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## ***Parent-Student Handbook 2023-2024***

### **Arrival/Dismissal:**

**AIM opens at 9:15 a.m.** Home base begins at 9:30 a.m. If students arrive later than that, they will be considered tardy, and must check in through the front office. All students are dismissed at 3:30 p.m. **Students should not report to school before 9:15 a.m. or remain after 3:30 p.m. unless they are at a specific activity under the supervision of a teacher; otherwise, supervision WILL NOT be provided.**

### **Attendance Policy: (Barrow County Board of Education)**

#### **SCHOOL ATTENDANCE and Georgia's Compulsory Education Law**

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

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

Student absences may be excused for the following reasons:

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

Excuses for absences should be furnished to the school by the student's parent no later than 5 school days after the student returns to school and should state the reason for the absence. Five absences per semester may be excused with a parent note. After that, a doctor's note can be required. Excuses for tardies and early dismissals should be furnished upon check-in or check-out. All Excuses will be evaluated by the principal or designee to determine if the absence is excused or unexcused consistent with Barrow County Absences and Excuses Policy JBD.

Under certain circumstances, school personnel may require proper medical documentation to code an absence as excused.

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

**AIM Absences:**

Students are expected to attend school on a regular basis. Regular attendance is imperative to a program such as the AIM program. Families should make every attempt to attend class each day. A written note from the parents explaining the reason for any absence must be brought to the front office upon returning to school.

We will be in contact regarding absences in the following ways:

1. After 3 Absences-Parents will be contacted by phone
2. After 5 Absences-Parents will be contacted by phone and letter
3. After 8 Absences-Parents will be contacted by letter, and a parent conference will be held to discuss continuation in the AIM program.
4. To facilitate student success, early checkouts are discouraged. Students who are present for at least one-half of the instructional day or three full periods, whichever is greater, shall be counted present for perfect attendance purposes. The accumulation of five (5) or more partial attendance days, in any combination of tardies and early dismissals, within a 9-week grading period shall disqualify a student from perfect attendance recognition. Tardies and early dismissals are both considered partial attendance and shall be treated in a similar manner.

**Students who do not attend school during a major part of the day may not attend school functions in the afternoon or evening.**

**Assignments During Absences:**

**Please do not request assignments until the student misses 2 or more days.** Assignments may be obtained from emailing or calling the teacher and requesting them. In order to receive full credit students must complete and turn in missed assignments within 5 days.

**Bullying Prohibited:**

The Barrow County School District prohibits conduct which may be construed as bullying. Bullying may be defined as an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is : Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: Causes another person substantial physical harm as defined in law or visible bodily harm as defined in law; has the effect of substantially interfering with a student's education; is so severe, persistent, or pervasive that it creates and intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.

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

**Bus Transportation:**

Students may ride their regular bus to their zoned school and then transfer to the shuttle bus to AIM. In the afternoon, students may ride the shuttle back to their zoned school and

then transfer to their bus to go home. Please refer to [www.barrow.k12.ga.us](http://www.barrow.k12.ga.us) for additional bus information. If there is a change in your child's regular transportation schedule, please make arrangements with your child before they leave home in the morning. Transportation changes must be made in writing. Students may be denied bus privileges when behavior is inappropriate.

### **SCHOOL NUTRITION PROGRAM**

It is our privilege to provide low-cost nutritious breakfast and lunch meals to all students and staff of the Barrow County schools. Nutrition is a very important part of the education process since a hungry child cannot learn. Barrow County School Nutrition meals adhere to the USDA dietary guidelines and requirements. Our menus offered are analyzed to reduce calories from fat while ensuring proper amounts of nutrients and total calorie intake for different age groups. Monthly menus are available on the Barrow County Schools Homepage on the Internet at [www.barrow.k12.ga.us](http://www.barrow.k12.ga.us) for both breakfast and lunch meals. Children with health issues or allergies (including lactose intolerance) must have a letter stating such on file with the cafeteria manager.

### **Meal Accounts:**

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

**Prepayment** for school meals enables the meal line to move more quickly. At all school levels, prepayment may be made weekly or monthly in envelopes provided by the school.

The **student's name and account number must be listed on the envelope** in order to credit the proper account. Money not used can be refunded at the end of the school year or carried over to the next school year even if they will attend a higher-level Barrow County School. Parents should call the school nutrition manager's office at the individual school if they have questions about the child's account during the year.

Families with more than one student at the same school should send the cash or check **SEPARATELY** for each student. **Checks** are to be made to Barrow County Schools Nutrition with the student's name and account number on the check. Upon receipt of a returned check, payment will be accepted only in the form of cash or money order for the remainder of the school year unless the bank documents in writing that the returned check was due to a bank error. Cash is accepted as well. Other purchases from the school office or classroom must **NOT** be included with meal payments. For your convenience, we now offer online prepayments. You may access this service at [www.myschoolbucks.com](http://www.myschoolbucks.com) and put money in your child's account.

### **Free or Reduced Price Meals:**

Students may qualify for free school meals if they receive food stamps or Temporary Assistance for Needy Families. Families may also qualify for free or reduced-price meals based on family income. **Families must complete a new application each year to**

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

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

Payment is required when meals are selected. Elementary students will be allowed to charge up to 10 meals. Middle School students may charge up to 5 meals. High School students are not allowed to charge meals. A written reminder will be given to the student to take home to inform parents about the charge. Report cards will be held until charges are paid.

**NO charging of any meal allowed after Spring Break. Student debt cannot be written off, and must be resolved before graduation.**

### **Car riders:**

During morning drop-off and afternoon dismissal, car rider vehicles should enter from Bellview Street and travel behind CFIT to the sidewalk between the mobile classrooms. Car riders should be dropped off and picked up in this designated area. Morning drop-off begins at 9:15 am. Afternoon pick-up is at 3:30 p.m.

### **Check-ins/Checkouts:**

**Parents or guardians must check students out. Anyone checking a student out must be listed in Infinite Campus. NO CHECKOUTS after 3:00 p.m.** If there is any change in the custodial status, the school must be notified in writing, and proof is required. For safety reasons, students may not leave the school campus during the school day with any person other than those listed. Proof of identification will be requested at the time of checkout to insure the well-being of each student. Students who are car riders are not monitored after 3:30 p.m. unless the students are involved with an approved afterschool activity.

### **Clubs and Organizations:**

Before and after-school clubs and organizations are available at zoned schools for student participation. The clubs and organizations that are available are listed on the zoned school website along with the purpose, faculty advisor and a description of past or planned activities. If you do **NOT** want your child to participate in one of these clubs or organizations, you must notify the principal in writing by completing the clubs and organizations section of the policy signature letter. You may obtain a policy signature letter from the school office. If a club or organization not listed below is started during the school year, students will have to have parental permission prior to participation.

### **Conferences:**

We encourage parent conferences with our teachers to assess student progress and to discuss needs or concerns identified by the teachers or parents/guardians. Teachers are encouraged to meet as a group with parents/guardians in order to provide a comprehensive assessment of student progress and reach consensus regarding academic and behavioral needs. If you would like to have a conference with any faculty member, please contact the school, and arrangements will be made. **We ask that you do not come to talk with a teacher without an appointment except in an emergency. In the interest of safety, please be advised that any visitor not complying with check-in procedures is subject to possible criminal charges.**

### **Deliveries:**

Necessary items, which are brought for students during the school day, are to be left in the office. School personnel will deliver them to the student at a time which will least affect classroom instruction. **School deliveries of flowers, balloons, etc. for special occasions are not allowed.**

### **Dress Code:**

The purpose of this dress code is to assist administrators, teachers, students, and parents in fulfilling the mission of Barrow County Schools to provide all students quality educational opportunities that enable them to become successful, responsible, and contributing citizens. To accomplish this mission, the learning environment must be one that is safe, disciplined, and free of distractions. Therefore, the dress code regulations that follow are not designed to inhibit personal taste but to encourage learning, good behavior, and safety. If you come to school wearing clothing/jewelry that creates a disruption to the learning environment and/or is in violation of any of the following rules, you will be asked to call your parent/guardian to bring appropriate clothes to wear. Remember, always consider the **outer layer** of clothing for dress code compliance.

1. Any clothing, hairstyle (including hair color), jewelry (including facial piercings), chains, or attire that is distracting or causes a disruption or constitutes a safety issue will not be permitted at school.
2. Shorts, skirts, dresses, and spirit wear must be of fingertip length.
3. All shirts, dresses, and blouses must have moderate sleeves.
4. Clothing such as skirts, pants, trousers, etc., must be worn at the waist. Clothing shall not be poorly fitted or oversized or extremely baggy. Clothing that exposes underclothing or impedes walking will not be permitted.
5. Holes in jeans, pants, or other clothing should not cause a distraction during the school day. Holes in clothing must be lower than the fingertips when the student has arms relaxed by their side.
6. Clothing and/or jewelry, which advertises or displays any insignia of alcohol, illegal drugs, or tobacco is not permitted.
7. Clothing and/or jewelry with words or symbols which are offensive, insulting, embarrassing, sexually suggestive, obscene, gang-related, or promote violence, terrorism, or abusive behavior will not be permitted at school.

8. Clothing that distracts by exposing or accentuating the body, such as spandex pants, leggings/tights, see-through garments, halter or tube tops, backless dresses, muscle shirts, bare midriff outfits, or shirts, blouses, etc., that are tied at or may rise above the waist will not be permitted at school.
9. Sunglasses, caps, hats, and other head-coverings such as bandanas and hoods will not be worn inside the school building.
10. Appropriate shoes must be worn at school. House/bedroom slippers are not permitted.
11. Pajamas/pajama pants are not permitted.

### **Dress Code Discretionary Statement:**

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

### **Electronic Devices:**

Cell phones and other electronic devices (MP3, electronic games, laser pointers, etc.) are not permitted during school hours unless specific permission is given by a teacher for an educational purpose. Devices must be disabled and out of sight during school hours. Students who have their cell phones out and in use at inappropriate times, or without teacher permission, will have their phone confiscated by the teacher. The phone will be turned in to the office and parent contact will be made. The following consequences will apply:

- Offense 1 – warning/documentation
- Offense 2 – warning/documentation
- Offense 3 – Disciplinary Consequence (school-based) [silent lunch, detention, etc.]
- Offense 4 – ISS
- Offense 5 – ISS and Parent Conference

### **Eligibility for Athletics & Competitions:**

State Board Policy IDE regulates activities that occur during the school year. The year is defined as August 1 through the end of the school year for students. The policy does not cover activities occurring from the end of school until August 1. No pressure can be applied for a student to participate in summer activities as a condition for making a team or program during the school year. Competitive activities include all individual and team sports, cheerleading, and academic teams. They do not include band, field trips, homework, or occasional work required outside the school day for a scheduled class. Students participating in competitive interscholastic activities must have passing grades in at least 5 out of the 6 instructional segments of the semester immediately preceding participation, including summer school, in order to be eligible. Failure to meet these criteria will result in a period (one semester) of ineligibility following the student's failure to meet eligibility requirements. **Students who are ineligible cannot dress out or practice for a competitive interscholastic group or program.** We encourage participation in interscholastic activities by both boys and girls. To represent our school and community is

not a duty but an honor, and certain policies must be followed by every athlete to have a successful program.

**To participate, a student:**

- a. Must meet eligibility requirements.
  - b. Set examples for everyone and show leadership, good attitude, and sportsmanship.
  - c. Must demonstrate appropriate behavior in order to be a part of the team.
  - d. Must carry school insurance or a policy from home (for athlete).
  - e. Must have a current physical examination on file (for athlete).
  - f. Must be at school on the day of the activity in order to participate.
  - g. Must be in grades 7 or 8 for athletics. Students have **two** years of athletic eligibility in middle school and cannot be 16 years old on or before May 1 in the year of participation.
- The Sports Equity Coordinator for the Barrow County School System, Winder-Barrow High School, 272 Fifth Ave., Winder, GA 30680; Phone 770-867-4519

**Emergency Drills:**

Fire and/or tornado drills are held on a monthly basis throughout the school year. Intruder drills are conducted quarterly. Safety during a real emergency dictates that students take these drills very seriously. Students must follow their teacher's instructions and move to designated areas as quickly and quietly as possible. These areas and procedures are posted and fully explained to students by their teachers. **Students must not talk, run or push.** A signal bell will be given for returning to class. Behavior that interferes with the emergency drills will result in disciplinary action being taken.

**Food/Drink/Gum:**

Food is not allowed in classrooms unless the teacher has given permission. Only water in clear water bottles will be allowed at school. Gum is NOT allowed.

**Grading System:**

Numerical grades are used for all subjects. Comments on conduct may be made in appropriate circumstances. The current grading scale is as follows: A=100-90 B=89-80 C=79-70 F=below 70

**Honor Roll:**

The honor roll is compiled quarterly. To qualify, a student must have a grade point average of 90 or above in **ALL** subjects in which he/she is enrolled that quarter.

**Head lice:**

The Barrow County Board of Education has adopted a policy and procedure regarding head lice. Please visit <https://eboard.eboardsolutions.com/Index.aspx?S=4009>.

**Barrow County School System Head Lice Procedures:**

The Barrow County School System will take action to prevent the spread of head lice among students. Head lice are transmittable during the period in which the louse is live and viable and, in a school setting, is most frequently transmitted by head-to-head contact and



sharing of combs, hats, or other clothing. Students in Barrow County Schools who have been identified as having live head lice will not be allowed to attend class. School officials will take the following steps to identify and respond to cases of head lice.

1. Within the first week of school each year or within one week of a transfer student enrolling in the Barrow County School System, parents will be notified of this policy and their responsibility for preventing and treating cases of head lice.

2. School personnel may, at the principal's direction and discretion, conduct head checks at various times throughout the year.

3. Teachers or paraprofessionals will report any suspected cases of head lice to a school administrator or trained designee in a reasonable time frame from point of discovery. Suspected cases may be identified at any time during the year. Upon receiving a report, the school administrator or designee will take steps to verify the suspected case.

4. Head checks, unless a part of a whole class screening, should be conducted discreetly, individually, and out of sight of other students.

5. If a case of live head lice is found parents or guardians will be called to transport the student home. A case of head lice may be defined as the direct observation of live lice. If transportation from the school is not feasible after contact with the parent or guardian is made, the principal will ensure the student is able complete work in an individual setting until they can be picked up.

6. School officials will give parents written procedures and resources on the treatment of head lice.

7. No student will be allowed to return to class until he/she is free of all live lice. The parent or guardian will have to be present for the student to re-enter school.

8. Prior to returning to class the parent must provide proof of treatment to the school administrator or trained designee and a head check will be conducted to ensure no live lice are present before he/she is allowed back in class

9. Proof of treatment can include a written note from a physician or health agency, receipt for lice treatment supplies contemporaneous with the discovery of lice, empty bottle or box of lice treatment product, or other evidence at the principal's discretion.

10. Any absences in excess of two per incident will be classified as unexcused. An incident is defined as a complete cycle including detection, treatment and verification that the student is free of all live lice.

**Insurance:**

School insurance is offered to each student on an optional basis. It covers all school functions and is available in different types of policies. Information is given out by homeroom teachers at the beginning of the school year, and an initial enrollment period is established to ensure that all students receive maximum benefits from coverage. **All students participating in athletics must be covered by either a school policy or a policy through the parent/guardian.** Students entitled to an insurance claim should contact the principal's office for instruction.

**Internet:**

The Barrow County Board of Education has adopted a policy regarding internet use. See Barrow County Schools Internet Safety and Acceptable Technology Use Policy after the Student Code of Conduct in this agenda.

**Lockers/Book bags/Valuables:**

Placing name labels on personal articles and wearing apparel is helpful. The borrowing/loaning of personal possessions is discouraged. Lost articles, including textbooks, are placed in the lost and found area. Students are discouraged from bringing large sums of money or valuable items to school; if they choose to, they assume responsibility for those items and the school is not responsible if items are **lost or stolen**. **There are a limited number of lockers available for students, so all students are not guaranteed one.** A combination lock may be placed on lockers. Lockers are the property of the school and may be checked by school administrators on a random basis throughout the year without prior notice. Students can travel to each class with a book bag or backpack. Classroom teachers can designate a specific area to store book bags while students are in the classroom. **Book bags are not permitted in the restrooms.**

**Lost and Found:**

A designated area is in the office and/or gym where students can inquire about missing articles or turn in items found. Items not picked up at the end of each nine weeks will be donated to a charitable organization.

**Media and Internet Publication Release Notice:**

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

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

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

1. Faculty professional learning

2. Classroom activities/projects
3. Parent programs
4. Media festivals and/or competitions (local, state and international)
6. Public relations / radio broadcasts / podcasts / newsletters / newspapers
7. TV presentations
8. Barrow County School System Internet web pages
9. School, teacher, and/or classroom project-based web pages

**News Media Release Notice:**

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

**Medical Policy:**

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

1. All medicines, prescription or otherwise, brought to school shall be carried to the principal or his/her designee immediately upon arrival at school and must be accompanied by written permission from the parent/guardian stating what the medication is, why the student is required to take it during the school day, the number of pills in the bottle, the dosage to be taken by the student and at what times. The parent/guardian should also state any potential adverse reaction the student may experience. Any student not complying with this policy and possessing any medication on the school campus shall be subject to discipline as set forth in the school district drug policy (JCDA) and the Student Code of Conduct.

2. Any medication brought to school must be contained in its original container with the nature of the medication and instructions for use clearly indicated. All prescription medication must be contained in the original prescription-labeled container with the student's name, date, name of the prescribing physician, name of the medication, instructions for administering the medication and the name of the pharmacy filling the prescription stated on the label.

3. The parent or guardian shall authorize the school nurse or principal's designee to speak or correspond directly with the child's physician in the event the nurse or designee deems it

appropriate or necessary. In an emergency, the school nurse or principal's designee may call for emergency medical services (911). The parent will be notified of the emergency and their child's condition as soon as possible.

4. Written parental permission must be given on at least a yearly basis or when changes in medication occur. Parents must immediately notify the school of any changes in medication. No medication shall be given contrary to label instructions, regardless of parent permission, without specific written instructions from the child's physician.

5. Medications that are out-of-date or discontinued will be available for a parent/guardian to pick up. Medications not picked up within one week of expiration or by the end of the school year will be properly disposed of in the presence of a witness.

6. Other than topical first aid ointments, no medicine shall be bought or supplied by the school or any employee. The school nurse or principal's designee may use first aid topical ointments, approved by the school nurse, for first aid purposes such as insect bites, abrasions, poison ivy etc., unless a parent/guardian requests in writing that first aid topical ointments not be administered.

7. Nurses or other school employees are authorized to administer auto-injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer auto-injectable epinephrine to a student in such circumstances shall be immune from civil liability.

8. The major responsibility for a student taking medication at school rests with the student's parents. Barrow County Schools will not be responsible if a student misses a dose of medication.

9. If a student requires frequent doses of over-the-counter medication, a doctor's order may be required.

For Additional Information see Board Policy - Medicines – Board Policy JCGD

**Professional Staff:**

The **administrator** is responsible for supervising and evaluating the total program for the school, assumes responsibility for pupil welfare during school hours and promotes desirable relationships within the school among parents, teachers, students, and other members of the community. **Classroom teachers** are qualified personnel specifically trained to meet the needs of middle school students. They are professionals who work in team situations to provide an effective educational program for students. The **School Resource Officer** bridges the gap between youth and law enforcement as he/she serves to improve the safe atmosphere of the school, conducts classroom activities on a wide range of topics, and assists with security of the campus during school and extra-curricular activities.

**Promotion Guidelines:**

Students must pass language arts, math, science, and social studies to be promoted to the next grade. In cases where promotion is questionable, we attempt to notify parents several months in advance, and a cooperative effort is made by all involved personnel to ensure the student's successful completion of the grade.

**Property, Care of:**

The Arts and Innovation Magnet Program is a well-equipped program of which each student can be proud. Students are urged to take pride in the appearance of their school, the building, furniture, buses and surroundings. The physical condition of a school usually reflects the types of students and teachers who work there. Students will be required to pay for any damage they cause to school property.

**Registration:**

Times and dates of registration are available at the school and via various news media as well as other communication sources. Registration is held at the Professional Development Center throughout the year.

**Report Cards:**

At the end of each nine-week grading period, report cards will be issued online through Parent Portal. These indicate numerical grades earned in each subject area and provide attendance data and behavioral comments. Parents and students may find summary information about student performance in Barrow County Schools on the district website at the following URL: [www.barrow.k12.ga.us/Testing/](http://www.barrow.k12.ga.us/Testing/)

**Progress Reports:**

Progress reports are sent home approximately midway through the quarter, are intended to be an estimate of progress-to-date and are not intended to be the students' final quarterly average.

**Restitution:**

A student may be required to pay for or restore any damages caused by his or her actions.

**School Closing:**

In case of extreme weather conditions or other emergency changes in the daily schedule made after school hours, listen to radio stations in Athens, Gainesville, and Winder. Announcements of school closing, delays or early releases will also be made through our Parentlink call system and Barrow County School System App.

**School Choice and Supplemental Education Services:**

The Elementary and Secondary Education Act of 1965 (ESEA) requires that parents of children enrolled in schools that receive Title I funding and that are identified by the state as "Needs Improvement" must have the opportunity to transfer their children to a school that has not been so identified. Parents of students eligible for School Choice are notified by the district.

### **School Library/Media Center:**

The AIM program does not have a school media center. The program partners with the Winder Public Library. Students and teachers will regularly visit the Winder Library. Each student will receive a library card and will be responsible for any fees or fines incurred for lost or damaged books or materials. During class visits to the public library, classes will be focused on research and selecting reading material from the juvenile and young adult sections of the library.

**However, if you do NOT wish for your child to select books from the young adult section of the library, we ask that you provide written notice to your child's homebase teacher.**

Teachers, librarians, and clerks will be mindful of which students have parent permission to select books from the young adult section of the library.

### **Scope Program for Gifted Students:**

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

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

### **Sensitive Issues Policy (IFAA-R):**

Occasionally students will encounter controversial or sensitive topics through materials read, class discussion, or assignments. Educational curriculum cannot always avoid controversial issues in our society. A duty charged by the school system is to prepare learners to acquire the insights and the skills necessary to make important personal and political decisions. Teachers shall be knowledgeable of controversial issues occurring in curriculum and thus be prepared to present a balanced perspective that addresses multiple views. Teachers welcome the opportunity to discuss and review the curriculum and materials for this course with the parents. Parents shall have opportunities to select alternate assignments should they believe the material in questions is inappropriate for their child.

### **Student Complaints and Grievances:**

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

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

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

Step III: For assistance with the student complaint or grievance process, you may contact the district Equity Compliance Officer/Title IX Coordinator Barrow County Schools, 179 West Athens St. Winder, GA 30680, 770-867-4527. \*Retaliation on account of filing a complaint at any level is strictly prohibited

#### **Student Reporting of Acts of Sexual Abuse or Sexual Misconduct:**

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

#### **Telephone Calls:**

Students are not allowed to use any school phone except in an emergency. Parents and teachers should stress to students the importance of being responsible and coming to school prepared with materials, supplies, and items of personal need. Students **should not use class time** to make calls of a personal nature. Phone calls from the office phones should be limited to students who are sick and have a legitimate emergency. **No student may use the phone without written permission from the teacher.** Students needing to use the phone should go to the front office. Students will sign a phone log each time a call is made. **We do not call students out of class to receive calls except in the cases of extreme emergencies.**

#### **Vending Machines:**

Vending machines with Smart snacks are available for student use as teachers allow.

#### **Visitors**

Visitors should check-in at the front desk by presenting proper identification and obtaining a visitor badge.

**Withdrawals:**

Parents or guardians of students who are planning to withdraw from the AIM program should contact the principal to determine the next steps. If you need to withdraw your student from the Barrow County School System during the school year, you should contact the registrar at the zoned school to complete the withdrawal process prior to the move.

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**BCSS Handbook & Code of Conduct**

In addition to this Student Handbook, please review the Barrow County School System handbook that includes the Parent's Right to Know Qualifications, Rights & Responsibilities, Required Notifications, and other important notices. You can find the information here: <https://www.barrow.k12.ga.us/families/students/student-handbook>