



## Stark Elementary School

209 Stark Rd., Jackson, Georgia 30233

Telephone: (770) 775-9470 FAX: (770) 775-9478

School Website: [ses.butts.k12.ga.us](http://ses.butts.k12.ga.us)

### 2025 – 2026

*This agenda belongs to:*

Name: \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Emergency: \_\_\_\_\_

Email: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Welcome to the Stark Family!

I feel truly privileged to be your principal and to be able to welcome you and your child to Stark Elementary for the 2025-2026 school year. We look forward to an amazing school year filled with opportunities for your child to learn and grow in a safe, loving, and rigorous environment. At SES, our door is always open for you to come in, to get information, and to sit down and talk about your child's progress. Our teachers and staff are ready to work with you and for you to make sure your child has the best opportunity to learn and grow. This handbook is designed to answer most of the common questions you may have about our school and the way we operate; however, should you need additional information, do not hesitate to reach out to us. We are here to serve your child and this community. Again, I welcome you to Stark Elementary, and I look forward to an incredible *Stark Strong* year!

Shannon H. Daniel, Principal

## **Grow Together -*Succeed Together!***

*The mission of the Butts County School System is to educate each student in a safe environment while providing opportunities and experiences to graduate as a productive community member.*

### **Our Strategic Goals:**

**Excellence in Student Achievement**

**Excellence in our BCSS Team**

**Excellence in Operations**

**Excellence in Culture and Climate**

### **We Believe:**

- A safe environment is imperative for the growth of students, staff, and schools.
- Recruiting, retaining, and training quality staff is required for excellence to be achieved.
- Holding staff and students accountable for high standards and rigor will grow our schools.
- Public education will have a positive impact on the next generation.
- Partnering with all stakeholders is vital for transparency, collaboration, and building trust.
- We have to be great stewards of community resources and taxes while remaining student focused.
- Partnering with our community will enhance student opportunities.
- Providing relevant educational experiences for every child is what makes our schools great.
- Every student will be equipped to reach his or her academic, career, and life potential upon graduation

## **IMPORTANT SCHOOL DATES**

August 1	First day of school
September 1	Labor Day Holiday
October 3	End of Grading Period
October 6 - 10	Fall Break
October 16	Early Release Parent/Teacher Conferences
November 24 - 28	Thanksgiving Holiday
December 19	End of grading period
December 19	Last day before Holidays
December 22 - January 5	Christmas Holidays
January 6	Students Return from Christmas Holidays
January 19	Martin Luther King Holiday
February 13 - 17	Winter Break
March 13	End of Grading Period
March 19	Early Release Parent/Teacher Conferences
April 6 - 10	Spring Break
May 22	Last Day of School
	End of grading period
	Report Cards Mailed Home

## 2025-2026 STAFF LIST

### Administration

Ms. Daniel, Principal  
Ms. Craft, Assistant Principal  
Mr. Ridley, Assistant Principal  
Ms. Lamb, Instructional Coach

### Counselor

Ms. Castellanos-Akins

### Media Specialist

Ms. Hooker

### Pre-School (Age 3)

Ms. Irvin  
Ms. Moultrie

### Pre-K (Age 4)

Ms. Ramjohn  
Ms. Simmons  
Ms. Duffey

### Kindergarten

Ms. Ballew  
Ms. Brake  
Ms. Green  
Ms. Holland  
Ms. Lyons  
Ms. Rustin

### First Grade

Ms. S. Brown  
Ms. Dickerson  
Ms. Groover  
Ms. Hill  
Ms. Jones  
Ms. Kersey

### Second Grade

Ms. Barnes  
Ms. C. Brown  
Ms. Bruce  
Ms. Lucas  
Ms. McWhorter  
Ms. Tingle

### Third Grade

Ms. Boone  
Ms. Collins  
Ms. Drake  
Ms. Griffin  
Ms. Snyder  
Ms. Yarbrough

### Fourth Grade

Ms. Crawford  
Ms. Earhart  
Ms. Pippin  
Ms. Presley  
Ms. Zoeckler

### Fifth Grade

Ms. Austin  
Ms. Bates  
Ms. Born  
Ms. Ethridge  
Mr. Pietrowski

### Specials

Ms. Cregar (Band)  
Coach Mosteller (PE)  
Ms. Pacchioli (Music)  
Ms. Cook (Art)

### Special Education

TBD (PS/PK Speech)  
Ms. White (PK)  
Ms. Hall (K-5 Speech)  
Ms. Johns (K-5)  
Ms. Hamby (K-5)  
Ms. Thompson (Self-Contained K-2)

### Early Intervention Program (EIP)

Ms. Wilson (Grades 4-5)

### Paraprofessionals

Ms. Cogdill (PS)  
Ms. Bradley (PS)  
Ms. F. Barnes (PK)  
Ms. Kelly (PK)  
Ms. Perdue (PK)  
Ms. Peters (PK)  
Ms. P. Brown (K)  
Ms. Burden (K)  
Ms. Coleman (K)  
Ms. Eddy (K)  
Ms. Mason (K)  
Ms. McKibben (K)  
Ms. P. Evans (Learning Lab)  
Ms. Lucas (STOP)  
Ms. Sims (PE)  
Ms. Hayes (Sped)  
Ms. Ward (Sped)  
Ms. Wiegeler (Sped)  
Ms. Mathis (Speech)

### Office Staff

Ms. Davis (Attendance)  
Ms. Eaton (Secretary)  
Ms. Miller (Bookkeeper)  
Ms. Morris (RN)  
Sgt. White (SRO)

## Contact List

<b>Shannon Daniel, Principal</b>	<b>Email:</b> <a href="mailto:shannon.daniel@bcssk12.org">shannon.daniel@bcssk12.org</a>
<b>Nichole Craft, Assistant Principal (Curriculum &amp; Instruction)</b>	<b>Email:</b> <a href="mailto:nichole.craft@bcssk12.org">nichole.craft@bcssk12.org</a>
<b>Joshua Ridley, Assistant Principal (Operations &amp; Discipline)</b>	<b>Email:</b> <a href="mailto:joshua.ridley@bcssk12.org">joshua.ridley@bcssk12.org</a>
<b>Julie Castellanos-Akins, Counselor</b>	<b>Email:</b> <a href="mailto:castellanos-akinsj@bcssk12.org">castellanos-akinsj@bcssk12.org</a>
<b>Shelby Lamb, Instructional Coach</b>	<b>Email:</b> <a href="mailto:shelby.lamb@bcssk12.org">shelby.lamb@bcssk12.org</a>

## JOB DESCRIPTIONS

<b>Principal</b>	<b>Assistant Principal Curriculum &amp; Instruction</b>	<b>Assistant Principal Operations &amp; Discipline</b>	<b>Counselor</b>	<b>Instructional Coach</b>
Collaborative Planning	Collaborative Planning	School Safety	Classroom Guidance	Collaborative Planning
Supervise Faculty and Staff  Faculty/Staff Evaluations	Supervise Faculty and Staff  Faculty/Staff Evaluations	Facility Operations & Maintenance  Faculty/Staff Evaluations	Group/Individual Counseling	Classroom Observations, Modeling, and Teacher Support
Budget and Finance	PK Coordinator	PBIS Coach/Celebrations	Title 1 Building Coordinator/Data Collection	Curriculum & Instruction - Classroom Textbooks, Materials, & Resources
Title IX Coordinator	RTI - Academics	RTI - Behavior	Parent Involvement Coordinator	SES New Teacher Mentor
Attendance Reporting & Communication Phase III	504 Coordinator	Classroom Discipline	Attendance Reporting & Communication Phase II	Instructional Technology Support
School Council/PTO	Testing Coordinator	Bus Discipline	Student/Parent Resources and Support	Professional Learning

## Table of Contents

<b>Section 1- General Procedures</b>	<b>Page</b>
Admission and Withdrawal	7
Attendance	7
Leader In Me	8
Behavior & PBIS	9
Recovery	9
Bus	10
Bullying	10
Assault, Batter, Physical Violence, and Disrespectful Conduct	11
Threat Policy	11
Inappropriate Behavior Policy	12
Sexual Harassment Policy	12
Complaints or Discrimination/Harassment	12
Chronic Disciplinary Problem Student Act	12
Reporting Inappropriate Behavior	12
School Property and Searches	12
Communication	13
Eagle Corner Cafe	13
NSF Checks and MySchoolBucks	14
Eagle Clubs	14
Dress Code	15
Electronic Devices	15
Grading	16
Multi-Tiered Support System and RTI	17
School Counseling	18
Health Guidelines	18
Medication	18
Head Lice, Illnesses, Chronic Conditions, and Immunizations	19
Hospital Homebound (HHB)	20
Food Allergies	20
Clearance to Return to School	20
Media Center	20
Transportation	21
Before/After School Care	21
Changing Transportation	21
Visitors	21
Volunteers and Attending Field Trips	22
<b>Section 2 – Rights</b>	
BCSS Notice of Non-Discrimination	22
Reporting a Complaint	22
Notice of Rights/Section 504	22
Highly Qualified Teacher	25
FERPA	25
Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)	26
Survey Participation	27

**Section 1**  
**General Procedures**

**ADMISSION & WITHDRAWAL**

***How do I Register, Update, or Withdraw my Child from School?***

**Admission:** All students must be registered at our Central Registration Location at 218 Woodland Way. Once the proper documentation is provided (birth certificate, immunization records, proof of residency, any prior school records, etc), you may schedule an appointment at [ga50000627.schoolwires.net/Page/2855](https://ga50000627.schoolwires.net/Page/2855).

**Update:** If you have moved, contact the Central Registration Office to update your address. You may make an appointment at [ga50000627.schoolwires.net/Page/2855](https://ga50000627.schoolwires.net/Page/2855).

**Withdrawal:** The guardian must come into the school with a proper picture ID. The Clerk will provide enrollment verification information to take to the new school so that records may be sent. You may also go to the new school and register. The new school will fax a request for records. At that time, we will withdraw the student from SES and fax our records to the new school.

---

**ATTENDANCE K-5: Butts County Schools Student Attendance Guidelines**

The goal of the Butts County School System is to have all children in school each and every day and on time unless there is a valid reason for the student to miss school.

**1. Excused Absences with a Doctor's Note:**

- Personal illness
- A physician's excuse/note explaining the reason for absences must be presented to the school on the date of return to school. Failure to submit a note will result in the absence being marked as unexcused.
- The school system reserves the right to verify the accuracy of the physician's excuse.
- If a child is sent home with head lice, the student is excused for 1 day only.

**2. Excused Absences with a Parent's Note:**

Some examples of excused absences with a parent's note:

- Personal illness
- Serious illness or death in student's immediate family
- Court order by a governmental agency
- Celebrating religious holidays
- Conditions rendering attendance impossible or hazardous to student's health/safety

A letter written by a parent/guardian, detailing the reasons for the absence, will be accepted by the school on the date of return as an excused absence. If the child is out for 3 consecutive days, the parent/guardian must present a doctor's excuse for those 3 days to be excused. A total of **5 parent notes** will be accepted for excused days, provided the reason given for the absence qualifies as an excused absence.

**3. Unexcused Absences:**

Some examples of unexcused absences:

- Missing the bus, oversleeping, vacations/trips, car trouble, running errands, skipping school
- An automated phone/computer system will be used to notify parents when students are absent daily.

**After 3 Unexcused Days**

- Personal contact will be made and documented by a school official.

**After 5 Unexcused Days**

- A letter generated from Infinite Campus will be mailed home.
- Personal contact will be made and documented by a school official.

**After 7 Unexcused Days**

- A second letter generated from Infinite Campus will be mailed home.
- Personal contact will be made and documented by a school official.
- Students may be referred to the BCSS Social Worker for attendance records.

**After 10 Unexcused Days**

- A third letter generated from Infinite Campus will be mailed home.
- Students may be referred to the BCSS Social Worker for attendance records.
- Legal action may involve charges being filed on the parent/guardian/student for violating the compulsory attendance law 20-2-690.1, for violating code section 15-11-2 (12) which includes truancy (habitually absent from school without cause) and/or deprivation (education). Parents may be subpoenaed to appear before the Butts County Attendance Task Force (ATF) to address attendance concerns.

**Tardies/Early Checkouts**

- Documentation will be required to excuse an early dismissal or tardy arrival.

- If a student is tardy or checked out an excessive number of times, a referral may be made to the System School Social Worker.

*Pursuant to the Georgia Compulsory Attendance Statute, O.C.G.A. & 20-2-690, et seq., a parent or legal guardian who fails to send his or her child to school may be charged with a misdemeanor. At its discretion, a court having jurisdiction may subject the parent or guardian to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed thirty (30) days, community service, or any combination of such penalties, if found guilty of violating the Compulsory Attendance Statute. Each day's absence after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall be considered a separate offense as related to the penalty.*

#### **Legal Reference:**

O.C.G.A. 20-02-0690.2 Establishment of Student Attendance Protocol Committee  
 O.C.G.A. 20-02-0691 Minimum Annual Attendance Required  
 O.C.G.A. 20-02-0696 Duties of Visiting Teachers and Attendance Officers  
 O.C.G.A. 20-02-0692.1 Excused Absence: Military Parent on Leave  
 O.C.G.A. 20-02-0692.2 Foster care student attending court proceedings related to that student's foster care to be credited as present at school  
 O.C.G.A. 21-02-0092 Student Teen Election Participant (STEP) program  
 O.C.G.A. 20-17-0002 Interstate Compact on Educational Opportunity for Military Children  
 O.C.G.A. 20-02-0690.1 Mandatory education for children between 6 and 16  
 O.C.G.A. 20-02-0692 General Assembly pages granted excused absences  
 O.C.G.A. 20-02-0701 Mandatory reporting of truants to juvenile or other courts  
 O.C.G.A. 40-05-0022 Requirements for licensure; school attendance requirements  
 Rule 160-5-1-.10 Student Attendance

### **LEADER IN ME**

#### ***Empowering Every Student to Lead***

Stark Elementary is proud to implement *Leader in Me*, a transformative approach that develops leadership, responsibility, and confidence in all students. Based on *The 7 Habits of Highly Effective People* by Stephen R. Covey, this program equips students with essential life skills that foster success in school and beyond. Through *Leader in Me*, students learn goal setting, teamwork, problem-solving, and effective communication—skills that prepare them to make positive choices, build strong relationships, and take ownership of their learning.

#### ***Connecting to Our Mission***

At Stark Elementary, our mission is to provide **learning and life experiences that maximize the learning potential for all students so they are prepared for a productive future.** *Leader in Me* supports this mission by instilling a mindset of leadership, accountability, and perseverance, ensuring students develop the skills necessary to thrive in any path they choose.

#### ***Leadership in Action***

Every student has the potential to lead. Our school fosters this by providing **meaningful leadership roles** in classrooms and throughout the school. Whether serving as classroom helpers, peer mentors, school ambassadors, or leadership team members, students take on responsibilities that build confidence, independence, and a sense of purpose.

#### ***Daily Leader in Me Instruction***

To integrate these principles into our daily routine, students will engage in *Leader in Me* instruction each morning from **7:50 - 8:00 AM**. This dedicated time reinforces the *7 Habits*, encourages goal setting, and strengthens a school culture where leadership is a way of life.

#### ***The 7 Habits***

1. **Be Proactive** – Take responsibility for your actions and choices.
2. **Begin with the End in Mind** – Set goals and work with purpose.
3. **Put First Things First** – Prioritize what matters most.
4. **Think Win-Win** – Look for solutions that benefit everyone.
5. **Seek First to Understand, Then to Be Understood** – Listen with empathy and communicate effectively.
6. **Synergize** – Work well with others and value differences.
7. **Sharpen the Saw** – Take care of your mind, body, and well-being

By embracing these habits, students develop the confidence and skills to lead in their learning, their relationships, and their future careers. We invite parents to support this journey by reinforcing leadership habits at home, creating a shared commitment to student growth.



## **BEHAVIOR**

County-wide expectations are outlined in our BCSS Code of Conduct. In keeping with those expectations, each student at SES is expected to:

- **Participate fully in the learning process.** Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.
- **Avoid behavior that impairs his/her own or other students' educational achievement.** Students shall know and avoid the behaviors prohibited by the Code of Conduct, take care of books and other instructional materials, and cooperate with others.
- **Show respect for the knowledge and authority of teachers, administrators, and other school employees.** Students must obey reasonable directions, use acceptable and courteous language, and follow school rules and procedures.
- **Recognize and respect the rights of other students to learn.** Students may not disrupt the learning environment in any way.

## **BEHAVIOR (PBIS)**

### **What is PBIS?**

Positive behavioral interventions and supports (PBIS) is a way for schools to encourage good behavior. With PBIS, kids learn about behavior, just as they learn other subjects like math or science. The key to PBIS is prevention, **not** punishment. That means, we teach appropriate behaviors school-wide, and we use a progressive discipline process designed so that the degree of the discipline is in proportion to the severity of the behavior, the student's prior discipline history, and other relevant factors. In every case, we follow the due process procedures required by federal and state law.

### **What celebrations could students receive?**

Students and staff are celebrated for being safe, responsible, and respectful at Stark Elementary. Students may receive Eagle Bucks, Triple S Sheet, treasure box, treats, praise, and more to celebrate good character, work ethic, and attendance.

### **What about when students misbehave?**

The SES faculty and staff believe that all students have the right to learn. In order for students to accomplish this goal, each student must be in a safe, secure school climate. Therefore, an age-appropriate discipline plan has been established to help children learn and acquire the necessary social skills to become respectful, responsible students and citizens. To protect our students' safety and ensure that our students are following the BCSS Student Conduct Code, bookbags are subject to searches by SES staff for any lawful reason. Parental involvement will be emphasized at the classroom and the administrative level. It is essential, especially with younger children, that effective two-way communication is maintained between the home and school so that parents and teachers may work *cooperatively* toward the academic and social progress of the child. This student agenda has been provided as a means of communication between home and school.

At SES, we give students opportunities to learn about behavior in a positive environment, but, because of the academic demands, sometimes students will exhibit undesirable behaviors and need consequences. For those times, we use a tiered behavior support plan. Teachers implement their classroom discipline plan at Tier I. The school-wide STEP system begins at Tier II. Communication by teachers and/or administration is expected. This school-wide STEP system is in addition to the classroom management plan and necessary when the classroom management plan is not working for that student.

#### **Grades K-1 (2nd Grade 1st Semester)**

Step 4 = Office Referral  
Step 7 = Office Referral  
Step 10 = Office Referral

#### **Grades 3-5 (2nd Grade 2nd Semester)**

Step 3 = Office Referral  
Step 6 = Office Referral  
Step 9 = Office Referral

### **Possible Consequences for Steps:**

Possible consequences may include Written Reflection, Classroom Time-Out, Lunch Detention, Recess Community Service, Recess Restriction, Time-Out in Recovery, ISS, or other deemed fit by administration.

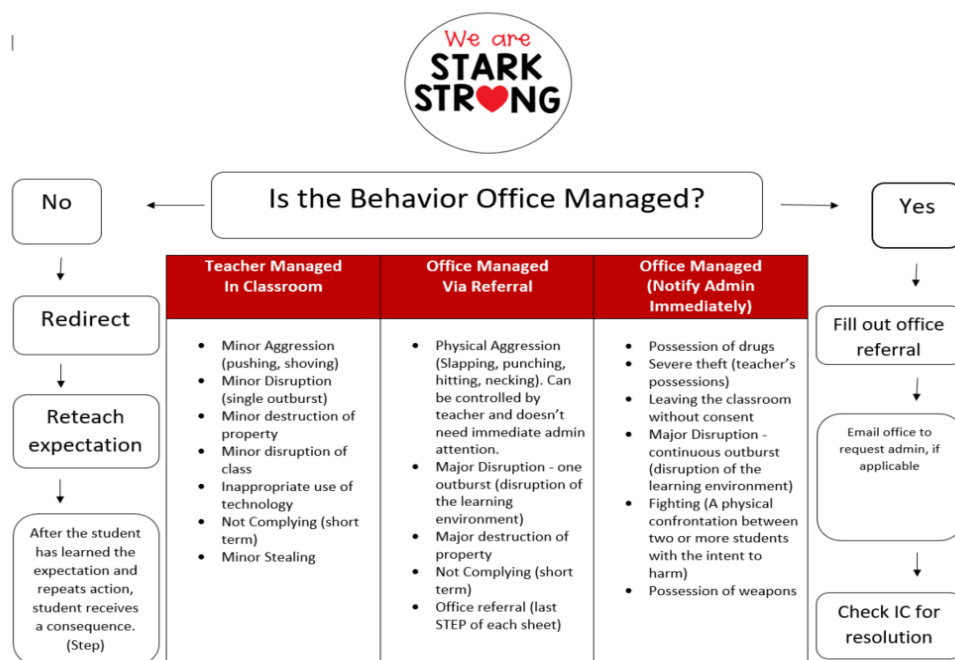
### **What is Recovery? STOP (Student Time-Out Program)**

Our Recovery Room is located in the back hall and is a place where students go to revisit their behaviors and recover composure so that they can get back in class the rest of the school day. Depending on the student's age and the severity of the behavior, students may be assigned recovery for 15 minutes or up to a full day. The purposes of the program is to:

- Isolate a disruptive student during the school day from the regular classrooms and activities of the school
- Continue the student's progress with classroom assignments
- Provide individually oriented instruction in essential skills and knowledge areas for which low achievement levels may be contributing to the student's adjustment problems.

If a student does not abide by STOP rules and expectations, the student's parents will be called to come pick up their child and their consequence may result in an Out-of-School Suspension.

### Who Handles Behavior Consequences?



### What About Behavior on the Bus?

Bus transportation is provided as a privilege to all students who attend school in Butts County. The **school bus is an extension of the classroom**. All students who ride the bus must display proper behavior in order to ensure the safety of every child. The same rules that apply on campus also apply on the school bus. Failure to observe proper behavior and/or safety rules can result in loss of bus privileges.

- Students are expected to be at their designated bus stop at least 5 minutes before their designated time
- Students are expected to stay 12 feet off the road
- Students are expected to keep a safe distance as they walk along the bus to board
- Students are expected to keep in the sight of the driver at all times
- Students are expected to be ready to board when the bus arrives
- Students are expected to follow the directions of the adult supervision on the bus at all times.
- Students will help the bus driver keep their school bus clean and in good, safe condition at all times.
- Students will refrain from bullying and teasing and will not use profanity or make obscene gestures.
- Students are expected to observe the school dress code while on the bus.
- Students will safely wait for, board, and exit the bus at their assigned stop.
- Students are expected to keep all body parts to themselves, away from windows, and confined to their assigned seat at all times with their backs to the back of the seat, bottoms on the bottom, and carry items (book bags) in their laps. Pencils and pens will be put away while the bus is moving.
- Students are not allowed to put heads, hands, or objects outside the bus window.
- Electronic devices may be used as long as they do not create a distraction.**
- Students will not eat or drink on the bus; or bring tobacco products, drugs, or weapons on the bus.
- Students are expected to observe silence at railroad crossings; they may talk quietly at other times.
- Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option.
- A student shall not make any willful attempt or threat to inflict injury on another person when accompanied by an apparent ability to do so or demonstrate any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm, If any student is found guilty of committing the offense of bullying three times in a given school year, such may be assigned to an alternative school and include Butts County Bullying policy guideline.

**BULLYING** (House Date Signed by Governor – May 6, 2015) O.C.G.A. 20-2-751.4

Bullying safety and the emotional wellbeing of our students are taken seriously at SES. Please step-up and speak-up if you know about bullying to an adult. You may tell your child's teacher by email, phone (770) 775-9470, or the hotline:

### **School Safe Tip Line**

If you have information that needs to be shared with the proper authorities, please refer to the school website: [bccsk12.org/SES](http://bccsk12.org/SES).

**As used in this code section, the term “bullying” means an act that is:**

- (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- (3) Any intentional written, verbal, or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - (a) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
  - (b) Has the effect of substantially interfering with a student’s education;
  - (c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - (d) Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts that occur 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. The term also applies to acts of cyberbullying that occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. For purposes of this Code Section, electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system."

### **ASSAULT, BATTERY, PHYSICAL VIOLENCE, AND DISRESPECTFUL CONDUCT**

No student shall exhibit disrespectful conduct toward or verbally or physically assault or batter another student, any teacher, other school administrators/officials, bus drivers, other employees, or any other person on school property while on the school bus, or while attending school-related functions (O.C.G.A. § 20-2-751.5, 20-2-753 ).

Physical violence is defined as:

1. Intentionally making physical contact of an insulting or provoking nature
2. Making physical contact, which causes physical harm to another unless such physical contact or harm is in self-defense based on O.C.G.A § 16-3-21. (O.C.G.A. § 20-2-751.6)

### **DISRUPTIVE BEHAVIOR**

Typically, there are five levels of disruptive behavior described in the discipline chart. Each level has its own set of consequences determined by the administrator based on the severity and frequency of the incidents. Shown in the chart are the various levels of infractions as well as the range of consequences that may be used at each level. Butts County Schools will provide support processes designed to help students address behavioral problems. These support services may be available through the school, the school system, community organizations, or other public entities.

### **THREAT POLICY**

Because of the instances of violence on school campuses around the nation, the Butts County BOE believes that it is important to take preventative measures to stop potentially violent situations before they occur. As a result, any student making statements of violent injury or death towards other students or school staff will be investigated and may receive discipline action in the form of In-School Suspension and/or Out-of-School Suspension.

There are instances where students threaten to self harm. In these situations, the student will first be referred to our school counselor. Depending on the information gathered by our school counselor, the student may be referred for an independent clinical assessment by an appropriately trained mental health professional. Arrangements for the independent clinical assessment will be made through a contractual agreement between the school district and a certified provider of such diagnostic services.

*Arrangements for the independent clinical assessment will be made through a contractual agreement between the school district and a certified provider of such diagnostic services. The school system will be responsible only for the costs associated with the initial diagnostic assessment. If indicated, specialized treatment will be the responsibility of the parent/guardian.*

The overall purpose of each policy is to evaluate the seriousness of threats of violence. Even though each policy is handled differently, each policy may lead to the implementation of a safety plan as a layer of protection for the student and others in the building. Finally, the student may be referred for consideration by the school Student Support Team if a potential disability or learning problem is indicated. Nothing in this policy is intended to replace or supersede violations of the criminal code or other student behavior policies of the school district.

#### **INAPPROPRIATE BEHAVIOR POLICY O.C.G.A §20-2-751.7. (a)**

The Professional Standards Commission shall establish a state-mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employees toward a student, which shall not prohibit the ability of a student to report the incident to law enforcement authorities. Each local school system shall be required to implement and follow such state-mandated processes and shall include the mandated process in student handbooks and in employee handbooks or policies.

#### **SEXUAL HARASSMENT POLICY**

No student shall harass other students or employees based on race, color, sex, national origin, religion, age, or disability. Harassment includes, but is not limited to, conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, or demands which are intimidating or create a hostile environment for a student or employee, or physical contact. Violations shall result in prompt and appropriate discipline, including suspension or expulsion of students. (JCAC) 15

#### **COMPLAINTS OF DISCRIMINATION/HARASSMENT**

The School District does not discriminate on the basis of race, color, religion, national origin, disability, or gender in employment decisions or educational programs and activities, including its athletic programs. Any student, employee, an applicant for employment, the parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the School District based upon any of the factors listed above should promptly contact the school to be directed to the appropriate department. Students may also report harassment or discrimination to their administrator or school counselor.

#### **CHRONIC DISCIPLINARY PROBLEM STUDENT ACT**

**Definition – “Chronic disciplinary problem student”** means a student who exhibits a pattern of behavior characteristics that interfere with the learning process of students around him or her and which are likely to recur. A Discipline Task Force has been set up to help students and their families who are having a difficult time in school because of behavioral concerns. The Task Force will intervene with these students and parents and provide a workable plan for all parties involved (i.e. the student, parents, and school). The student and parents will be asked to take part in developing a plan, or “Behavior Contract”, which will address the behavioral concerns (O.C.G.A. §20-2-65).

#### **REPORTING INAPPROPRIATE BEHAVIOR**

##### ***What do I do if my child is the victim of inappropriate behavior by a school employee?***

Any student (or parent or friend of a student) who has been the victim of an act of inappropriate behavior (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.

#### **School Safe Tip Line**

If you have information that needs to be shared with the proper authorities, please refer to the school website: [bcssk12.org/SES](http://bcssk12.org/SES).

#### **SCHOOL PROPERTY AND SEARCHES**

It is the policy of the Board of Education that lockers, desks, and other property furnished to the students remain the property of the Board of Education. Such property is subject to search by school officials.

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search students, student lockers, and/or chromebooks and seize any illegal, unauthorized, or contraband materials discovered in the search. School authorities for any reason may conduct periodic general inspections of lockers or property at any time without notice, without student consent, and without a search warrant. Random drug dog searches will occur throughout the year.

**Search** - The administration reserves the right to search book bags, lockers, vehicles, and/or students if in the opinion of the administration there may be articles in the student's possession that might be detrimental to the student or to the student body.

Students that refuse a search, by administration, will be subject to the Code of Conduct - Rule 2: Disregard of Directions or Commands. Students may face disciplinary action as serious as expulsion and a tribunal hearing.

## **COMMUNICATION**

### **How will I know what's going on at school?**

There is a lot of information that we need to get home to parents, and there are many ways we work to get you all the information you need:

- **Thursday Folders-** Teachers will send home Thursday Folders as a means of communication between school and home. Folders will be sent home weekly and will contain information such as school announcements, important dates, graded papers, and parent letters.
- **SES Website:** Please visit our website for important updates and information. Our site can be reached at [bcssk12.org/SES](http://bcssk12.org/SES).
- **Infinite Campus Parent Portal:** You will receive a letter at the beginning of the school year giving you login information to your Parent Portal Account. Parent Portal allows you to see your child's grades and attendance. You can access the Parent Portal from the link on our website. If you lose your login information, you can always contact Ms. Davis, SES Data Clerk (770) 775-9470.
- **Friday Emails:** Teachers will send out communication weekly via email.
- **Agendas:** This is one of the best ways to communicate.

### **How will I know if the school is closed?**

If the school is closed due to inclement weather a call will be sent out through our Infinite Campus Automated Messenger. We will also contact the local radio station (WJGA 92.1 FM) and update our webpage. Make sure your emails and phone numbers are correct with the school so that you get all the important updates!

### **How do I change or update my information?**

We want to make sure you have all of the information you need from SES. Please make sure that you contact the SES Data Clerk to make any changes or updates to your address, telephone numbers, emergency contacts, etc.

### **What if I want to visit my child while he/she is at school?**

We welcome all visitors to visit students at SES. Parents and Guardians can come on campus to eat lunch, to visit the book fair, and to meet and talk with teachers. Everyone who comes on campus to visit a student (even parents) must sign in at the front office and show a valid picture ID. Visitors will receive a pass to be worn while on campus. **Passes should be visible** so that staff and students know you are "safe" to be on campus. Only guardians or persons on the student's contact list will be permitted to visit a child. We also encourage parents to visit and observe classroom instruction, but please make an appointment with the teacher at least one day in advance.

### **What do I do if I need a conference with the principal or teacher?**

We encourage you to schedule a conference with your child's teacher or the principal anytime you feel you need to sit down and discuss your child. We are here to support you and support your student. If you need a conference, you can call the front office to set up a time to meet @ 770-775-9470.

---

## **EAGLE CORNER CAFE**

### **What's for Breakfast and Lunch?**

It's easy to find out what the talented folks in our kitchen are preparing for breakfast and lunch daily. Menus are posted monthly on our school website. The food service program is a self-sustaining program. Every child at SES is eligible for a FREE, grant-funded, BREAKFAST and LUNCH. However, if you want to join your child for lunch or if your child wants to purchase a second lunch, the pricing list is below:

#### **MEAL PRICES FOR 2025-2026**

**All students qualify for free breakfast and lunch.**

Adult Breakfast	\$2.50 per day
Adult Lunch	\$5.00 per day

*\*Students will be charged for any extra food or milk. Additional pricing of a-la-carte items are posted in the school cafeteria.*

### **What about dessert?**

We sell ice cream daily in our Eagle Cafe. Students may purchase ice cream for \$1.00.

### **Can I eat lunch with my child?**

Of course, you can! You, or anyone on your child's **approved contact list**, can come in and bring lunch for you and your child(ren) to eat or purchase lunch from the cafeteria. We welcome you to eat lunch in our Parent Area on the stage in the cafeteria. Remember, for safety, you must check-in at the front office (be sure you have your picture ID ready) and get a **VISITOR'S STICKER** to wear during your visit. **To protect instructional time, we ask that you report back to the office when lunch is over.**

## NSF CHECKS

In the event the cafeteria receives a returned check due to Non-Sufficient Funds (NSF) or a closed checking account, a \$12 processing fee may be levied to cover costs for the returned check.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

### **MySchoolBucks**

The Butts County School System has partnered with MySchoolBucks to offer electronic payment options for school/student fees. Visit the "For Parents" tab on the Butts County School System's website for more information <https://www.bcscsk12.org/>.

---

### **EAGLE CLUBS**

At the beginning of each school year, the school will provide information regarding all school clubs and organizations for students. The list includes the name of the club or organization, the main purpose or mission of the group, the name of the club sponsor, and a description of past or planned activities. For any club or organization started after the beginning of the school year, the school will obtain written parental permission prior to student participation in the new club or organization.

#### **Student Council- Ms. Bates**

**Grades 4-5**

Student Council is the governing body of students here at Stark Elementary School. The purpose of the Student Council is to further the best interests of all students through student representation in matters affecting the student body. This organization will also host and assist with student activities to improve our school community conditions.

#### **Robotics Club – Ms. Ethridge**

**Grade 4-5**

The robotics club inspires students to become leaders and innovators by participating in problem-solving, coding, and engineering tasks. The mission of the club is to engage students in mentor-based research and robotics programs while promoting self-confidence, communication, and leadership.

#### **4-H- Club – Ms. Austin**

**Grade 5**

The 4-H program states its mission as, "To help youth and volunteers in their development through educational programs using the knowledge base of the land grant universities of the United States". Commitment to the mission involves the support of specific program objectives including helping youth develop leadership capabilities, personal standards and values, positive self-concepts, and effective communication skills. The development of such skills through experiential learning is the cornerstone of 4-H youth programming.

#### **Stark News Network - Ms. Hooker**

**Grade 5**

The Morning News Crew brings the morning announcements to life in a studio setting to allow others in the school to know what is happening around school. All 5th-grade students may apply for the position of newscaster. This is a year-long position.

#### **CHAMPS - Advisor Butts County Sheriff's Department**

**Grade 5**

C.H.A.M.P.S., the highly acclaimed program that gives kids the skills they need to avoid involvement in drugs, gangs, and violence. C.H.A.M.P.S. goes beyond traditional drug abuse and violence prevention programs. It gives children the skills needed to recognize and resist the subtle and overt pressures that cause them to experiment with drugs or become involved in gangs or violent activities.

#### **Art Club – Ms. Cook**

**Grade 5**

Art Club is a way to enhance artistic ability and creative thinking. Students learn how to use many materials such as paint, pastels, and clay. They participate in local and state art competitions and create displays for our school and community. Students are selected for the Art Club based on artistic ability, work ethic, and by submitting a letter of interest to Ms. Cook.

#### **Chorus – Mr. Pacchioli**

**Grades 3-5**

Members of the Chorus are selected through auditions, teacher recommendations, and grades. They often participate in school, community, and competition festivals.

#### **Girls on the Move – Ms. Collins and Ms. Groover**

**Grades 3-5**

The mission of Girls on the Move is to empower our young girls to believe in themselves through exercise, teamwork, and friendship.

#### **Men on the Move – TBD**

**Grades 3-5**

The mission of Men on the Move is to empower our young men to believe in themselves through exercise, teamwork, and friendship.



**Can parents join a club?**

Absolutely! We have just the club for you! We are proud to have an active PTO at Stark Elementary School. By joining PTO and working with this group, you can support our teachers and students all year long! Dues are only \$5.00 for the whole year! For membership information, contact the school office at 770-775-9470.

**STARK STRONG DRESS CODE**

It is our goal for students to come to school in clothing that is comfortable, safe, and does not disrupt or distract others. The Administrative Team has the responsibility and authority to enforce the student dress code.

Do Wear to School	Don't Wear to School
YES - Tennis shoes are the best choice and the safest choice to wear to school every day. Tennis shoes must be worn on PE days. Shoes must have a back. Shoes must be worn at all times.	No - Flip Flops, thong sandals, slides, platform shoes, or bedroom slippers will be permitted.
YES - Shorts, skirts, jeans with rips/tears, and dresses must be at or beyond the fingertips extended down the side of the body. Coverage must be appropriate for school.	NO - Shorts, skirts, jeans with rips/tears, and dresses that are at or above fingertip length or are considered inadequate coverage for school.
YES - Pants must be worn fastened at the waist. If pants fall off the waist, then belts are to be worn. If tights, leggings, or jeggings are worn, then the top/shirt must extend below the fingertips to cover the upper thigh and buttocks area.	NO - No undergarments should be showing under or over shirts or pants. NO - Pants with any holes, tears, or threaded areas above the knee may be worn.
YES - Shirts or tops that cover the top of the pants/shorts/skirt waist level and not expose skin while in the sitting position.	NO - Transparent or see-through tops, bare midriff, strapless, low-cut clothing, tops/outfits that provide minimum coverage or are of suggestive nature. NO - Halters, backless dresses or tops, or tank tops with spaghetti straps.
Do Wear to School	Don't Wear to School
YES - Clothing that is free from symbols, slogans, or advertisements, and does not contain offensive or inappropriate symbols, slogans, or advertisements.	NO - Apparel or symbols which may be gang or cult-related. NO - Clothing with slogans or advertising which, by its controversial or obscene nature, disrupts the educational setting. NO - Apparel, emblems, insignias, badges, or symbols that promote the use of alcohol, drugs, tobacco, or any other illegal activity.

**ELECTRONIC DEVICES****Can My Child Bring Electronic Devices to School?**

Cell phones, Smart Watches, and other electronic devices should be turned off and kept out of sight in their book bag while on school property or during school hours unless directed by the teacher for instructional purposes. Many bus drivers allow the use of technology during transportation. If students use technology inappropriately during instructional hours, they may be confiscated by the teacher and held until a parent can pick it up. The school staff is not responsible for damaged, lost, or stolen electronic devices.

**Will my child have access to a chromebook at school?**

Stark Elementary is one-to-one with chromebook devices. All students in grades K-5 have a chromebook assigned to them. Students should not share their login information or chromebook with other students.

**Will my child be able to bring their chromebook home?**

Students in grades 3-5 may take their chromebook home. There is a \$30 per year Accidental Damage Protection (ADP) cost.

**What is the cost for repair and/or replacement if my child breaks or loses the chromebook?**

If the chromebook is damaged, a BCSS technician will evaluate the cost for the repair, and the student will be held accountable. There is a \$400.00 replacement cost if the chromebook is lost or damaged beyond repair.

### **Electronic Communications**

The Butts County Board of Education is committed to the development and establishment of a quality, equitable, and cost effective electronic communications system. The purpose shall be for the advancement and promotion of learning and teaching. The use of electronic communications must be in support of education and research and consistent with the educational objectives of the Butts County School System. Use of electronic communications is a privilege, not a right. This policy is in effect for students, staff, and Board members. Additionally, students, staff and Board members shall comply with the requirements of the *Children's Internet Protection Act* as detailed in Board Policy IFBG of this manual.

The term "electronic communications" shall encompass all forms of electronic media, to include fax, Internet, e-mail, voice mail, instant messaging, cellular phones, pagers, personal digital assistants or other forms of electronic communications. The Board, through its administrative staff, reserves the right to monitor all computer and electronic communications activity by students, and Board. All covered parties are advised that privacy in use of the Internet and electronic communications is not guaranteed. Transmission or receipt of any materials in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening material, or obscene or sexually explicit material. Use for commercial activities or home-based businesses are not acceptable. Use for product advertisement or political lobbying is prohibited. Use of system-owned or provided electronic communications equipment or services by anyone other than students and staff is prohibited.

The Superintendent or designee(s) shall make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. The Board makes no assurances of any kind, whether expressed or implied, regarding any electronic communication services provided, or the accuracy or quality of information or software obtained through electronic communications. Neither the Board nor individual schools within the system will be responsible for any damages the user suffers or any debts incurred. Use of any information obtained via electronic communications is at the student's or staff member's own risk. Security through all forms of electronic communication is a high priority, especially when the system involves many users. Software for firewall, filtering and virus protection has been installed to insure the safety of users and equipment. The system administrator has the right to examine material stored on servers, workstations, CDs, DVDs, disks, or logs of activities created by electronic communications use. Passwords should not be revealed to anyone other than the Technology Department staff. Attempts to use the accounts of other users for communication access is strictly prohibited. Attempts to log into the network as system administrator will result in immediate cancellation of network user privileges. Any user identified as a security risk or having a history of problems with other communications systems may be denied access to all forms of electronic communications within the school system. If you discover a security problem you should immediately notify the Technology Department and cease all activity. Vandalism will result in cancellation of privileges. Vandalism is any malicious attempt to disrupt electronic communications activities; harm, alter, destroy data or applications, or the equipment on which they are stored. "Hacking" or attempting to "hack" any electronic communications network is also considered vandalism. Each user who has agreed to the Acceptable Use of Electronic Communications Agreement will be provided a network user account and password.

Violations: Failure to abide by Board policy and administrative regulations governing electronic communications may result in the suspension and/or revocation of system access to electronic communication. Additionally, student violations may result in disciplinary actions up to and including suspension and expulsion. Staff violations may result in disciplinary actions up to and including dismissal. Fees or other charges may be imposed and criminal charges may be filed against users violating the policy, as appropriate.

---

### **GRADING**

#### **What is a Standards Driven Report Card?**

The elementary schools in Butts County use the standards to drive instruction and let you know how your student is progressing throughout the year. This instruction has subject areas divided into a list of skills and knowledge based on the Georgia Standards of Excellence.

#### **What Will My Child Receive Grades For?**

At SES, students will receive grades on work samples that show a level of mastery on a standard *consistently and independently*. Students will not be graded on morning work, homework, effort/incentives, benchmarks, or Benchmark tests.

#### **How Often Will I Get a Report on My Child's Grades?**

Grades 1-5 can get an update anytime on how your child is progressing by logging into our Parent Portal (this link can be found at our county website under the Parent Section). Grades K-5 will receive report cards at each 9-week period.

#### **How Do You Determine Who is Promoted or Retained?**

For students in grades K-2 and 4, Promotion or Retention will be determined by the child's teacher(s), the principal, and the parents/guardians of the child. Those decisions are based on a review of student performance as well as careful consideration of what is in the best interest of the individual child.

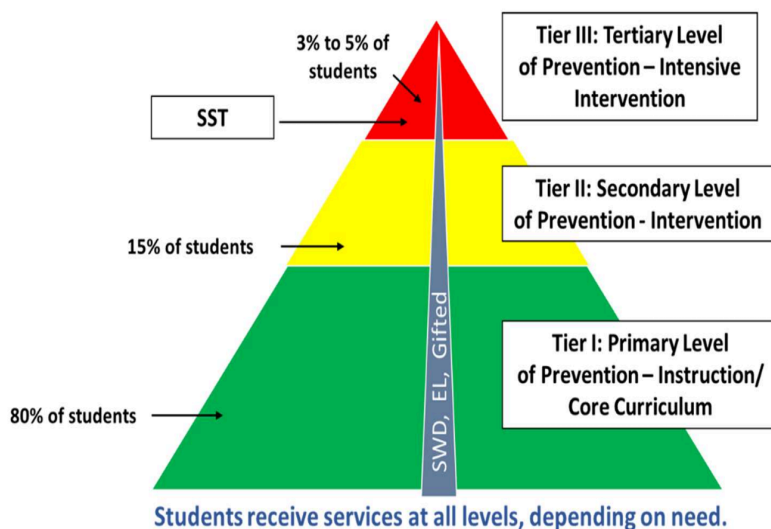


Butts County School System is required by state and federal law to administer state-level academic testing. In order for students in grades 3 and 5 to be considered for promotion to the next grade and data from the state, testing will be utilized to make a decision about promotion or retention. Parents of students who do not participate in state testing in those grades will be required to attend a promotion/retention review committee in order for the student to be considered for promotion. Students who do not participate in state-mandated testing are not eligible for entry into honors or advanced programs in the next school year unless extenuating circumstances prevent the student from participating. This determination will be made by the superintendent or his/her designee. For students in grades 3 and 5, promotion and retention will be determined, in part, by the student's Reading score (grades 3 and 5) and Math score (grade 5) on the Georgia Milestones Assessment. Students who do not meet the criteria to pass those tests will receive remediation and must retest. Should a student not pass the retake session, the teacher, principal, and parents/guardians will review all information and make a decision regarding promotion/retention.

### **MTSS**

Per GaDOE: A Multi-tiered System of Supports (MTSS) is a “tiered system of supports that integrates assessment and intervention within a school-wide, multi-level prevention system to maximize student achievement and reduce behavioral problems. MTSS promotes systems alignment to increase efficiency and effectiveness of resources” (Adopted from National Center on Response to Intervention, 2010). Elements of this definition further explained integrating assessment and intervention. A Multi-tiered System of Supports (MTSS) is a data-driven prevention framework that uses Assessment (Screening and Progress Monitoring) to identify and predict students who may be at risk for poor learning outcomes or who experience social/emotional needs, and/or behavioral concerns that impact learning.

### **School-wide, Multi-level Prevention System**



### **RTI**

Per GaDOE: Response to Intervention (RTI) is a process within the system of an MTSS framework. RTI is part of the data-based decision-making process within progress monitoring where team members review data to determine how students are responding to the intervention in place. It is a process to observe and adjust (intensify, select new, or continue) an intervention based on a student's progress toward the targeted goal.

### **Universal Screener and Dyslexia Screener**

K-3 Students will participate in a Universal Screener and Dyslexia Screener. The Winter administration is the identified time for notifying parents of the dyslexia screener results.

### **Talented and Gifted**

Any student scoring 90%+ National Percentile on the Measures of Academic Performance (MAP), are automatically referred to the Gifted Assessment Process. Please contact Ms. Craft, SES Testing Coordinator, for additional information at 770-775-9470.

## **SCHOOL COUNSELING DEPARTMENT**

### **What Does School Counseling Provide for Students?**

The school counseling program is designed to be a comprehensive and developmental program that extends to every student in the school. The program teaches the skills necessary for academic success, personal/social growth, and career awareness. The school counseling program is implemented through a core curriculum, in small groups or individual sessions, responsive services, and referrals to outside agencies, if needed.

- **Core curriculum:** Throughout the year, guidance lessons are provided to all grade levels. These lessons are based on the needs of the students. Topics follow the American School Counselor Association's domains of academic, career, and social/emotional development.
- **Small Group Counseling:** Students with shared concerns or needs participate in small group counseling at school. The sessions are 30 minutes in length and the group meets once a week for 6-8 weeks. Parents, teachers, and administrators are encouraged to refer students for counseling groups.
- **Individual counseling:** Sessions are designed to meet the specific need(s) of the individual. Depending on the area of need, direct instruction of skills may take place, as well as an opportunity to rehearse or practice the skill. Referrals are initiated by parents, teachers, administrators, and students alike.

With the support of teachers, our school counseling program helps improve the learning potential in the classroom and aid in the social and emotional development of every student. Our goal is to focus on the total needs of students and work together with teachers and parents to reduce or eliminate distractions that hinder learning.

---

## **HEALTH GUIDELINES**

### **Medication Use:**

The providing of medical care to students is the responsibility of the parent. Whenever it is absolutely necessary medication may be given to a student during the school day and the following guidelines will apply:

- Each school year, an *Authorization for the Administration of Medications by School Personnel* should be signed by the parent and the prescribing physician. These forms will be filed in the school clinic and must be completed for each medication as well as for any changes in medications. All medications will stay in a locked cabinet in the School Clinic unless authorized by the prescribing physician and the parent/guardian. Employees will be properly trained each year in the event that medication will be given by someone other than the Nurse.
- Medications taken twice daily or given in the morning are to be administered at home. Medications that are to be taken three times daily can also be taken at home. Morning medications will not be given at school.
- Medications brought to school in unlabeled bottles, plastic bags; aluminum foil, etc. will not be administered. Students are not allowed to keep medication in their possession at school (except as stated below with asthma inhalers, EpiPens, and diabetic supplies). Violations of these guidelines may be subject to disciplinary actions.
- Narcotic or sedative medications will not be administered at school. The student should remain at home until they no longer require this type of medication (i.e. Tylenol with codeine, Lortab, Xanax, Valium).
- All medications administered at school must be FDA approved for the usage (diagnosis) and route specified by the physician.
- Overnight field trips will require a special form, the *Overnight Medication Form*. Controlled substances will require the signature(s) of both the parent and the physician. Over-the-counter medication to be given during overnight field trips will require only the parent's permission. All medications should be delivered by the parent to the school personnel in charge of the trip at the time of departure. School personnel will oversee the administration of all medications and provide documentation on the form. Upon return from the trip, the medications will be returned to the parent by the school personnel. All completed forms will be submitted to the school clinic upon return.
- School-day field trips will require a special form, *Field Trip Medication Form*. The clinic personnel will complete the top part of the form, prepare an envelope for the student containing the dose(s) required for one day, and have the teacher come to the clinic to receive and sign for the medication. The detailed procedures are listed on the Field Trip Medication administration procedures. Emergency medications (rescue inhalers/nebulizers and EpiPens) will be sent with the teacher and returned to the clinic at the conclusion of the field trip. If a student has a current *Allergic Reaction Health Plan* ordering an EpiPen and/or emergency asthma medication form on file at school, they will be required to have their emergency medication on the field trip to prevent any issues. If the medication is not provided by the parent for the field trip, the student may not be allowed to attend the field trip. This decision will be made by the school nurse and/or principal if medication is not available. Advance notice will be given to the parent at least two weeks prior to the field trip (or as soon as the clinic is aware of the trip).

### **Prescription Medications:**

- The child's physician must complete and sign a medication form for **long-term medications** (medications given for more than two weeks) and the form should also be signed by the parent. With parental consent, the medication can begin to be administered immediately; however, the form from the physician must be received during this two-week period or the school cannot continue to administer the medication. Medications must be brought to the school by the parent. It is the parent/guardian's responsibility to have the physician sign the form. Medications **cannot** be transported on a school bus except by school personnel for school trips.

- All refills brought to the school must be in a newly labeled bottle for the school to retain for medication administration. The pharmacy will provide 2 bottles upon request, one for home and one for school. Parents are encouraged to bring enough medication needed until the next refill is due (usually a month) and take into consideration holidays and weekends so that there is enough medication retained for home use. The school discourages the practice of signing out medication to the parent/guardian once it has been signed in.
- Short-term prescription medications (example: antibiotics) will not be given during school hours unless the medication is for long term use (more than six weeks).
- All prescription medication must be in an original container (with pharmacy label) and include the student's name, date, current dosage, directions, duration, and medication name.
- Any changes in dosage or new written orders by the prescribing physician may be mailed, faxed or brought to the school by the parent.
- All medications will be counted by a designated school representative and the parent. The documented medication count will be on the Count Sheet.
- Asthma inhalers, EpiPens, and diabetes management require a specific form (*Diabetic Management Plan, Allergic Reaction Emergency Health Care Plan, Permission to Carry EpiPen, and/or Asthma Emergency Medication Authorization*) to have these medications/supplies at school. If the medical provider deems it necessary for the student to have these medications and/or diabetic supplies with the student instead of in the clinic or with an adult, it must be denoted as such from the provider on these forms.
- EpiPens may be administered by any trained employee to a student if there is a perceived or actual severe allergic reaction regardless if there is a prescription for the medication on file. 911 must be called anytime an EpiPen is administered. If the parent can not arrive at the school in a timely manner the student will be transported to the nearest Emergency Room.
- Levalbuterol or albuterol sulfate may be administered to a student by any trained employee if there is a perceived or actual respiratory distress requiring the medication regardless if there is a prescription on file.

#### **Nonprescription Medications (Over-The-Counter--OTC):**

- OTC medications must be in the **original** container and the parents must sign the Short Term Medication Form. OTC medications must be given in accordance with the labeled directions (i.e. age, weight, dosage requirements) unless a physician provides orders to administer differently. If the duration is longer than recommended on the label, (usually two weeks or less) the parent must provide the school with a letter of medical necessity/orders from the student's physician.
- OTC medications will be given on a short-term basis only (two weeks or less). Medication must be brought to the school office by the parent.
- Tylenol, Pepto-Bismol, Tums, etc. **will not** be supplied/provided by any school personnel. OTC medications must be supplied by the parent.
- Medications should be counted by a designated school representative and the parent and documented on the *Short Term Medication Form* and doses given should be documented on the corresponding form.
- Students are allowed to transport and possess non medicated cough drops and eye rewetting drops for use during the school day.

#### **Head Lice**

- Children infected with head lice will be sent home with a letter to parents regarding recommendations for treatment, disinfecting the home, and procedures for readmission to school. Our local protocol requires that children be nit-free. Only one day will be counted as an excused absence, all other days will be marked as unexcused as per our BCSS Attendance Guidelines. Children cannot return to school until examined and cleared by the nurse. After 2 confirmed cases of head lice within the school year, a letter of clearance must be obtained from the Butts County Health Department or the child's physician.
- All siblings, of a confirmed case, will be checked if they attend a Butts County School.
- A school nurse will be trained in head lice detection. In the event that the nurse is not in the school building, there will be a backup person trained. The backup person will send students home only if they detect live bugs in the student's head. If there are no live bugs, the student will be checked the next day by the nurse.
- If there are 3 confirmed cases within a 2-week time period from the same class, the entire class may be checked. The principal has discretion in checking any classroom for possible infestation.
- The School System will follow the recommendations of the [Georgia Head Lice Manual](#) in regards to classroom treatments.
- If a parent reports head lice to the classroom teacher or the front office, it should be reported to the clinic personnel and/or school nurse so appropriate action can be taken.

#### **Illnesses**

- Every effort will be made to encourage students to remain at school when they complain of minor pains and discomfort. Parents will be notified immediately of anything requiring more serious attention. You will be required to pick up your child when he/she has a serious illness or fever greater than 100.4 degrees. You may also be required to pick up your child with the following issues (as deemed necessary by clinic staff): vomiting, diarrhea,

unusual/unexplainable rash, red/itchy draining eye, etc. Children should not return to school until they have been without fever, vomiting, or diarrhea for 24 hours. This may be enforced if there is a suspected contagious illness and deemed appropriate by clinic staff.

- If a student has painful urination, blood in their urine, or pain in their genital area, the school will contact you. You may be requested to take your child to the doctor for an evaluation if deemed necessary. This complaint can be from many sources; therefore, you will want to work with your school nurse and physician and provide the school nurse with information regarding the diagnosis.

#### **Chronic Conditions**

- When a student has a chronic medical condition that needs managing by the school staff, health plans and/or physician's orders will be required for any student that needs an EpiPen for severe allergies, Type I or II Diabetes, Seizure Disorder (Epilepsy), Special Procedures (i.e. trach care, urinary catheterizations, suctioning, GT feedings), etc. These will be required for attendance and must be updated each school year. The school nurses may deem additional health conditions or situations not listed that may need a care plan based on individual students.
- All supplies and medications needed for the school to perform special procedures and take care of students with chronic conditions must be provided by the parent and available at school every day or the student may not be allowed to attend.

#### **Immunizations**

- Immunizations are required by law for certain age/grade levels. If the parent/guardian does not wish to vaccinate their student, a waiver must be obtained and notarized. If a completed immunization record/ waiver is not provided to the school your child may not be able to attend. The school nurse/ data clerk will contact you regarding the deadline.

#### **Hospital Homebound Services**

- Hospital/Homebound (HHB) services are designed to provide continuity of educational services between the classroom and home or hospital for students in Georgia public schools whose medical needs, either physical or psychiatric, do not allow them to attend school for a limited period of time. HHB instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance. Contact the school principal and/or district social worker for more information.

#### **Food Allergies**

- Every effort will be made to protect your child from receiving food that he or she is allergic to. For the cafeteria to make a substitution for a food allergy, there must be an up-to-date physician signed document on file at the school stating the child's allergy.
- We will provide a visible identifier, with parent/guardian permission, listing the food allergies for your child to wear to the cafeteria so that the adults in the cafeteria have a quick, visual reference for his/her food allergies and can better protect your child.

#### **Clearance to Return to School**

- There are several situations where a clearance note will be required for your child to return to school. These are but not limited to: Returning from surgery or overnight hospitalization (need clearance and any limitations), clearance from head lice, clearance after being sent home for a suspicious rash or skin condition, clearance for pain in genital areas, blood or burning of urine.

In the event of a life-threatening situation or critical injury, the school will make every effort to contact the parent/guardian and take appropriate emergency medical action. Should this need arise, the parent/guardian will be financially responsible for medical care/treatment and ambulance transportation. Our School Nurses follow the guidelines suggested by the School Health Resource Manual developed in combination by the Department of Education and Children's Healthcare of Atlanta. In the event CDC, DOE, or DPH guidelines supersede any above guidelines, they will be followed. BCSS reserves the right to make changes if needed to protect the safety of our students and staff.

**Legal Reference: O.C.G.A., 16-13-73; 16-13-75; 26-3-8; GA Practical Nurses Practice Act, 43-26-32;**

**GA Registered Professional Nurse Practice Act, 43-26-3, 20-2-779; 20-2-776; 20-2-776.1; 20-2-776.2; 20-2-776.3; 20-2-774**

---

#### **MEDIA CENTER**

##### **When can my child and I visit the Media Center?**

The Stark Elementary School Media Center is open from 7:20-3:20 every day. Students have the opportunity to visit the media center with their class as well as independently on a weekly basis. Throughout the year, the Media Center will offer Book Fairs and other events. Parents are always welcome in our Media Center!

---

## **TRANSPORTATION**

### **What do I need to know if my child will be a morning car rider?**

- Staff will begin receiving students from the car rider line at 7:20 am. SES uses two lanes that merge at the crosswalk. Students may not be let out before the crosswalk. Pull all the way down to the end of the sidewalk. Pay attention to the car rider staff. Refrain from using cell phones in the car rider line. Please take it slow, be alert, and be kind!
- Parents who wish to walk their child into the building must park in the visitor parking area. To ensure students' safety, parents are to escort their children at all times and **must sign in at the front office**. Under NO circumstances should children be dropped off and allowed to walk across the parking lot unattended.
- Stark Elementary opens at 7:20 a.m. daily with breakfast and morning activities. **The school day officially begins at 7:50. Students who arrive after the 7:50 a.m. bell rings are considered tardy and must be signed in by a parent at the front office.** Please do not leave students at school before 7:20 a.m. unless they are registered to attend **Early Morning Care**.
- There are no early check-outs after 2:20 PM for the safety of all students during dismissal.

### **What if I have to be at work before the 7:20 drop-off time?**

**Early Morning Care** begins at 6:30 a.m. in the commons area. The cost is **\$5.00 per child per day**. If you would like for your child to attend early morning care, please call (770) 775-9470 to register your child.

### **Can my child eat breakfast at school?**

Beginning at 7:20, all students may pick up breakfast as they arrive from the breakfast cart and report directly to class. Breakfast service ends at 7:50 daily.

### **Afternoon Bus Transportation**

If your student rides the bus home, a parent/guardian or designee must be present and visible at the bus stop for all student(s) under the age of 9. If an adult is not present and visible, the bus driver will return the student to SES where they will need to be picked up by the parent/guardian or emergency contact.

### **What do I need to know if I will be picking my child up in the afternoons?**

Car riders should be picked up at 2:50 pm. You will need to have a Parent Pick-Up tag visible in your front window when picking up your child. You can get a tag at Open House or from the front office. Let us know if you will need more than one in the event multiple cars might be coming through the pick-up line. Additional tags are \$1.00 each. In the event that you do not have a visible tag (it was lost, in a different car, etc.), you will be required to come inside to **show a picture ID, receive a car rider slip, and return to the car rider line**. For safety, all students will be called to cars by SES staff using their car rider number. SES uses two lanes that merge at the crosswalk. Students may not be let out before the crosswalk. Pull all the way down to the end of the sidewalk. Pay attention to the car rider staff. Refrain from using cell phones in the car rider line. Please take it slow, be alert, and be kind! In order for students to be supervised appropriately, students who have not been picked up by 3:05 will be sent to **After-School Care**. We do have to pay our After-School workers, so there will be an \$8.00 per day charge for After-School Care.

### **What exactly is After-School Care?**

Stark Elementary School offers after-school care daily from 3:10 p.m. until 6:00 p.m. The cost is **\$10.00 per day, per child**. There is a \$1.00 per minute charge for every minute past 6:00 PM. If your bill exceeded \$100.00, you may be asked to stop attending After-School until the bill is paid. If you owe money at the end of one school year, you may not be allowed to begin After School the next school year until your bill is paid. Call (770) 775-9470 to speak with Ms. Lewis for more information about registering your child for our after-school care program.

### **What if I need to make a change to my child's normal mode of transportation?**

Requests for transportation changes must be provided in writing either in the student's agenda, a note, or in person at the front office. Permission for a student to ride a different bus must be in writing and approved by the BCSS Transportation Department. Front office will give the student a bus pass to present to the driver. For the safety of all students, transportation changes may not be taken by phone or email.

---

## **VISITORS**

Parents and other visitors are always welcome at Stark Elementary School. There are certain expectations and rules that must be followed to ensure the safety of the students and to prevent unnecessary interruptions in the educational process:

- All visitors **MUST** provide a photo ID.
- All visitors **MUST** check-in and out at the school office to obtain/return a "VISITOR'S PASS".
- All visitors **MUST** wear the visitor pass at all times while on school property and visitor/s pass should be worn so that it is clearly visible to others.
- All visitors are expected to leave promptly when their business is complete.
- Smoking or use of tobacco and alcohol in any form are prohibited on school property by the Butts County Board of Education.

- Georgia Law prohibits the possession of any weapons on campus. This includes firearms, BB or pellet guns, knives, straight razors, blackjacks, or other items considered weapons.

---

## **VOLUNTEERS**

### **How can I volunteer at Stark Elementary?**

We could not have a successful school without the help of our volunteers! For the safety of every child, all volunteers must complete a volunteer packet that includes a criminal background screening. The volunteer packets are available in the front office and should be filled out and returned to SES. Volunteers should follow a **business casual** dress code while on campus. You should call your child's teacher to schedule a time to volunteer. Here are some of the things we need your help with:

- Attending Field Trips
- Monitoring Buses
- Chaperoning Field Day Events
- Supporting Teachers in the Classroom
- Helping out in the Media Center (reshelving, Book Fair events, etc)
- And Many More!

### **What about going on Field Trips with my child? (Money being refunded and receipts)**

All students are allowed to participate in field trips with a signed parent permission form. We ask for a donation to cover the cost of the field trip and transportation. This donation is not necessary to participate. We always welcome parents on our Field Trips if we have space. Parents will be responsible for providing their own transportation. Parents who volunteer to act as chaperones must have completed a volunteer packet with SES that includes a criminal background screening. These screenings take a minimum of two weeks to be completed. Chaperones will be actively involved in assisting with the supervision of students; therefore, for safety, any other children (younger siblings, etc.) should not be brought on field trips.

If for some reason your child is sick and unable to attend the field trip, you must be able to present your receipt for a refund of your donation. Some field trips are non refundable, please contact the front office for more information 770-775-9470.

---

## **NOTICE OF NON-DISCRIMINATION**

The Butts County School System does not discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practice, educational program, or any other program, activity, or service. If you wish to make a complaint or request accommodation or modification due to discrimination in any program, activity, or service, contact Butts County Schools, Human Resources, 181 North Mulberry Street, Jackson, Georgia 30233, or phone 770-504-2300.

It is the policy of the Butts County Board of Education to comply fully with the requirements of Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act of 1975 (ADA), Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990, and all accompanying regulations.

## **REPORTING A COMPLAINT**

According to Georgia law, any citizen of the state of Georgia may file a complaint against a certified/licensed educator. The complaint must be in writing and signed by the complainant. To help the GaPSC staff process your complaint as quickly as possible, follow these guidelines:

- <https://www.gapsc.com/Ethics/Complaint.aspx> Choose the general complaint form.
  - If you do not know which to use, choose the General Complaint Form.
  - Mail or fax a completed form to the Educator Ethics Division at the address (or fax number) given on the bottom of the form. Please fill in all requested information, including the educator's full name, address, phone number, and school district.
  - Briefly state the standard that was violated and how it was violated.
  - Attach supporting documentation, if applicable, including the names, addresses, and telephone numbers of any potential witnesses, if known.
- 

## **504 EDUCATIONAL PLANS**

### **Notice of Rights of Students and Parents Under Section 504**

**Resolution Agreement: U.S. Department of Education, Office for Civil Rights & Georgia Department of Education (OCR Complaint #04-11-1267)**

Each LEA must make its Section 504 Policies and Procedures available on its website, where available, and in printed material, including student handbooks. Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.



The implementing regulations for Section 504 as set out in 34 CFR Part 104 provides parents and/ or students with the following rights:

- Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
- Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
- Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
- Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
- Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
- You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
- You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
- You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
- You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for the least restrictive environment and comparable facilities. 34 CFR 104.35.
- If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
- You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
- You have the right to examine your child's educational records. 34 CFR 104.36.
- You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with the opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
- You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
- If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
- You have the right to, at any time; file a complaint with the United States Department of Education's Office for Civil Rights.

## **SECTION 504 PROCEDURAL SAFEGUARDS**

### **Overview:**

Any student, parent, or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

**Hearing Request:** The Request for the Hearing must include the following:

- a. The name of the student.
- b. The address of the residence of the student.
- c. The name of the school the student is attending.
- d. The decision that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the grievant.
- g. The name and contact information of the grievant.

Within 10 business days from receiving the grievant's Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

**Mediation:**

The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time.

If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

**Hearing Procedures:**

a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's request for hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.

b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date.

The request for a continuance must be in writing and copied to the other party.

c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.

d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.

e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony, and answer questions posed by the review official.

f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.

g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.

h. The hearing shall be closed to the public.

i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.

j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.

k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.

l. Unless otherwise required by law, the impartial review official shall uphold the action of the school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.

m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

**Decision:**

The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.

**Review:**

If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations. Students may report harassment or perceived discrimination to the school administrator. All such reports may be investigated by the Title VI and Title XI Coordinators, considered by Section 504 of the Americans with Disabilities Act Coordinator, and the Sports Equity Coordinator.

The OCR office for Georgia is located at:

Atlanta Office for Civil Rights U.S. Department of Education

61 Forsyth St. S.W., Suite 19T70 Atlanta, GA 30303-3104

Telephone: 404-562-6350

FAX: 404-562-6455; TDD: 877-521-2172 Email: OCR.Atlanta@ed.gov

The OCR National Headquarters is located at:

U.S. Department of Education Office for Civil Rights

Customer Service Team 400 Maryland Avenue, SW

Washington, D.C. 20202-1100 Telephone: 1-800-421-3481



### **HIGHLY QUALIFIED TEACHER**

The Butts County School System hires all teachers as Highly Qualified. We assign teachers to their subject area and/or grade level expertise. Parents will receive a notification if a non-highly qualified teacher is assigned as the child's teacher of record in an academic content area for four consecutive weeks or more.

### **Parent Right to Request Teacher Qualifications**

At SES, we are very proud of our instructional faculty who are highly qualified to provide your student a quality rigorous education. In compliance with the requirements of the Every Student Succeeds Act, the **Butts 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—
  - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - is teaching under emergency or another 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 the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher and/or paraprofessional's qualifications, please contact Caressa Gordon, Director of Human Resources and Federal Programs, at **770-504-2300**

### **FERPA: NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, your own education records. Parents or eligible students should submit to the Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent or designee will make arrangements for access and provide notice of such arrangements.
- (2) The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write to the school principal, specify the part of the record they want to be changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing,
- The right to consent to disclosures of personally identifiable information (PII) from the student's education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. One exception that permits disclosure without consent is to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including school nurses and school resource officers); a member of the school board; a person or company with whom the district has contracted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, or online educational services provider); a contractor, consultant, volunteer, or other parties to whom the school district has outsourced services, such as electronic data storage; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his/her tasks. The District allows school officials to access only student records in which they have a legitimate educational interest. School officials remain under the district's control with regard to the use and maintenance of PII, which may be used only for the purpose for which disclosure was made, and cannot be released to other parties without authorization.

A school official who has a legitimate educational interest may review an educational record in order to fulfill his/her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

**FERPA** requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless the parent or eligible student has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school to include this type of information from the student's education records in certain school publications, such as the annual yearbook, graduation or sports activity programs, and honor roll or other recognition lists.

The School District has designated the following information as directory information:

[Note: The board may, but does not have to, include all the information listed below. The information listed must be consistent with those items designated in board policy].

- Student's name, address, and telephone number;
- Student's date and place of birth;
- Student's participation in official school activities and sports;
- Weight and height of members of an athletic team;
- Dates of attendance at schools within the district;
- Honors and awards received during the time enrolled in district schools;
- Photograph; and
- Grade level.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters, upon request, with students' names, addresses, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent.

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

You have the right to file with the United States Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of FERPA or the regulations promulgated thereunder. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

#### **Protection of Pupil Rights Amendment Notice and Consent/Opt-Out for Specific Activities**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Butts County Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("provided information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, Butts County Schools will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and provide parents an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under State law.)

*Date:* **Fall 2025 and Spring 2026**  
*Grades:* Four and Five  
*Activity:* Survey Administration for the Measurable Results Assessment  
*Summary:* An annual survey and reporting system that gathers feedback from students, staff, and families to assess progress in leadership, culture, and academics.  
*Opt-out:* Contact **your child's principal** in writing no later than **September 1, 2025** if you do not want your child to participate in this survey.

---

*Date:* **Winter 2026**  
*Grades:* Three through Twelve  
*Activity:* Survey Administration for The Georgia Student Health Survey 2.0  
*Summary:* The GSHS 2.0 for middle and high school students covers various topics such as school climate and safety, graduation, school dropouts, alcohol and drug use, bullying and harassment, suicide, nutrition, and sedentary behaviors. The GSHS 2.0 for elementary students includes school safety and school climate questions only.  
*Opt-out:* Contact **your child's principal** in writing no later than **September 1, 2025**, if you do not want your child to participate in this survey.

**PLEASE SIGN THIS PAGE AND INITIAL EACH BOX AS INDICATED  
AND RETURN TO STUDENTS ADVISEMENT TEACHER**

**OPT OUT**

We need your permission for the following special parts of the school program. If you are **NOT** willing for your child to take part in these activities, please initial below then sign the form and return it to the school tomorrow.

\_\_\_\_\_ Photographs and Publications: **I DO NOT** grant permission for my child to be photographed during school related activities. I understand that these pictures may be published in the newspaper, the yearbook, scrapbooks, bulletin boards, our closed-circuit news program, and the SES website

\_\_\_\_\_ Clubs and Organizations: **I DO NOT** grant permission for my child to participate in clubs and organizations at JHS. I understand that from time to time, my child will be staying after school and that I will be responsible for transporting my child home.

\_\_\_\_\_ Computer and Internet Usage: **I DO NOT** grant permission for my child to use the computer equipment provided by Butts County Public Schools and to access the Internet for research purposes and other academic activities.

**Handbook**

I have received a copy of the SES handbook. I will read the handbook and am willing to ensure that my child will follow all school policies and discipline procedures at Stark Elementary School.

Child's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date \_\_\_\_\_