinary panel hearing which may result in long-term suspension or expulsion, as well as a mandatory report to police through the superintendent's office.
- c) A student shall not possess, sell, use, transmit, or solicit any drug-related paraphernalia which includes but is not limited to, pipes, water pipes, clips, rolling papers or any other items directly related to drug use. Penalty is at the discretion of the administration and can range from parent notification to a student disciplinary panel hearing which may result in long-term suspension or expulsion.
- d) A student shall not possess, sell, use, transmit, or solicit tobacco products. Penalty is parent notification and from one to ten day suspension.

Rule 8. Disregard of Directions or Commands

A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, principals, school bus drivers, or other authorized school personnel:

- a) on the school grounds.
- b) on the school grounds when the school is being used by any school group.
- c) off the school grounds at a school activity, function, or event; or
- d) in route to and from school.

Action to be taken:

Penalty is at the discretion of the school administration and may include, but is not limited to full restitution, in-school suspension, out-of-school suspension, or a student disciplinary panel hearing. Depending upon the severity of the offense, safety and security or police may be contacted. Prosecution will be at the discretion of the owner of the private property and/or administration.

Rule 9. Indecency

A student shall not perform any act of sexual intercourse, exposure of sexual organs, sexual harassment of a physical or verbal nature, any lewd caress, or indecent fondling/touching of the student's own body or body of another person.

Action to be taken:

The penalty may range from suspension to a referral to a student disciplinary panel hearing.

Rule 10. Unexcused Absences and Tardiness (Skipping)

A student shall not be absent from school or from any class or other required school function during required school hours except for illness or other providential cause, except with written permission of the teacher, principal, or other duly authorized school official; nor shall any student encourage, urge, or counsel other students to violate this rule. A student may not leave school grounds prior to the end of the school day after his/her initial arrival on campus without the permission of a duly authorized school official.

Action to be taken:

Penalty is at the discretion of the administration and may range from warnings to suspension to a student discipline panel hearing.

Rule 11. Other Conduct Which is Subversive to Good Order

A student shall not perform any other act which is subversive to good order and discipline in the school. This includes, but is not limited to, violation of local school rules, violation of state and federal law, providing false information to or about school personnel, agitations that are ethnically or racially inflammatory, loitering or trespassing, or community misconduct that would be so serious as to pose a threat to the school community. This includes items of non-instructional nature such as portable music devices and electronic games.

Action to be taken:

Penalty is at the discretion of the administration and may range from warnings to suspension to a student discipline panel hearing.

Rule 12. Repeated Violations/Misbehavior

Students who chronically disrupt or repeatedly violate other school rules may be charged with repeated violations of school rules or misbehavior. This rule applies after remediation attempts, including consideration by the Response to Intervention Team, have been utilized.

Action to be taken:

Penalty is out-of-school suspension and student disciplinary panel hearing.

Rule 13. Fighting and Insubordination

Fighting, insubordination, or any action in violation of state law will not be tolerated under any condition. Any student guilty of insubordination, fighting, or provoking a fight will be dealt with accordingly. Students are required to obey the lawful instructions of any member of the professional staff at McClelland Elementary School. Failure to do so is insubordination.

Fighting will not be tolerated. Anyone involved in a fight, striking another, enticing another to fight by yelling, gesture or show of support, or similar disturbance will be removed from the situation and will receive consequences for his/her actions as follows:

The administrators reserve the right to determine who started the fight and the severity of the punishment. The following situations related to fighting are not allowed and are subject to disciplinary action:

1. Running to a fight,
2. Interfering with authority trying to break up a fight,
3. Encouraging others to fight, creating a fight situation by carrying messages, and/or anything that is interpreted as causing tension that may lead to a fight.

1st Offense: Three days ISS and parent notification

2nd Offense: Five days ISS and parent notification

Depending upon the severity of the offense, fighting may bring an immediate ten-day school suspension with referral to the student disciplinary panel hearing.

1st Offense: 1 day OSS and parent notification, or STAR

2nd Offense: 3 days OSS and parent notification, or STAR, and loss of school privileges as determined by the administrator

3rd Offense: 5 days OSS and parent notification, or STAR, and loss of school privileges as determined by the administrator and mandatory meeting with parents concerning placement/punishment for student (may include a disciplinary hearing and/or placement in an alternative setting)

Striking a teacher will result in a ten-day suspension and immediate referral to the discipline tribunal.

Long County Schools Internet Acceptable Use Guidelines/Procedures

The Long County School System employs technology as one way of enhancing its mission to provide a comprehensive, quality education for all students. The Board of Education is committed to providing students and employees with appropriate access to instructional technology. The use of email, the network, and the Internet in instructional programs or official school business is an educational tool that facilitates communication, innovation, resource sharing and access to information. The Board provides employees and students with access to computing resources and the Internet for **limited educational and instructional purposes** including classroom activities, research, and collaborative work.

Due to the complex nature of accessible networks and the magnitude of potential information available to students accessing the Internet, the Long County Board of Education believes comprehensive guidelines regarding appropriate use are warranted in order to better serve the educational and instructional needs of students.

With access to computers all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. However, on a global network, it is impossible to control all materials, and an industrious user may discover inappropriate materials. The Long County Board of Education believes that the benefit of utilizing the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the school system's educational goals. The Board requires all users of the Internet and email to agree **not** to intentionally search for, find, view, print, and/or distribute inappropriate materials (i.e., those considered to be explicit, vulgar, violent, dangerous, and/or offensive). Furthermore, use of school network services to create and/or distribute such inappropriate materials is strictly prohibited.

It must 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 may be sections that are not commensurate with community, school, or family standards. Therefore, it is extremely difficult for the Board to completely regulate and monitor the information received or sent by students and staff. The Board cannot assure parents or the public that students or staff will be

prevented from accessing undesirable materials or sending or receiving objectionable communications. Individual users of the system's equipment to access the Internet resources must assume responsibility for their behavior and communications over those networks.

The Long County Board of Education will provide an Internet screening system which blocks access to a large percentage of inappropriate sites. It should not be assumed, however, that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications. The Long County Board of Education will provide students with age-appropriate instruction regarding appropriate online behavior, including interacting with other individuals on social networking websites, interacting in chat rooms, and cyberbullying awareness and response as required by the Children's Internet Protection Act.

The Board of Education makes no assurances of any kind, whether expressed or implied, regarding any computer, computer resources, network, network applications or Internet services provided. The Long County Board of Education, individual schools, or administrators in the school system will not be responsible for any damages any student/user suffers including but not limited to, loss of data, delays, non-delivery, service interruptions or exposures to offensive or threatening material. Computer users are encouraged to maintain back-up files of all information that is not easily replaced. Use of any information obtained via the school system's computers or the Internet is at the user's own risk. The Long County School System specifically denies any responsibility for the accuracy or quality of information or software obtained through its services.

In order for a student to gain access to the Internet through the Long County School System, the student and the student's parent/guardian must sign a Student Internet Access Agreement. Likewise, in order for a staff member to gain access to the Internet and utilize electronic mail, the staff member must sign an Employee Internet Access Agreement.

LONG COUNTY SCHOOL SYSTEM Student Acceptable Use Regulations

The School District will enforce the following procedures. Although some specific examples of prohibited uses by students are stated, they are intended as illustrations only, and do not purport to be all inclusive of inappropriate behaviors. Failure to comply with these administrative procedures shall be deemed grounds for revocation of privileges, potential disciplinary, and/or appropriate legal action.

TERMS AND CONDITIONS

I. ACCEPTABLE USE

Access to the educational technology and the Internet is provided for educational purposes consistent with the school system's educational mission and goals.

Parents shall be required to sign the Acceptable Use Agreement form allowing their student(s) to access the Internet. All students shall also be required to sign said form affirming that they have read and understand the administrative procedures on student acceptable use and understand the consequences for the violation of said administrative procedure.

II. PRIVILEGES

The use of the school system's equipment and Internet service is a privilege, not a right. Abuse or inappropriate use may result in the cancellation of those privileges. The Superintendent or designee(s) shall make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time.

III. UNACCEPTABLE USE

The user is responsible for all of his/her actions and activities involving the network. Examples of prohibited conduct include but are not limited to the following:

A. Accessing and/or sending or posting materials or communications materials that are:

1. Damaging to another's reputation,
2. Abusive,
3. Obscene,
4. Sexually oriented,
5. Threatening,
6. Contrary to the school's policy on harassment,
7. Harassing,
8. Unauthorized access including so-called "hacking"
9. Other unlawful activities
10. Disrupting instruction (i.e., Using chat-rooms and Internet for personal use during school or work hours)
11. Disrupting work hour's productivity (i.e., playing games, surfing the Internet for personal use, and personal shopping online during school or work hours).

B. Using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of U.S. and State regulations;

- C. Copying or downloading copyrighted material on any system connected to the School System's hardware/software/network without the owner's permission. Only the owner(s) or individuals specifically authorized by the owners(s) may copy or download copyrighted material to the system;
- D. Copying or downloading copyrighted material for the user's own use without the owner's permission. Users may redistribute copyrighted programs only with the owner's permission.
- E. Such permission must be specified in the document or must be obtained directly from the owner in accordance with applicable copyright laws, Board policy and administrative procedures;
- F. Using the network for private financial or commercial gain or political lobbying is prohibited;
- G. Wastefully using resources, including print resources;
- H. Chatting" or visiting Chat Rooms on school equipment at any time;
- I. Utilizing or creating any software or viruses having the purpose of damaging the school system's networks or other user's system;
- J. Gaining unauthorized access to resources or entities;
- K. Invading the privacy of individuals;
- L. Using another user's account or password;
- M. Posting material authorized or created by another without his/her consent;
- N. Posting anonymous messages;
- O. Using the network for commercial or private advertising;
- P. Forging of electronic mail messages;
- Q. Creation and sending of harassing electronic mail messages;
- R. Attempting to read, delete, copy or modify the electronic mail of other system users and deliberately interfering with the ability of other system users to send/receive electronic mail;
- S. Using the network while access privileges are suspended or revoked;

- T. Using the network and access to the Internet in a fashion inconsistent with directions from supervisors, teachers, and/or administrators. Internet access is to be utilized for instructional purposes ONLY; and
- U. Using the network and access to the Internet in a fashion inconsistent with generally accepted network etiquette.

V. COMPENSATION

Students and/or the student's parent(s)/legal guardian(s) shall be responsible for compensating the school system for any losses, costs, or damages incurred by the school system relating to or arising out of any violation of these procedures.

VI. SECURITY

Network security is a high priority. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet and school network systems. User account names and passwords are not to be shared or published in any manner. If the student identifies or perceives a security problem or a breach of these responsibilities on the Internet or school system's networks, the user must immediately notify the building administrator, the technology coordinator, or the superintendent. The employee must not demonstrate the problem to other student users, or general public. Any attempt by a student to log on to the network or Internet as a system administrator or teacher/supervisor will result in cancellation of user privileges and possible disciplinary action.

VII. VANDALISM

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the school unit's equipment or materials, the data of another user, the system Internet access, or the network. This includes but is not limited to the uploading or creation of computer viruses. No software of any kind may be brought from home for use in any school computer.

VIII. HARASSMENT

Harassment is defined as the persistent annoyance of another user or the interference in another user's work. Harassment includes, but is not limited to, the sending of unwanted or duplicate electronic mail. Harassment will result in cancellation of privileges and other disciplinary action.

IX. NETWORK EXPECTATIONS

- A. The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:
- B. Be polite. Do not become abusive in messages to others,

- C. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language,
- D. Do not reveal personal addresses, pictures, or telephone numbers of yourself, or of any other user; Personal signatures on email messages must use school addresses only,
- E. Recognize that electronic mail (email) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the appropriate authorities,
- F. Do not use the networks in any way that would disrupt its use by other users,
- G. Consider all communications and information accessible via the network to be property of Long County School District,
- H. Do not indicate or suggest racism, sexism, or pornography,
- I. Do not conduct unethical or illegal activities of any kind,
- J. Do not conduct commercial, for-profit activities,
- K. Do not transmit any copyrighted, obscene, or threatening material,
- L. Do not make solicitations of any kind or purchases of any kind,
- M. Notify parent(s)/guardian(s) AND building administrator immediately if any individual is trying to contact any user for illicit or suspicious activities,
- N. Do not give out personal information such as driver's license or social security numbers, bank card or checking account information.

McClelland Elementary School Parental Involvement Plan

Title I is a federally funded program that provides services to schools based on student economic need. School improvement and parent involvement plans are required by all Title I schools and are available at the school or on school websites. All schools in Long County are school-wide Title I schools.

The Georgia Department of Education's Parent Engagement Program ensures that Title I, Part A parental involvement regulations are met with meaningful and strategic actions to build parent capacity as mandated by the Every Student Succeeds Act (ESSA). Schools and districts must ensure that strong strategies are in place to: 1) build capacity to involve parents/stakeholders in an effective partnership with the school; and 2) share and support high student academic achievement.

McClelland Elementary School recommends the following ways to get involved and stay involved with your child's education. MES believes that when parents get involved and stay involved, all students achieve at higher levels.

- **VOLUNTEER AT SCHOOL** - Schools often send home lists of various ways that parents can volunteer. If not, let your child's teachers, principal, or counselor's know your special skills and ask what you can do to help. Proper paper work will be required to volunteer.
- **SHOW YOUR CHILD THAT YOU CARE** - Have a conversation with your child about school and homework regularly. Ask specific questions that inform you about your child's school day. Know what classes your child is taking, who your child's friends are, and other essential information.
- **KEEP IN TOUCH WITH THE SCHOOL** - Get to know your child's teachers, principal, counselors, and the parent involvement coordinator. Make it a point to stay in contact with them throughout the school year.
- **EXPRESS HIGH EDUCATIONAL EXPECTATIONS** - Encourage your child to take challenging courses and monitor your child's academic performance (homework, grades, and test scores) throughout the year. Emphasize effort and achievement.
- **ATTEND SCHOOL MEETINGS, FUNCTIONS, AND EVENTS** - Make time to attend parent-teacher conferences, parent fairs, curriculum nights, award ceremonies and other school events. Your attendance and support matters to your child.
- **SEEK OUT INFORMATION** - Request a meeting with your child's teacher regarding any aspect of your child's education. If you have other questions, ask the school by calling or sending a note so they can link you with the appropriate person who can respond to your needs.
- **BE AN ACTIVE PART OF DECISION MAKING COMMITTEES** – Participate in parent or school leadership organizations. Ask your school about the Parent Teacher Association, school council, parent advisory committee, or other parent organizations and then join one.
- **MAKE SCHOOL IMPORTANT** - Talk positively about school with your child. Send your child prepared for school each day with pens, pencils, notebooks, and homework completed. Make school a priority by ensuring they are at school every day and arrive on time.
- **BE SEEN AT SCHOOL** - Arrange a visit to your child's school, attend a school activity, or have lunch with your child at school. Your presence matters and shows the school that you are concerned about your child's education.
- **BE INFORMED AND RESPONSIVE** - Ask, collect, read, and respond, if needed, to all information (school policies, field trip information, student handbook, etc.) sent from your child's school or teacher. If you need to receive information in a language other than English, call or visit the school.
- **VISIT YOUR SCHOOL'S WEBSITE** – Access all kinds of information, including homework assignments, class schedules, lesson plans, test dates, and grades on your student's school Website. If you do not know your school's website, ask your child's teacher or the school.
- **PARTICIPATE IN WORKSHOPS THAT ARE OFFERED**- Look for great opportunities to meet other parents at school through workshops that cover topics such as the state curriculum, graduation requirements, school standards, and other shared parent concerns. If workshops are not offered regularly, help plan one or suggest ideas to your school.

counselors or parent involvement coordinator.

- **PROVIDE A RICH LEARNING ENVIRONMENT AT HOME** - Make time for meaningful dinner conversations, trips, games, reading time, family sports, and daily routines. Activities like these will contribute to your child's academic achievement at school.
- **DROP IN ON AFTER SCHOOL OR EXTRACURRICULAR ACTIVITIES** - Pick your child up from after-school activities or schedule a visit. It is important to know your child's after school teacher, instructor, or coach.
- **INVITE THE COMMUNITY TO PARTNER WITH THE SCHOOL** - Encourage local businesses, churches, clubs, or civic organizations that you are involved with to volunteer or financially support the school. Have community partners provide schools and families with information about services and resources they provide that support student learning such as mentoring, tutoring, and service learning activities.

TITLE I, TITLE II & Parent/Guardian Right to Know

Title I Part A is a part of the Every Student Succeeds Act (ESSA). This act provides federal funds through the Georgia Department of Education to local educational agencies (LEAs) and public schools based on the percentage of low-socioeconomic students. The purpose of the funds is to help ensure that all children meet challenging state academic content and student academic achievement standards. The Title I program offers a variety of services which may include: additional teachers and support staff, extra time for instruction, a variety of supplemental teaching materials/supplies, smaller classes, and additional training for staff.

All schools in Long County follow the guidelines for a School-wide Title I school.

These guidelines include: (1) the identification of the greatest areas of needs; (2) the implementation of school wide reform strategies that will strengthen the core academic program, increase the amount and quality of learning, provide strategies for meeting the needs of underserved populations, and address the needs of all students; (3) instruction by "highly qualified" teachers; (4) professional learning for teachers; and (4) parental involvement strategies. Parents will be informed of the school improvement status of the school as well as the level of achievement of their child in each area of the state assessments. Parents will be notified, in writing, if their child has been assigned, or has been taught for at least four consecutive weeks, by a teacher who does not meet the highly qualified definition. Parents also have the right to be involved in the planning and implementation of the parent involvement program at the school.

In compliance with the requirements of the Every Student Succeeds Act statute, parents have the right to request information about the professional qualifications of their student's teacher(s). The parents or guardians of any student attending a school within the Long County School System may request the following information regarding the professional qualifications of the student's classroom teacher(s) by completing a Teacher/Paraprofessional Qualifications Request Form:

- Whether the teacher has met all qualifications for Georgia certification in the grade level(s) and subject area(s) in which the teacher is providing instruction.
- Whether the teacher is teaching under emergency or other provisional status until such time full qualifications for Georgia certification are met.

· The college major of the teacher in his/her four-year degree program and any graduate degree program(s) he/she might have completed.

The information will be mailed home to the parent within 10 working days of the request form being completed. Parents may also request information about whether or not their child is receiving services by a paraprofessional and, if so, the paraprofessional's qualifications. The Teacher/Paraprofessional Qualifications Request Form is located on the school district's website and is available at the Long County Board of Education. For additional information concerning this process, please contact the school principal.

NOTICE OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) (the "Act"), you have a right to:

(1) Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, or those who are emancipated, your own education records. Parents or eligible students should submit to the Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent will make arrangements for the access and provide notice of such arrangements.

(2) Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.

(3) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception which permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with judicial order or lawfully issued subpoena; appropriate

officials in cases of health and safety emergencies; and, state and local authorities, within a juvenile justice system, pursuant to specific State law. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.

The Long County School District hereby gives notice that it is our policy to disclose directory information to the public. The Long County School District has designated the following information as directory information:

- Student's name, address and telephone number;
- Student's date and place of birth;
- Grade level;
- Student's participation in official school clubs and sports;
- Major field of study;
- Weight and height of student if he/she is a member of an athletic team;
- Dates of attendance at the Long County School System;
- Honors and awards received during the time enrolled in Long County School System
- Most recent previous educational agency or institution attended; and
- Video, audio, or film images or recordings of school events.

You are also notified that from time to time students may be photographed, videotaped, or interviewed by the news media at school or some school activity or event; unless you, as a parent/guardian object in writing to your student being photographed, videotaped, or interviewed to the principal of the school where your student is enrolled. The principal will take reasonable steps to control the media's access to students. However, your submission of a written objection does not constitute a guarantee that your student will not be interviewed in circumstances which are not within the knowledge or control of the principal.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request.

In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters or institutions of higher learning, upon request, with the name, address, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent.

You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 5 days after officially enrolling in school or within 5 days of the date of the release of this notice.

To file a complaint with the United States Department of Education under 20 C.F.R. 99.64 concerning the alleged failures by the Long County School System to comply with the requirements of the Act or the regulations promulgated there under, contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

**PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)
ANNUAL NOTICE TO PARENTS**

The following information is to inform you of your rights regarding district surveys, collection and use of student information for marketing purposes, and certain physical examinations. These rights include:

1. Consent before students are required to complete a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education.
 - Political affiliations or beliefs of the student or student's parent;
 - Mental or psychological problems of the student or student's family;
 - Sex behavior or attitudes;
 - Illegal, antisocial self-incriminating or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
 - Religious practices, affiliations or beliefs of the student or parents; or
 - Income, other than is required by law to determine program eligibility.

2. Receive notice and an opportunity to opt a student out of –
 - Any other protected information survey, regardless of funding;
 - Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. Inspect, upon request and before administration or use-
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

When a student reaches the age of 18 or is an emancipated minor under State law, the parent's rights transfer to the student. The district has adopted policies, in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for

marketing, sales or other distribution purposes. Parents will be notified of these policies at least annually at the start of each school year and after any substantive changes. The district will also inform parents at the beginning of the school year if the district has identified the specific or approximate dates of activities or surveys and will provide an opportunity for the parent to opt his or her child out of participating in a specific activity or survey. For activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. The following are specific activities and surveys covered under this requirement:

- Collection, disclosure or use of personal information for marketing, sales or other distribution;
- Administration of any protected information survey non-funded by the U.S. Department of Education; and
- Any nonemergency, invasive physical examination or screening as described above.

To file a complaint with the U.S. Department of Education concerning alleged failures by the Long County School District to comply with the requirements of PPRA, contact:

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

FRAUD PREVENTION POLICY

Purpose:

To ensure the reporting of suspicion of fraudulent activity, the Long Board of Education requires employees, clients and providers of confidential channels to report suspicious activities.

Definition:

Fraud: A false representation of a matter of fact, whether by words or by conduct, or by concealment of that which should have been disclosed, that is used for the purpose of misappropriating property and/or monetary funds from district resources or revenues.

The Long County Board of Education thoroughly and expeditiously investigates any reported cases of suspected fraud to determine if disciplinary, financial recovery and/or criminal action should be taken.

Procedures and Responsibilities:

1. Anyone suspecting fraud should report concerns to the Long County School Superintendent or his/her designee at the Long Board of Education at (912) 545-2367.

2. Any employee with Long County Schools (temporary staff, full-time staff and contractors) who receives a report of suspected fraudulent activity must report this information within the next business day. The employee should contact the Superintendent or his/her designee at (912) 545-2367. Employees have the responsibility to report suspected fraud. All reports can be made in confidence.
3. The Long County Board of Education shall conduct investigations of employees, providers, contractors, and vendors.
4. If necessary, an individual reporting suspected fraud will be contacted for additional information.

Periodic communication through meetings and/or distribution of written information should emphasize the responsibilities and channels to report suspected fraud.

Assessment Security Notice

Teachers, administrators, and parents depend on accurate, valid, reliable, and timely information about student academic performance on state tests. The test results are used to improve instruction, identify the strengths and weakness of individual students, implement targeted interventions, and to ensure academic success for all students. Testing irregularities, breaches of test security, or improper administration defeats our efforts to improve student achievement.

The Long County School System is responsible for ensuring all personnel whose duties involve either testing administration or data collection are trained and adhere to state assessment guidelines. All alleged violations will be reported to the State Department of Education, Office of Assessment and Accountability. After this initial report, the Georgia Department of Education will determine if the alleged violation requires further investigation.

Any person who witnesses or believes a violation occurred either by school personnel or students should report the alleged violation. If you have any questions concerning test security, please contact the principals at each school. You can also contact Dr. Janet Wilson, Curriculum, Instruction, and Assessment Director, and or Mr. David Edwards, Superintendent.

Dr. Patricia Krumnow- Principal
pkrumnow@longcountyschools.org
 Smiley Elementary School
 (912) 545-2147

Mrs. Wregina Carryl- Principal
wcarryl@longcountyschools.org
 McClelland Elementary School
 (912) 545-7910

Mrs. Beverly Hill- Principal
bhill@longcountyschools.org
 Long County Middle School
 (912)-545-2069

Mrs. Sherry Lester
slester@longcountyschools.org
 Long County High School
 (912) 545-2135

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