

Believe ~ Excel ~ Succeed



**Buchanan Elementary School
Student/Parent Handbook
2019-2020**

The mission of Buchanan Elementary School is for highly qualified teachers to challenge every student to reach his or her full potential through the use of best practices.

215 College Circle
Buchanan, Georgia 30113
(770) 646-5140
(770) 646-8893 (FAX)

http://www.haralson.k12.ga.us/buchananelementaryschool_home.aspx



August 2, 2019

Dear Buchanan Elementary School Students and Parents,

Welcome back! We are very excited about the opportunities for students and parents this school year. We encourage students to give their best efforts in the classroom and all to participate in the many school activities available.

Our goal at Buchanan Elementary School is to maintain a challenging and nurturing learning environment. Our motto is Believe~Excel~Succeed. The faculty and staff of Buchanan Elementary School are committed to empowering all students to reach their personal best. Everyone ~ administrators, faculty, parents, staff, and students ~ work together to create a solid foundation for success in all areas of life.

With this in mind, it is important that all students and parents thoroughly read the parent/student handbook. It is a guide to all the policies and procedures that govern our school. When there is no confusion about procedures or expectations of student behavior, school days run smoother. While the handbook is not all-inclusive, it describes Buchanan Elementary School policies and procedures as well as Haralson County School Board Policy. More detailed information regarding school board policies may be found on the school system's website, <http://www.haralson.k12.ga.us>.

Once you have read and reviewed the handbook with your child, please complete and sign the acknowledgement page found at the end of the handbook. Return the completed and signed acknowledgement page to your child's homeroom teacher. Thank you in advance for your support.

It is our hope that this school year at Buchanan Elementary will be great! A Buchanan Elementary School Rebel is someone who models the Rebel Way of **R**espectful, **R**esponsible, and **R**eliable on a daily basis in all settings. We look forward to working together to continue to build Rebel Pride.

Sincerely,
Ethelyn W. Johnson
Principal

BUCHANAN ELEMENTARY

THIS PLANNER BELONGS TO

MY HOMEROOM TEACHER IS

MY TEACHER'S EMAIL IS

MY LOGIN INFO



MobyMax

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Buchanan Elementary School Faculty and Staff 2019-2020

<u>Administration</u>	
Ethelyn Johnson, Principal	
Kathy Campbell, Assistant Principal	
<u>Office Staff</u>	
Kelly Latham	
Amanda Presnal Craft	
<u>Third Grade</u>	
Lisa Carroll	
Darles Chaney	
Sandy Edwards	
Angel Peugh	
Chip Jett	
Amy Smith	
Laura Stamps	
Amber Strickland	
<u>Special Services</u>	
Hannah Hunter	
Ashley Padgett	
Maggie Stephenson	
Matt Williamson	
<u>Support Staff</u>	
Kim Hammond, Academic Coach	
Cynthia Landon, Art	
Michelle Bentley, Computer	
Lena Mullany, Counselor	
John Hester, Gifted	
Bethany Pittman, Media	
Julie Randolph, Music	
Ava Ellis, Nurse	
Shannon Williams , PE	
Steve Martin, PE	
Erin Davis, STEM	
<u>Fourth Grade</u>	
Lance Hardin	
Angela Mannino	
Drew Moon	
Dawn Thompson	
Rachel Thompson	
Christy Worthy	
<u>Fifth Grade</u>	
Darlene Bahr	
Breanna Bailey	
Valarie Davis	
Kristi Gilley	
Alice Martin	
Taylor Windom	
<u>Paraprofessionals</u>	
Tammy Forrister	
Traci Isham	
Tunya Parker	
Regina Westmoreland	
<u>Lunchroom</u>	
Debbie Smith, Manager	
<u>Custodian</u>	
Brenda Tims	
Patricia Layton	

IMPORTANT DATES

July	September	October	November	December
31 Open House 2-5pm August 2 First Day of School 21 Back to School Dance 22 GO Team Meeting (all parents and/or guardians welcome)	5 Progress Reports 6 Grits for Grans 12 Fall Pictures 13 First Responder Breakfast 13 Ms. BES 26 Fall Festival	1 Spirit Week 10 STEM Night 14 Teacher Work Day 15 National School Lunch Week 17 Report Cards 22-25 Red Ribbon Week 23-29 Book Fair 28 Conference Day 29 Pumpkin Caper 30 3rd Grade Trunk or Treat 30 Fall Dance	7 GO Team Meeting (all parents and/or guardians welcome) 8 Veteran's Breakfast 12 Veteran's Chorus Concert 14 Progress Reports 21 Thanksgiving Lunch 26-29 Thanksgiving Break	7 Robotics Competition 10-13 Santa Shop 12 Beta Club Induction 20 Singing on the Square 24-31 Winter Break
January	February	March	April	May
1-6 Winter Break 6 Teacher Work Day 7 Students Return 9 Report Cards 14 Family Reading Night 17 1st Semester Awards	6 Progress Reports 7 Daddy Daughter Dance 10 Conference Day 12 Valentine Dance 13 Class Group Picture 20 GO Team Meeting (all parents and/or guardians welcome) 20 PTO Bingo Night	3-6 National Breakfast Week 16 Teacher Work Day 17 Muffins for Moms 19 PTO Art Show 19 Report Cards 21 Rebel Run 26 Spring Pictures	March 31-Apr 3 Spring Break 9 Doughnuts for Dads 23 Progress Report 29 End of Year Dance	3-10 5th Grade Washington Trip 12 5th Grade Field Day 13 4th Grade Field Day 13 5th Grade visit WGTC 14 3rd Grade Field Day 14 5th Grade Luncheon 14 GO Team Meeting (all parents and/or guardians welcome) 20 Awards Day 22 Last Day

Buchanan Elementary School is a Schoolwide Title I Program and a fully accredited member of the Southern Association of Colleges and Schools (SACS/AdvanceEd) and The Georgia Accrediting Commission (GAC).

HCSS Central Office

299 Robertson Ave. Tallapoosa, GA 30176
(770-574-2500) www.haralson.k12.ga.us

The Vision of Haralson County Schools:

Haralson County Schools will be recognized as a leader in improving student achievement for ALL students.

The Mission of Haralson County Schools:

Haralson County Schools will produce high-achieving students who will graduate.

The Beliefs of Haralson County Schools:

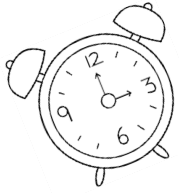
- We believe all students deserve to be held to high expectations that reflect individual abilities.
- We believe every person deserves to be treated with respect.
- We believe the health, safety, and welfare of all students and employees are a prerequisite to student success.
- We believe students must be taught academic and life skills, including technology, to succeed in an ever-changing world.
- We believe the school experience should be relevant practice for adulthood.
- We believe regular attendance is fundamental to learning.
- We believe all stakeholders share the responsibility for educating students.
- We believe effective communication is essential for all stakeholders.

Public Notice of Compliance

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); gender (Title IX of the Educational Amendments of 1972 and the Perkins Act of 1998; or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance. Students, parents, employees and the general public are hereby notified that the Haralson County Board of Education does not discriminate in any educational programs or activities or in employment policies. The following individuals have been designated as the employees responsible for coordinating the school system's effort to implement this non-discriminatory policy.

I Title VI, Title IX – Jerry Bell, Superintendent, Haralson County Board of Education, 299 Robertson Ave., Tallapoosa, GA 30176 (770) 574-2500

Section 504 and ADA – Jerry Bell, Superintendent, Haralson County Board of Education, 299 Robertson Ave., Tallapoosa, GA 30176 (770) 574-2500



BES PROCEDURES

Our School Day

6:50 Doors Open
7:20 Doors Lock
7:25 Tardy Bell Rings
10:45-11:25 5th Grade Lunch
11:45-12:25 4th Grade Lunch
12:35-1:19 3rd Grade Lunch
2:30 Bus Rider Dismissed
2:35 Car Riders Dismissed
4:00 End of Teacher Work Day

Car Rider Procedures

- Morning drop off is at the end doors of 3rd grade hallway.
- Afternoon pick up is in front of school following bus dismissal.
- Car rider tag must be present in order to pick up students. Without tag, please see office staff with ID

Bus Transportation changes will not be permitted. Students cannot be checked out after 2:00pm.

Meal prices for 2019-2020/Food Services

Haralson County School District has qualified for the Community Eligibility Provision (CEP). CEP is a non-pricing meal service option for schools and school districts in low-income areas. CEP allows the nation's highest poverty schools and districts to serve breakfast and lunch at no cost to all enrolled students without collecting household applications. Please encourage your student(s) to eat breakfast and lunch so we can continue to receive CEP (meals at no charge for all our students).

Visitor Breakfast \$2.50

Visitor Lunch \$5.00



Although students are encouraged to eat a cafeteria breakfast and lunch, students may bring food from home. Students MAY NOT bring any type of glass containers, cans or bottles of carbonated drinks or food from fast food restaurants.

Information and BES master calendar can be found on our [website](#). Please follow Buchanan Elementary School on Facebook.

After-School Program (ASP)

Buchanan Elementary School offers after school services for students who attend both Buchanan Primary School and Buchanan Elementary School. This service is available any day school is in operation. ASP ends each day at 6:00 p.m. The cost of this service is \$7.00 per day per child. If you would like to enroll your child into this program, please contact the school for BES ASP enrollment paperwork.

Attendance

Attendance Expectations

- Parents have three (3) days to send an excuse to school after each absence. If a parent note is not turned in within 3 days, the absence will remain unexcused.
- A parent note may be submitted for four (4) absences each year.

Truancy

- Following three (3) unexcused absences, parents are required to attend School Attendance Team Meetings (ATM)
- Following five (5) unexcused absences, parents are referred to Haralson County Truancy Court.

[Policy](#)

Check-Out Procedures

The school day begins for a student when he/she arrives on campus. Once on campus, regardless of whether or not a student has entered the building, he/she is considered on campus and may not leave school except by checking out through the front office with a verified adult. Students cannot be checked out after 2:00 pm.

Complaint Procedures under the Every Student Succeeds Act (ESSA)

A. Grounds for a Complaint

Any individual, organization or agency (“complainant”) may file a complaint with the Haralson School District Board of Education if that individual, organization or agency believes and alleges that a violation of a Federal statute or regulation that applies to a program under the Every Student Succeeds Act has occurred. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

B. Federal Programs for Which Complaints Can Be Filed

1. Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies
2. Title I, Part A: Foster Care Program
3. Title I, Part C: Education of Migratory Children
4. Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
5. Title II, Part A: Teacher and Principal Training and Recruiting Fund
6. Title II, Part D: Enhancing Education Through Technology
7. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement
8. Title IV, Part A, Subpart 1: Safe and Drug Free Schools and Communities
9. Title VI, Part B: Rural Education Initiative
10. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children
11. Title X, Part C: McKinney-Vento Education for Homeless Children and Youth

C. Filing a Complaint

1. A formal complaint must be filed in writing to the Haralson School District superintendent or his/her designee.
2. The complaint must include the following:

- a. A statement that the LEA has violated a requirement of a Federal statute or regulation that applies to an applicable program;
- b. The date on which the violation occurred;
- c. The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation);
- d. A list of names and telephone numbers of individuals who can provide additional information;
- e. Copies of all applicable documents supporting the complaint's position; and
- f. The address of the complaint.

D. Investigation of Complaint

1. Within ten (10) days of receipt of the complaint, the Superintendent or his/her designee will issue a Letter of Acknowledgement to the complainant that contains the following information:
 - a. The date the department received the complaint;
 - b. How the complainant may provide additional information;
 - c. A statement of the ways in which the Department may investigate or address the complaint; and
 - d. Any other pertinent information.

If additional information or an investigation is necessary, the Superintendent will have sixty (60) days from receipt of the information or completion of the investigation to issue a Letter of Findings. If the Letter of Findings indicates that a violation has been found, corrective action will be required and timelines for completion will be included. Either the 30-day or the 60-day timelines outlined above may be extended, if exceptional circumstances exist. The Letter of Findings will be sent directly to the complainant.

E. Right of Appeal

If the complaint cannot be resolved at the local level, the complainant has the right to request review of the decision by the Georgia Department of Education. The appeal must be accompanied by a copy of the Superintendent's decision and include a complete statement of the reasons supporting the appeal.

The complaint must be addressed to:

Georgia Department of Education, Office of Legal Services
 205 Jesse Hill Jr. Drive SE
 2052 Twin Tower East
 Atlanta, GA 30334

Discipline - Student Code of Conduct

Students are expected to follow the Rebel Way of **Respectful, Responsible, and Reliable** on a daily basis in all settings. Students will demonstrate high standards, being courteous, and being safe.

[**Please refer to the Haralson County Student Code of Conduct \(K-5\) ****](#)**

Bus Discipline

The 5 Step Behavior Correction Program goes as follows:

1st Offense – Driver will speak to the student privately

2nd Offense – The student's seat will be reassigned

3rd Offense – A letter will be sent home to the parent/guardian

4th Offense – Parent/Guardian will be called

5th Offense – 5 Step Behavior Correction form submitted to the school's administrator for 1 week bus suspension

If unsafe behavior continues once the student has returned to the bus, the 5 Steps will be followed for a 2nd time with a 2 week suspension. If unsafe behavior continues, the 5 Steps will be followed for a 3rd time and the student could lose his/her bus privileges for the remainder of the school year.

Haralson County Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. [Bullying](#), as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

Dress Code

- Leggings and Jeggings are only allowed if the top can be worn alone as a dress.
- Bust line, midriff and back must be covered.
- Clothing must be free of gang affiliation or activity.
- Clothing must be free of inappropriate writings, drawings, symbols and/or decals.
- Pants must cover the pelvic girdle, no slacking.
- Sunglasses, caps, hats or bandanas are not permitted.
- “Cut-off” shorts are not permitted.
- Spaghetti strap/strapless tanks/tops are not permitted.
- Cleated or wheeled shoes are not permitted.
- Anything deemed inappropriate by school administration

EIP- Early Intervention Program

The Early Intervention Program (EIP) is designed to serve students who are at risk of not reaching or maintaining academic grade level expectations in reading and/or math. The purpose of the Early Intervention Program is to provide additional instructional resources to help students who are performing below grade level obtain the necessary academic skills to reach grade level performance in the shortest possible time.

Emergency Information/Drills

In case of an injury or illness, students should notify the nearest adult who would then take appropriate steps. Accident reports are available in the school office and must be completed in all cases of injury.

Fire, Severe Weather and Intruder drills are conducted often as required by the local and state boards of education.

Emergency Procedures

In the event of severe weather or hazardous conditions that create the need to close schools, local television and radio stations will be notified as soon as the decision is made by the superintendent. Parents and students should seek information regarding school closings from the media instead of attempting to call the schools or school personnel. School closings will also be announced using the mass call system and posted on the BES Facebook page. On various occasions, emergency information may be communicated to parents/guardians and employees using the Crisis Communication System (CCS). The CCS delivers a pre-recorded message to students and parents via phone using numbers listed in our student information software. Please be sure to update your contact information when changes occur.

If schools are closed, the After-School Program will be closed also. If schools are released early, the After-School Program will be cancelled.

English Speakers of Other Languages (ESOL)

The purpose of the ESOL program is to help students for whom the primary or home language is one other than English to acquire the English language skills necessary to be successful in school. In order to succeed, students must develop English language proficiency in listening, speaking, reading, and writing across all areas of the curriculum. Service may be provided through the following state-approved delivery models:

pull-out, collaborative teaching, push-in, sheltered courses, and/or a cluster center program. In addition, interventions will be provided through supplemental classroom instructional strategies.

Enrollment

Students must live in the Haralson County School District with their parents, legal guardians, or be emancipated and be eligible for enrollment under Georgia law to be enrolled in Haralson County School System.

FERPA - Notice to Parents/Guardians and Eligible Students of Rights Under The Family Educational Rights and Privacy Act

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

1. Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) years of age or older, or those who are emancipated, your own education records. Parents or eligible students should submit to the [appropriate school official] a written request identifying the record(s) they wish to inspect. The [appropriate school official] will make arrangements for access and provide notice of such arrangements.
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedures will be provided with the notification of the right to a hearing.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception which permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task, or a parent or student serving on an official committee. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.
4. File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the Haralson County Board of Education to comply with the requirements of the act or the regulations promulgated thereunder. The name and address of the office, U.S. Department of Education, 400 Maryland Ave., S.W. Washington, D.C. 20202-4605. *For additional information, visit the U.S. Department of Education website at <http://www.ed.gov>.*

Gifted Education (Board Policy IDDD)

Students in grades kindergarten through twelve in Haralson County School System (HCSS) who demonstrate a high degree of intellectual, academic, and/or creative ability shall be provided special services by the program for gifted students. Students may be referred for gifted screening by teachers, counselors, administrators, parents, guardians, self or other individuals with knowledge of the student's abilities. Additionally, automatic referrals are made when norm-referenced test scores (ex. ITBS) are made available.

Students who are accepted for further evaluation will complete assessments in four areas: achievement, ability, motivation and creativity. No assessment will be given without parent/guardian permission. Data gathered from a source other than Haralson County School System will not be used in the assessment process.

To be eligible for gifted services, a student must score at the 96th percentile (for grades 3-12) on the composite score on a standardized test of mental ability and score at or above the 90th percentile on the total battery, total math, or total reading of a standardized achievement test or qualify through a multiple-criteria assessment process by meeting the criteria in any three of the following four areas: mental ability, achievement, creativity, and motivation. Any student who meets the state eligibility criteria for gifted education services in another Georgia school system shall be considered eligible in Haralson County and will, therefore, receive gifted services.

Continued placement in the gifted program shall include satisfactory performance in both regular education and gifted classes and must provide for a probationary period. In grades 6-12, satisfactory performance in gifted shall be based on the student maintaining at least a 70 in non-gifted served academic classes and a minimum of an 80 in gifted-served classes for each grading period of one nine (9) weeks and each semester. Any student who fails to meet the continuation criteria will be placed on probation for a **minimum** of one nine (9) weeks period. Parents will be notified in writing of a student's probationary status and will be afforded the opportunity to meet with appropriate school/system personnel. If at the end of the probationary period the student has not resumed satisfactory performance, s/he will be withdrawn from the gifted program, including advanced content classes. If a student achieves satisfactory performance, s/he will continue in the gifted program. **Probation may not occur more than one time at any instructional level.**

Good Touch/Bad Touch, Harassment, Sex Education, and AIDS Prevention

Georgia law requires that instruction in Good-Touch Programs, Sex Education, and AIDS Prevention be taught at all grade levels, kindergarten through twelfth grade. We recognize that even though sex education and AIDS prevention are a part of the comprehensive health curriculum, there are still sensitive issues in which you could have concern. This also includes the Good-Touch Program. A very dedicated committee with members of the community has worked closely with teachers in reviewing all instructional materials to be used. All of the materials to be used to teach these objectives are available to you. If you would like to preview any of the materials, please call the school and schedule a time for your visit. Letters will be sent home with each student when these programs will be taught at school. A letter must be presented to the school stating that you do not wish for your child to participate in the program. Please indicate on the sheet that you will turn in to your child's teacher at the end of this handbook if you do not want your child to participate in the Good-Touch Program. No response will be considered an automatic approval.

[See Haralson County Board Policy for Harassment.](#)

Homework

The amount and frequency of homework assigned varies among grade levels and subjects taught. If parents have questions at any time, they should contact the teacher by calling the school office for an appointment or by sending a note with their child.

Hospital/Homebound Services

Haralson County Schools, under State Board Rule 160-4-2-.31, is authorized to provide instructional services to eligible students who have a medically diagnosed physical or mental condition that confines the student to home or hospital and whose activities are restricted for an extended period of time. To be eligible for services, students must meet the following criteria:

1. A licensed physician must certify that the student is expected to be absent from school due to physical or mental condition, or due to a repeated intermittent chronic condition, for at least 10 school days and will be able to participate and benefit from an instructional program.
2. The student is under medical care for the illness, which may be acute or chronic in nature.
3. The physician must certify that the student can receive instruction without endangering the health of the instructor or other students with whom the instructor may come in contact.
4. The student is enrolled in Haralson County school prior to the referral of Hospital/Homebound services or has met the criteria for eligibility for an exceptional education program.
5. The parent or guardian must sign the parental agreement section regarding the Hospital/Homebound

guidelines.

We are committed to continually seeking to improve instruction for our students. We hope that as a parent/guardian, you will become involved in our school improvement initiatives as we continue to monitor student achievement and set high expectations.

Immunizations

Georgia Law requires all students enrolled in a Georgia school to have a Certificate of Adequate Immunization to be admitted to school. This form may be secured from the Haralson County Health Department or from the child's personal physician. A new student may be temporarily enrolled for thirty (30) days without this certificate. Certificate and evidence of an eye, ear, and dental examination is also required.

Interruptions During the School Day

The focus at Buchanan Elementary School is teaching and learning. Instruction cannot be interrupted unless there is an **emergency**. Complete cooperation from all parents and students is encouraged!

Messages: Classes will not be interrupted for non-emergency messages to be delivered. Parents and students are asked to make afternoon transportation arrangements **BEFORE** students leave for school in the morning. In order to change arrangements for transportation, you must **FAX** the change to the school at (770) 646-8893.

For the safety of the student, please do not call with a change of transportation.

Phone calls: Students will not leave classes to make or accept phone calls of a non-emergency nature. If a caller considers the situation to be an emergency, an administrator will take the call and make the determination. Students will, of course, be permitted to call home if they are too ill to remain at school.

Forgotten items: Students are expected to bring lunch money, gym clothes, band instruments, projects, homework, books, etc. to school in the mornings. Office personnel cannot leave the office unattended to deliver items to students during the school day.

Deliveries: No balloons, flowers, gifts, etc. for students will be accepted at school, and such items should be sent to the student's home.

Items Not Allowed at School

In addition to the serious items (firearms, weapons, drugs, alcohol) listed in the **STUDENT CODE OF CONDUCT** section, students **may not** bring the following to school:

1. Any item capable of doing harm to others
2. Any item which could damage school facilities
3. Electronic devices such as radios, tape/CD/mp3 players, Walkmans, Gamboys, etc.
4. Chewing gum, bubble gum, or candy
5. Toys or any non-educational items (baseball cards, yo-yos, playing cards, etc.)
6. Money in large amounts or other valuables
7. Any disruptive items or items designated by the administration
8. Permanent markers, liquid paper/white out, staplers, scissors, etc.
9. Backpacks with wheels/rollers

This specification is for the safety of students and others, the protection of property, and the promotion of an atmosphere conducive to education. Teachers are asked to take these items from the student and send the items to the school office. Parents may reclaim such items in the school office during regular school hours. Any item not claimed by the end of the school year will be disposed of. Students who bring such items to school may be subject to discipline.

NOTE: *Please label personal items students bring to school such as book bags, jackets, etc. Although students have to be responsible for their own personal property, punishment will be administered to students who steal, damage, or destroy the property of others.*

Medication

- Medication must be brought in by the parent/guardian in an unopened container with dosing instructions.
- Parents are required to complete medication paperwork.
- Prescribed medication must have physician authorization.

Non-Resident Students

Students must live in Haralson County School District with their parents or legal guardians or be otherwise eligible for enrollment under Georgia law to be enrolled in Haralson County School System.

Any non-resident student who is registered in Haralson County School System under falsified information shall be immediately withdrawn from the school system.

Observances During Morning Homeroom

In compliance with Georgia law, BES will conduct a brief period of quiet reflection and will afford each student the opportunity to recite the Pledge of Allegiance. The period of quiet reflection will not last for more than 60 seconds. This moment of quiet reflection is not intended to be a religious service or exercise but is an opportunity for a moment of silent reflection on the anticipated activities of the day.

Parent Involvement

Parental involvement is strongly encouraged at BES. There are many opportunities for parents to become an active part of their child's education program including The BES Parent Teacher Organization (PTO) and/or The BES School Governance Team (GO Team).

We also have a parent volunteer program for parents to help with various activities such as field day, orientation, to help teachers, etc. Please call the school if you would like to become a parent volunteer. A copy of our BES Parental Involvement Plan is available upon request at our Parent Resource Center (located in the conference room during normal school hours or on our website).

Parents Right to Know: Teacher Qualification

In compliance with the requirements of the Every Students Succeeds Act, parents may request the following information from the principal:

1. 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 other 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.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your student's teacher's qualification, please contact the principal, Ethelyn Johnson at 770-646-5140.

Parent-Teacher Conferences

- Conferences must be scheduled in advance.
- Conferences can be held before school, after school or during a teacher's planning time in person or by phone conference.
- Although you are welcome to contact and schedule conferences throughout the year, two Mondays per year have been established as Parent-Teacher Conference Days.
- When a parent, guardian, teacher or student has a concern or complaint, it is important to follow the proper chain of command. This begins with **the classroom teacher** and progresses through the **principal**, **director of student services** and **superintendent**.

Positive Behavior Intervention and Support (PBIS)

PBIS is an evidence-based, data driven framework proven to reduce disciplinary incidents, increase a school's sense of safety, improve school climate and support improved academic outcomes for all students. Students that exhibit the Rebel Way of **R**espectful, **R**esponsible, and **R**eliable on a daily basis in all settings will be recognized with Rebel Rewards on a daily, quarterly and yearly basis.

Posting of Flyers or Announcements

All announcements, notices, posters, flyers, bulletins, and the like must be approved by the principal prior to posting on Buchanan Elementary School campus.

Progress Reports and Report Cards

The school year is divided into four nine-week periods. A progress report will be issued at the end of each 4½ week period, which is the midpoint of each nine-week period. A report card will be issued at the end of the 1st, 2nd, & 3rd nine-week periods. Final report card will be sent home with students as long as there are not any holds at the end of the school year. Otherwise, grades are always available through the Infinite Campus Parent Portal.

Promotion and Retention of Students

The professional staff of Haralson County Schools has the expertise required to make meaningful decisions regarding the promotion and retention of students. At all times, this decision must be governed by what is best for the sound educational progress of the student.

The following grade specific criteria should be considered for promotion of a student.

Grades 3-5

Students should achieve at 70% or better in the core academic subjects of English language arts, reading and math. They should also achieve 70% or better in at least one of the following subjects; science or social studies.

Students not meeting the criteria for **promotion** may qualify for **placement** in the next grade level through examination of specific academic documentation. Parents may request a school-level appeal directly to the principal. The principal, or his/her designee, shall notify the parents of the decision within 10 business days and cite the specific documentation reviewed during the appeal.

Response to Intervention (RTI)

RTI is a pyramid of interventions that has four (4) tiers. It is designed to support students who are struggling academically with early assistance before their academic difficulties become overwhelming. The student's instructional team routinely meets to collaborate and discuss the effectiveness of each intervention in helping him/her become more successful. RTI provides high-quality instruction and interventions matched to each individual student's need. It involves progress monitoring students frequently to make decisions about change in instruction or goals.

Safe and Drug Free Schools Needs Assessment Parental Notification

In order to provide the best drug and violence prevention activities for your child, and in accordance with the guidelines for the Elementary and Secondary Act (ESEA), your child may be asked to complete surveys that pertain to student involvement in and attitudes toward substance abuse and violent situations (i.e. PRIDE, YRBS, etc. or locally developed surveys). These surveys are completely anonymous and may be administered throughout the school year. The data collected will be used to identify critical areas of need and help us to do the following:

- maintain a school environment that is free of drugs and violence;
- promote a class atmosphere that allows teachers to teach and students to learn;
- develop and offer experiences that involve students in applying the concepts of making healthy decisions, accepting responsibility for their behavior, and understanding

consequences.

If you do not wish for your child to participate or if you have questions, please contact the school.

Section 504 Notice of Rights of Students and Parents

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 provide parents and/or students with rights. Please see administration or 504 coordinator for a copy of the rights.

Section 504 Resolution Agreement

Under the Section 504 Resolution Agreement, each LEA must adopt and implement policies regarding student rights and procedural safeguards under Section 504 that are consistent with GA DOE's model rights and safeguards, provide written evidence to OCR that the LEA has adopted and implemented Section 504 rights and safeguards, and notify parents and students of the rights and safeguards.

Selling of Items

No one is permitted to sell anything on the Buchanan Elementary School campus without prior permission of an Administrator and if applicable, Board of Education.

Snacks and Snack Time

- Snack time is set aside for students daily
- Snacks are available in price ranging from .25¢- \$1.00
- Students are responsible for keeping up with their own snack money

Special Education

Students that qualify for Special Education are protected under the Individuals with Disabilities Education Act. Their educational goals are determined by the Individual Education Program (IEP) committee and articulated within the IEP. An IEP meeting is held at least once every year to determine the educational goals and to assess progress. Parents are involved in practically every aspect of the student's educational plan. Parents have the right to call an IEP meeting at any point during the school year and may disagree or appeal the decisions of the IEP committee through special hearings or court proceedings.

Students on Campus After School Hours

Students should never be on campus unsupervised. Only those students who have specific permission from a school employee (teacher, sponsor, director) as well as their parent's permission or attending after-school program should be on campus after school is dismissed for the day or weekend. Those students are required to stay in the area designated by their teacher, sponsor, or director.

Supplies/Textbooks

Textbooks and certain supplementary materials are provided. Students should bring all other school supplies such as paper, pencils, and notebooks to school every day so that they can participate in class. Students are not to bring items such as permanent markers, liquid paper/white out, glue, paste, paint, etc., which could damage flooring and furniture.

Textbooks may be furnished. This resource is without cost to students. Textbooks are the property of the State of Georgia and the Haralson County School System. Each student is responsible for the care of all books issued to him/her. Any damage to the book, other than normal wear and tear is the responsibility of the student and charges for damages will be made. Students will be charged replacement cost for lost textbooks. Fines for damaged or lost books must be settled prior to the end of the school year. Students will not be

cleared for transfer or withdrawal until this obligation has been met.

Each student will be given a school handbook. Each student is responsible for understanding all information in the BES handbook. Lost handbooks can be replaced for \$5 replacement fee.

Technology Acceptable Use Agreement

Buchanan Elementary School has internet access in most classrooms. Students are to use the internet with direct supervision of a teacher or staff member. Misuse or abuse of the internet may result in a child losing the privilege to use the internet or other disciplinary action. Haralson County Schools has its own home page which may be found at www.haralson.k12.ga.us. The BES website may also be accessed from this address. Acceptable Internet Use Summary- Every student who accesses the internet is responsible for all parts of the Acceptable Use Policy (Haralson School Board Policy IFBGA). If parents choose not to allow their student to have access to the internet on district equipment, they must complete the required forms (available in the district or school office). All use of the internet system must be in support of education and research. The district reserves the right to review system use; all users waive any right to privacy that they might not otherwise have. Any violation of the Acceptable Use Policy may result in disciplinary action up to and including suspension of the student. Severe violations may result in legal action.

Telephone Use by Students

Students needing to call home due to illness may use school telephones. All other arrangements (after school transportation, permission to participate in an activity after school, missing schoolwork, band instruments, etc.) need to be taken care of at home before students leave for school in the mornings.

Textbooks & Library Books

- Textbooks and library books are provided by Haralson County Schools
- Parents or legal guardians are responsible for any lost or damaged books
- Any book not returned or paid for will result in a "hold" being placed on the student's report card(s)

Visitors

The following guidelines are to insure the safety of our students and to protect the learning environment. The guidelines apply to everyone, no exceptions. Failure to comply with the BES volunteer/visitor guidelines may result in the administration requesting you to leave campus and/or charges of criminal trespass.

Volunteer/Visitor Guidelines

1. All volunteer/visitors must sign in the office & wear a visitor pass at all times.
2. Volunteers are limited in duties that they are able to do at school. Teachers are required to carry out all supervision of students i.e., escorting students in hallway, to restrooms, lunchroom, snack sales, etc.
3. Volunteers must work directly under the supervision of the teacher.
4. Volunteers/Visitors are not allowed to administer discipline, take up money, or be alone with students.
5. Visitors for teachers/staff should be limited. Visitors distract from the learning environment and should be kept to a minimum.
6. Visitors/Volunteers are not allowed to go directly to a classroom for any reason.
7. Visitors/Volunteer must wait in the office for the teacher or student.

Withdrawal From School

In order to withdraw a student from school, the parent/guardian must request the withdrawal in person. **The parent/guardian who enrolled the student must also be the person who signs the withdrawal forms.** Advance notice of withdrawal is required (24 hours) so that all paperwork can be taken care of beforehand. Textbooks and library books must be returned and costs for lost or damaged books must be paid before a student will be cleared for withdrawal. Withdrawal procedures are taken care of in the main office.



From the Office of the School Nurse
770-646-5140

Dear Parent(s)/Guardian(s):

All medications should be given at home before or after school hours if at all possible. If medications must be given during the school day, the parent/guardian should bring medicine and related equipment to the school clinic and a Medication Authorization Form must be completed and filed in the school clinic. All prescription medications will be recorded on a Medication Administration Record (MAR) with the time given and the nurse's initials recorded daily. Medicine cannot be given without written permission and instructions from the parent/guardian. Under no circumstances should medication be sent to school by way of the student.

Medications, both prescription and over-the-counter, must be in the original labeled container. Under no circumstances should a student bring a "controlled" medication to school. The parent should bring prescription medications to the school clinic where the nurse will count and record the medication on the back of the MAR. When a student needs more medication sent to the school, the nurse will send home a Parental Notice of Medication Refill form. IF medication is brought to school by a student, it should be taken to the school clinic upon arriving at school. All prescription and over-the-counter medicine must be kept in the school clinic unless approved by the principal.

Any student needing to carry an Epi-pen, inhaler, insulin or other type of medication on their person may do so only after completion of an authorization form by their physician. These forms are available in the school clinic. It is preferable that these types of medication be kept in the classroom at the primary and elementary school levels. Middle and high school students may carry them in their purse or backpack for use as needed.

The following medications may be available in the school clinic and may be given only with parental consent: Tylenol (Acetaminophen), Advil (Ibuprofen), Pepto-Bismol, Benadryl, Claritin, Tums or other antacids, anti-nausea liquid, cold and sinus medications and anti-diarrhea medications. Your child will bring home a Medical/Health Information Form the first day of school, and it should be completed and returned to school ASAP.

All clinic visits will be recorded in the medical log entries in Infinite Campus. Students will be given a copy of his/her "Medical Log Entry" if he/she receives OTC medication during the school day or for any other reason that the nurse deems appropriate. If you have any questions, please do not hesitate to call.



Buchanan Elementary School Technology Resource Use Contract

Personal Responsibility: I understand that when I am using the technological resources in the school district, I am a member of the school district and I accept personal responsibility for use. I will report any misuse of the system or network to the principal.

Acceptable Use: I understand that the use of technological resources must be in support of education and research as well as the educational goals and objectives of the Haralson County School District. I and my parent/guardian have read the complete board policy IFBGA and are aware of the inappropriate use of technology resources which can be a violation of board policy, local, state, and federal laws, and that students can be prosecuted for violating those laws.

Privileges: I understand that the use of district technological resources is a privilege, not a right, and inappropriate use will result in cancellation of the privileges.

Network Etiquette and Privacy: I understand that use of the district's technological resources is not private. When using technological resources, I will be polite, use appropriate language, not reveal any personal information, and use the network in ways which will not disturb the use of the network by others.

Security: I understand that if I identify a security problem, I will notify the principal at once.

Vandalism: I understand and will abide by the provisions and conditions of the agreement. I understand any violations of the above provisions may result in loss of access as well as appropriate legal action. I also agree to report any misuse of the information system to the site principal.

Printed name: _____

Signature: _____

Date: _____



BES Club / Activities Opt-Out Form 2019-2020

RE: O.C.G.A. 20-2-705, "Clubs and Organizations" Dear Parent/Guardian:

O.C.G.A. 20-2-705, "Clubs and Organizations," provides that local boards of education shall include information related to clubs and organizations in the *Student Code of Conduct* distributed annually at the beginning of each school year. The name of the club or organization, mission or purpose, name of the faculty advisor, and a description of past or planned activities must be included, as well as an area for a parent or guardian to decline permission for his or her student to participate in a club or organization designated by him or her.

Please read the list of clubs and organizations provided by your school. If you choose to decline permission for your student to participate in a particular club or organization, please complete the following and return it to the administration at your school.

Thank you,

Haralson County Schools



I decline permission for my student, _____ to participate in _____

(Club or Organization)

Thank you,

(Signature of Parent/Guardian) Date



Haralson County School Nutrition Allergy Form

In Cases of Food Allergy

Generally, children with food allergies or intolerances do not have a disability as defined under either Section parentsf the Rehabilitation Act or Part B of IDEA, and the school food service may, but is not required to, make food substitutions for them. However, with a **licensed physician's assessment**, if food allergies may result in severe, **life-threatening (anaphylactic) reactions**, the child's condition would meet the definition of "disability," and the substitutions prescribed by the licensed physician must be made.

Child's Name _____

Disability/ Food Allergy _____

Life Threatening (Anaphylactic) reactions

Foods to be Omitted _____

Food to be Substituted _____

Doctor's Signature

Phone Number: _____

Parents:

This form must be filled out by your physician and returned to the manager in the cafeteria. If you have questions please call Pepper Moon, Nutrition Director (770) 574-2500 ext 41224.

**Haralson County Schools are an equal opportunity provider and employer.*



Transportation Department * 1192 Macedonia Church Road * Buchanan, GA 30113
770-646-5532
www.haralson.k12.ga.us

Dear Parent/Guardian:

Due to the potential hazards encountered while transporting students, we strive to provide an atmosphere of appropriate behavior conducive to passenger safety. No student shall interfere with the safe operation of the school bus. Maintaining order on the bus is the joint responsibility of students, parents, bus drivers, and school officials. Riding the bus is a privilege, which may be revoked for improper conduct. It is my duty as a school official to report your child's unsafe behavior and request that corrective action be taken. Please review the school bus rules listed on the back. If any bus rules are ignored, there is a 5 Step Behavior Correction procedure that will be followed and documented for minor violations. Major violations will go directly to the school for consequences. The 5 Step Behavior Correction Program goes as follows:

- 1st Offense – Driver will speak to the student privately
- 2nd Offense – The student's seat will be reassigned
- 3rd Offense – A letter will be sent home to the parent/guardian
- 4th Offense – Parent/Guardian will be called
- 5th Offense – 5 Step Behavior Correction form submitted to the school's administrator for 1 week bus suspension

If unsafe behavior continues once the student has returned to the bus, the 5 Steps will be followed for a 2nd time with a 2 week suspension. If unsafe behavior continues, the 5 Steps will be followed for a 3rd time and the student will lose their bus privileges for the remainder of the school year.

We ask that you and your child review the bus rules and the 5 Step Behavior Correction procedures. We appreciate your cooperation and thank you for supporting our drivers. If you have any questions please call the transportation department at 770-646-5532.

Respectfully,

Elaine R. Martin
Transportation Director

SCHOOL BUS RULES

1. Students will **FOLLOW the DIRECTIONS OF THE BUS DRIVER.**
2. Student shall **BE AT THE BUS STOP 5 MINUTES BEFORE THE BUS ARRIVES**, waiting in a safe place, clear of traffic and 12 feet from where the bus stops. Students will wait in an orderly line and avoid playing.
3. Students will cross the roadway in front of the bus; after the bus has stopped; they have looked at the bus driver for the hand signal; and they have looked in both directions for traffic (left, right, left).
4. Students will signal the bus driver with a waving motion if something is dropped and wait for the bus driver to give a signal before picking up the object.
5. Students will make sure to use the handrails when entering or exiting the bus and go directly to their assigned seat when entering the bus. Keep aisles and exits clear.
6. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, book bags in their lap and hands to themselves.
7. Students will **NOT EAT, DRINK, CHEW GUM, OR BRING TOBACCO, ALCOHOL, DRUGS, OR ANY CONTROLLED SUBSTANCE ON THE BUS.**
8. Students will keep their bus clean, and in good, safe condition.
9. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may only carry objects that can be held in their laps.
10. Students will refrain from using loud voices, profanity, and/or obscene gestures, and respect the rights and safety of others. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in the manner that might interfere with the drivers operations of the school bus.
11. Students will **OBSERVE SILENCE AT RAILROAD CROSSINGS.**
12. Student will stay seated until it is time to get off the bus and will not extend head, arms or objects out of the bus windows. The open door is a signal to get up from the bus seat.
13. Students shall be permitted to use electronic devices during the operation of a school bus as long as headphones with the audio system are being used in accordance to local school rules.



Student Name _____ Homeroom _____

Publication of photo

_____ I **do** give permission

_____ I **do not** give permission

For my child's photo to be published in partnership with Buchanan Elementary School which can include media news release, Facebook posts, BES website, etc. This will include print or broadcasts that highlight teachers, students and volunteers at BES.

Good Touch/Bad Touch

_____ **Yes**, I do want my child to participate in Good Touch/Bad Touch Program.

_____ **No**, I do not want my child to participate in Good Touch/Bad Touch Program.

Walking Field Trip

_____ **Yes**, I give permission for my child to participate in walking field trips with BES.

_____ **No**, I do not give permission for my child to participate in walking field trips with BES.

I hereby relieve Haralson County School System of all responsibility beyond that of normal supervision.

Parent/Guardian Signature _____ Date _____



Buchanan Elementary School
215 College Circle
Buchanan, Georgia 30113
(770) 646-5140
(770) 646-8893 (FAX)
Principal - Ethelyn W. Johnson
Assistant Principal ~ Kathy Campbell

Date: _____

Student Name: _____

We agree to read and discuss all information found in Buchanan Elementary School's Student/Parent Handbook.

Parent /Guardian's Signature _____

Student's Signature _____

Please return this form to your homeroom teacher as soon as possible. This will remain on file for SY 2019-2020.

