



84 W Midland Ave, Winder, GA 30680
678-428-2858

Principal: Shawn Williams

Parent-Student Handbook 2020-2021

Arrival/Dismissal:

AIM opens at 9:00 a.m. Home base begins at 9:15 a.m. If you arrive later than that, you will be considered tardy and an adult must check you in. All students are dismissed at 2:30 p.m. **Students should not report to school before 9:00 a.m. or remain after 2:30 p.m. unless they are at a specific activity under the supervision of a teacher; otherwise supervision WILL NOT be provided.**

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.

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, revocation of driving privileges (see TAADRA), and referral to juvenile justice for truancy. Consequences for parents/guardians include a fine of not less than \$25.00 and not more than \$100.00,

imprisonment not to exceed 30 days, community service, or any combination of such penalties at the discretion of the court for each absence. Parents may also be charged with deprivation for failure to comply with this law.

Student absences may be excused for the following reasons:

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

(Note: Students serving as pages for the Georgia General Assembly are counted present on the days serving in the Assembly. In addition, students who are present for at least one-half of the instructional day shall be counted present partial attendance).

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

In order to avoid creating any incentives for ill individuals to attend school/work, all perfect attendance awards, school monthly attendance awards, and all other attendance incentives will be waived for the 2020-2021 school year. Barrow County School System cannot completely waive truancy requirements in Georgia law, but will reduce some of the letters/paperwork sent home due to absences. Schools will work with parents to resolve attendance issues related to illness.

AIM Absences:

Monitoring for Symptoms During Covid 19

Conducting regular screening for symptoms and ongoing self-monitoring throughout each school day can help reduce exposure. Staff and students are encouraged to self-monitor for symptoms, such as fever, cough, or shortness of breath. If a student develops symptoms throughout the day, they must notify an adult immediately.

Periodic health screenings, including temperature checks, may be applied as directed by the principal and school nurse.

The most critical tool in preventing the spread of COVID-19 is any student or staff who is ill or has been exposed to someone confirmed to have COVID-19 not attending work/school. Thus, no staff or student who has a temperature of 100.4 or higher, is COVID-19 positive, or has been exposed to someone confirmed to have COVID-19 within the previous 14 days will be allowed to be in school. To return to work/school the ill or exposed individual must meet requirements outlined in the Return to School Guidance – see image below.

Please also keep in mind that children will still get sick with illnesses that are not COVID-19. To err on the side of caution, additional safety measures will be taken regarding all health issues. All students who are out sick with a fever will be required to be fever-free for 3 days (72 hours) without the use of fever-reducing medicine. This is a change in procedure which previously only required 24 hours to be fever-free before returning to school.

By sending your child to school, you are attesting that your child is healthy, has been fever-free for 72 hours, and has met these requirements in the Return to School Guidance.

During this time, limited visitors will be allowed into the schools. If it is deemed necessary to access the building, outside visitors to schools (parents, district office staff, vendors, etc.) will need to make appointments and abide by the following guidelines: wear a mask covering both nose and mouth, complete a symptom checklist, and submit to a temperature screening before entering the building.

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 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
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.

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 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. **Masks are required for all bus riders per Barrow County School System guidelines for re-opening schools during the Covid-19 Pandemic.**

Cafeteria:

Cafeteria service will be handled differently at BCSS schools. Children's age, cafeteria size, and staffing will influence the plan implemented at each school. The following practices will be implemented across the district:

- Schools will provide the opportunity for handwashing before and after eating. Hand sanitizer will also be available at eating locations and proper use will be encouraged.
- Various mitigation measures will be used as much as possible, including:
 - Physical distancing at tables between students
 - Classes eating together with distance between classes
 - Sitting on one side of the table, with students all facing the same direction
 - Staggered meal times to allow more time between groups
 - Additional cleaning and sanitizing of tables and trays between groups
- No self-serve for any items (including condiments) will be permitted. Cafeteria staff will place all items on serving trays.
- During serving times, lines will have additional servers to help students move faster through the line.
- Students will continue to have food choices, but they will be limited.
- Students will pick up breakfast or lunch and return to classroom or other specified areas.
- All food from breakfast and lunch eaten in classrooms will be placed in heavy duty trash bags and put in hallway after each meal.
- Breakfast kiosks will be set up in hallways for students to grab-and-go and take food to classrooms to eliminate large gatherings in the cafeteria.
- At Status Yellow Enhanced Mitigation Measures, schools will consider the following: required eating in classrooms, spaced serving lines, disposable plates and utensils, etc.
- We are exploring alternatives to using the pin pad for students to enter their personal ID number.

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 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 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 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)

Cafeteria Charge

A copy of the charge policy shall be sent home with each student at the beginning of the school year. The charge policy shall also be included in handbooks and/or online portals. School lunch meals should be paid for in advance or time of purchase. Payments may be made with cash or check at the register. Secure online payments may be made with a debit or credit card with an online meal pay service found at a link on the School Food Nutrition Website.

If necessary, a student lunch may be charged. All charges must be paid as soon as possible. Students with a negative balance are not allowed to purchase A la Carte items or extra food items in the cafeteria.

A charge notice will be sent to parents weekly via the following method – email, text or letter. Principals will also be notified of charged meal balances. Families must reapply each school year for free and reduced price meal benefits. Applications are available at each school, on the Barrow County Schools website, and online. All information provided is confidential. Students with unpaid meal charges may be denied participation in special events or activities (field days, non-instructional field trips, Prom/dances, graduation activities, and/or purchasing parking passes) if deemed necessary. All charges must be paid by the end of the school year. Principals will aid in the collection of outstanding balances.

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

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

COMPLAINT PROCEDURES

A. Grounds for a Complaint

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

B. Federal Programs for Which Complaints Can Be Filed

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

C. Complaints Originating at the Local Level

As part of its Assurances within the ESEA program grant applications and pursuant to Section 9306 within the Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA), an LEA accepting federal funds must have local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore a complaint should not be filed with the Georgia Department of Education until every effort has been made to resolve through local written complaint procedures. If the complainant has tried to file a complaint with the Barrow County School System to no avail, the complainant must provide the Georgia Department of Education written proof of their attempt to resolve the issue with the Barrow County School System.

D. Filing a Complaint

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

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

- Copies of all applicable documents supporting the complainant's position.
- The address of the complainant.

The complaint must be addressed to:

Dr. David Beeland, Jr., Federal Programs Director, Barrow County School System,
179 W. Athens Street, Winder, GA 30680.

Once the complaint is received by the BCSS, it will be copied and forwarded to the Federal Programs Director.

E. Investigation of Complaint

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

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

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

F. Right of Appeal

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

Car riders:

Car riders should be dropped off and picked up in front of the school in the designated area. Morning drop off begins at 9:00 am. Afternoon pick-up is at 2:30 p.m.

Check-ins/Checkouts:

Parents or guardians must check students in and out. During this time of Covid-19, parents should not enter the building to check children in or out. You can use the call box and camera to identify yourself and show your ID. The office must have a written list, given to us by the parent or guardian, stating all persons who are allowed to check the student out of school. **NO CHECKOUTS after 2:15 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 may be requested at the time of checkout in order for the school to insure the well-being of each student. Students who are car riders are not monitored after 2:30 p.m.

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 together 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. **During Covid 19 when the community is experiencing moderate spread, all conferences will be virtual using Zoom or Google Meets or by telephone.** We ask that you do not come to talk with a teacher without an appointment except in an emergency. All visitors will be limited during the Covid 19 Pandemic. 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. **During our enhanced mitigation procedures, items can be left at the front door.** 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. **Jeans and other clothing with holes are NOT permitted.**
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 all times 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 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.

Face Coverings

Due to the nature of our program being more hands on and project based, we strongly encourage cloth face coverings for our students, especially when working in small groups.

Wearing cloth face coverings or a mask is expected in all places where physical distancing is difficult to accomplish, but not required for students inside buildings. Cloth face coverings will be required on the bus for students. Masks are required for Barrow County staff in commons areas (hallways, cafeterias, atriums) during Status Yellow Enhanced Mitigation Measures and strongly recommended at Status Green Preventive Measures. Shields may be worn in addition to masks, but not in place of masks in required areas for staff. Staff may discuss issues wearing masks with their direct supervisor.

Cloth face coverings will be required on the bus for students and drivers. As such, wearing masks will be enforced like other bus rules, and it will be a discipline infraction if not followed. In addition, we strongly recommend that students and staff wear cloth face coverings or face shields inside school buildings when physical distancing cannot be maintained.

Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not yet have symptoms. Cloth face coverings are not surgical masks, respirators or other medical personal protective equipment. Face coverings should be worn by staff and students (particularly older students) if feasible, and are most essential in times when physical distancing is difficult. Masks should cover both the nose and mouth when worn. Face shields are an acceptable substitute for students, but not as good as a reusable cloth mask.

Consider cloth face coverings for younger children if it is determined they can reliably wear, remove, and handle masks throughout the day. Individuals should be reminded frequently not to touch the face covering and to wash their hands.

- [CDC Guidance on wearing and removing cloth face masks](#)
- [CDC's use of cloth face coverings](#)

Mask Protocol

1. Masks are mandated to be worn on BCSS school buses.

2. Masks are not currently mandated for the entire school day. However, masks are expected to be worn in the following circumstances:

- Small group instruction periods
- Face to face interactions with teachers, staff, and/or other students
- Computer Labs
- Science Labs
- Hallways
- Cafeterias (except when eating)
- Gymnasiums
- Media Centers
- Any other situation where correct physical distancing is not possible

Food/Drink/Gum:

Food is not allowed in classrooms unless 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 a Barrow County School, parents will be notified of this policy and their responsibility for preventing and treating cases of head lice.

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

3. Teachers or para-professionals 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 in order for the student to re-enter school.

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

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

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

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.

Locker/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 claim responsibility for those items and the school is not responsible if items are **lost or stolen. Lockers will not be utilized during enhanced mitigation measures as to limit students intermingling in close proximity to one another.** Once we are able to relax those measures, we may reconsider locker use. 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. **All** property of students brought to school is subject to search without prior notice.

Lost and Found:

A designated area is located 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 course of the school year and/or during school system sponsored summer activities. Those presentations may include but are not limited to:

1. First Name and/or photograph of your child and/or their work
2. Slide/tape presentation of your child and/or their work
3. Video of your child and/or their work

4. Computer generated presentations, which may incorporate photographs and video of your child and/or their work.

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

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

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:

Clinic and Student Health Related to Covid 19

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

- Students who are sick at school will be sent to school nurse clinic. They will be isolated from other students in the clinic for routine reasons (e.g. medication, first aid, or other regular treatments) either in a separate section of the clinic or in another isolation room, depending on the school and clinic size. Students who are sick must be promptly picked up and are subject to the Return to School Guidelines (see image in Monitoring for Symptoms section above).
- Students and staff who become ill are encouraged to seek treatment and consultation with their personal healthcare provider or the local health department. If warranted, a COVID-19 test is also recommended. Staff and parents can self-report positive tests or potential exposure using virus@barrow.k12.ga.us email.

- When cases of COVID-19, either for students or staff, are confirmed, the system will work with local health authorities to respond rapidly. Response will be dictated by the nature of each case.
 - This can include quarantine of the individual, quarantine of a specific classroom or grade level, and in extreme circumstances may result in the entire school returning to Distance Learning for some period depending on the number of cases and nature of exposure.
 - The system will report potential cases first to the parents of any student who may have been in contact with the individual and then to the entire school community so parents may take desired action.
 - Barrow County School System will follow all relevant student and health privacy laws when making this disclosure.
 - Students and classes that are quarantined due to positive COVID-19 tests or exposure will be able to continue instruction through the Barrow County Distance Learning Program.
- In the clinics, nurses will wear medical grade personal protective equipment and change as needed between students.
- Temporal or touchless thermometers will be used in schools when taking student or staff temperatures. Temporal thermometers will be disinfected between uses.

COVID-19 Pandemic: Returning to School

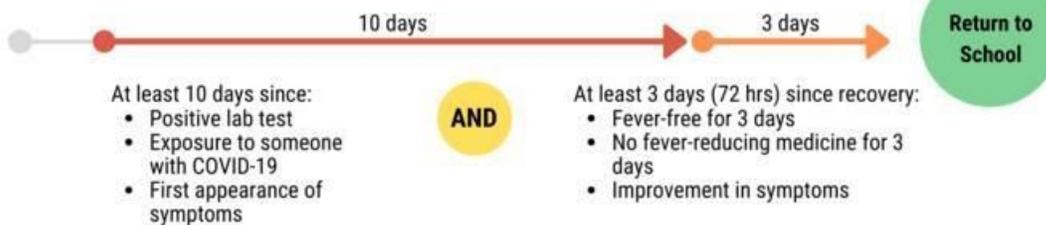
When a person contracts the virus, symptoms may develop within 2 to 14 days from exposure, although some people never show symptoms. It is very important for your own safety and for the safety of others that you monitor your health for 14 days from your last possible exposure to COVID-19, and that you remain at home, avoid congregate settings and public activities, and practice social distancing. Below are the requirements for returning to school.



14 day quarantine for COVID-19

Symptomatic

Individuals with confirmed case of COVID-19 or suspected exposure to COVID-19 that are **showing symptoms**, which may include: fever (100.4+), cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.

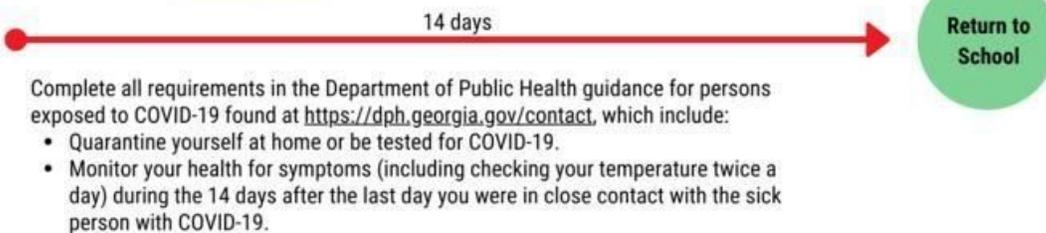


Asymptomatic (No symptoms)

1. Individuals with a confirmed case of COVID-19 but are not showing symptoms.



2. Individuals with a known exposure to someone with COVID-19 but are not showing symptoms.



Based on DPH "Return to Work Guidance After COVID-19 Illness or Exposure for Persons Who Are Not Healthcare Personnel" 6.13.2020

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 (JCDAB) 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 situation, the school nurse or principal's designee may call for emergency medical services (911). The parent will be notified of the emergency and their child's condition as soon as possible.
4. Written parental permission must be given on at least a yearly basis or when changes in medication occur. Parents must immediately notify the school of any changes in medication. No medication shall be given contrary to label instructions, regardless of parent permission, without specific written instructions from the child's physician.
5. Medications that are out-of-date or discontinued will be available for parent/ guardian to pick-up. Medications not picked up within one week of expiration or by the end of the school year will be properly disposed of in the presence of a witness.
6. Other than topical first aid ointments, no medicine shall be bought or supplied by the school or any employee. The school nurse or principal's designee may use first aid topical ointments, approved by the school nurse, for first aid purposes such as insect bites, abrasions, poison ivy etc., unless a parent/guardian requests in writing that first aid topical ointments not be administered.
7. Nurses or other school employees are authorized to administer auto-injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic

adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer auto-injectable epinephrine to a student in such circumstances shall be immune from civil liability.

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

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

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

Physical Distancing and Minimizing Exposure

Physical distancing is a key tool to decrease the spread of COVID-19. Physical distancing (“social distancing”) means keeping space between yourself and other people outside of your home.

The following steps will be implemented in schools to provide physical distancing where ever possible.

- **Schools will work with their specific layouts to structure crowd flow and reduce clustering or crowding in hallways during transitions and in morning/afternoon release.**
 - **Directional signage to control the flow of foot traffic in buildings will be developed and applied within the schools.**
 - **Staff will be present to monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.**
- **Schools will provide frequent reminders for students and staff to stay at least 6 feet apart from one another when feasible.**
- **Desks and seating areas will be arranged in classrooms to maximize space between students. Students will also face the same direction as much as possible.**
- **When possible, students will be kept in small cohorts or groups during the day, and from day to day, to limit mixing.**
- **Recess will be provided as it is important for student health. Outdoor spread of COVID-19 is also less common than indoor spread. Schools may modify recess in some ways to reduce mixing of classes and during rainy weather. Items, such as balls, will not be shared at recess.**

- Schools may place physical barriers such as plexiglass for protection at reception desks, cafeteria kiosks, and similar areas.
- Virtual events, such as field trips, meetings, assemblies, and performances will be utilized when possible.
 - School assemblies and other events involving large numbers of students, staff, or visitors will be heavily modified, or potentially cancelled if deemed non-essential, when at Status Green Preventive Measures. At Status Yellow Enhanced Mitigation Measures, such events should not be held except in exceptional circumstances.
 - All meetings with parents (Student Support Team, Section 504, Individualized Education Plan) will be conducted virtually, when possible. Those that must be in-person will be scheduled and planned on an appointment basis.
- Outside visitors to schools (parents, district office staff, etc.) will need to make appointments and abide by provided guidelines (wear a mask that covers both nose and mouth, complete a symptom checklist, and submit to a temperature screening) before entering the building. During Status Yellow Enhanced Mitigation Measures, such visitors must be pre-approved by the building Principal. Parents coming to check out their children from school early do not need an appointment, but will need to wait outside the building and their child will come out to meet them.

Professional Staff:

The **principal** 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 also 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/

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

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

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 on the basis of race, color, religion, gender, age, national origin, or disability. If a student believes he or she is being mistreated on account of race, color, religion, gender, national origin, or disability, the student may utilize the three-step procedure outlined below.

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

meeting with the principal, following which, the principal will inform the parent in writing of his or her decision on the complaint.

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

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

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.

Tardies:

Students should arrive at school on time. All tardy students **MUST BE CHECKED IN BY AN ADULT** in the front office before they report to home base or any class.

Tardiness may result in disciplinary action.

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 snack are available for student use as teachers allow.

Visitors

During this time, limited visitors will be allowed into the schools. If it is deemed necessary to access the building, outside visitors to schools (parents, district office staff, vendors, etc.) will need to make appointments and abide by the following guidelines: wear a mask covering both nose and mouth, complete a symptom checklist, and submit to a temperature screening before entering the building.

Withdrawals:

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

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

TITLE VI AND TITLE IX NOTIFICATION

The Barrow County School District does not discriminate in its education and employment programs on the basis of religion, age, race, color, national origin, gender, marital or parental status, and disability. This district complies with Title VI of the Civil Rights Act of 1964, Title IX education amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the Perkins CTE Act of 2006. Inquiries may be made to the respective coordinator regarding Title VI, Title IX and the Perkins Act or Mr. Matt Thompson regarding 504 and ADA at: Barrow County Schools, 179 West Athens St. Winder, GA 30680, 7708674527.

Parent's Right to Know Teacher's Training and Credentials

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

- Whether the student's teacher(s) –
 - has met State qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction.

- is teaching under an emergency or provisional status through which State qualification or licensing criteria have been waived; and
 - Is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's and/or paraprofessional's qualifications, please contact Mrs. Shawn Williams at 678.425.2858 or Meggan McNally, Barrow County School System Title II A Coordinator at 770.867.4527.