

Buchanan Elementary School

215 College Circle

Buchanan, Georgia 30113

Phone (770) 646-5140 Fax (770) 646-8893

Mrs. Brandi Hurston, Principal

Mrs. Kathy Campbell, Assistant Principal



Believe ~ Excel ~ Succeed

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.

*Buchanan Elementary School is 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 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

Buchanan Elementary School Student/Parent Handbook

2015-2016

At Buchanan Elementary School, we are committed to continually seeking to improve instruction for our students. We hope that, as parents, you will become involved in our school improvement initiatives as we continue to monitor student achievement and set high expectations. We encourage you to get to know your child's teachers and their expectations. We are proud of the professional credentials of our teaching staff and will furnish to you, upon request, the professional qualifications of any of your student's classroom teachers. This includes information concerning the grade levels and subject areas in which the teacher is certified, the major fields and degrees held by the teacher, and the qualifications of any paraprofessional who provides services to your child.

ARRIVAL AT SCHOOL

School begins at **7:25 a.m.** each morning. Students arriving after 7:25 a.m. will be counted **TARDY. STUDENTS MUST BE IN HOMEROOM NO LATER THAN 7:25 A.M. IN ORDER TO BE COUNTED AS PRESENT AND ON TIME.** Car Riders should be dropped off at the side door, **not** the front. Car riders eating breakfast at school should arrive at school before **7:15 a.m.** Buses will unload students in the front of the building. **STUDENTS WILL NOT BE ALLOWED TO REPORT TO BREAKFAST AFTER 7:10 (exception- Late Bus)**. Students are not to be outside the building for any reason. Supervision of students by staff begins at 6:50 a.m.; therefore, students should **NOT** arrive on campus before that time.

AFTERNOON PICKUP

Car-riders: We will begin car rider pick up at approximately 2:40pm. Parents will pick their children up in the front of the school once buses have left. You must have a name plate with your child's name on it in order to pick up your child. No one will be allowed to pick up a child without a name plate. The nameplates will be provided by the school. **If you do not have a name plate, you will be required to report to the main office through the front door in order to sign the student out.** If the parent is a walker, you must go to the front office through the front door and check your child out. Please make sure that they are picked up no later than 3:00pm. After 3:00pm, students will have to be signed out through the front office.

Bus-riders: We will dismiss to load buses at 2:35pm. **School administrators and transportation staff have determined that for safety reasons, changes in bus transportation will not be permitted in Haralson County Schools.**

For the safety of our students, as well as to protect critical instruction time, students cannot be checked out after 2:00pm.

ATTENDANCE

Parents are encouraged to support students' regular attendance at school. Every class missed by a student, whether absent for the day, checking in late or checking out early, represents missed instructional time. **The State of Georgia is monitoring student attendance.** No student should miss more than 6 days in a school year. Excessive absences shall be reported, investigated and resolved, always keeping the students' best interests in mind.

1. Students shall be counted present when they are present for at least one-half of the instructional day or serving as pages of the Georgia General Assembly.
2. Unexcused tardies/checkouts may accumulate to equal absences.
3. Parents/Guardians may write an excuse for up to four (4) absences, **(tardies and early check outs included)** per year. Students have 3 days to turn in excuses.

Board Policy is subject to change. Please refer to Policy JB for the most current policy

Promotion/Retention: Students in grades K-8th are in danger of not being promoted to the next grade level if they are absent more than 14 excused and/or unexcused days in a school year.

Upon returning to school, students shall present a written excuse from the parent or physician to the front office. These excuses will remain on file for the current school year. If no written excuse is provided, then the student's absence will be considered unexcused. Student's missed work during excused absence may be made up.

It is the student's responsibility to arrange and to complete the assignments within three days of the date they return to school.

BUS

BES students should be responsible enough to control their behavior on school buses. To insure the safety of everyone on the bus, students must be well behaved. Expectations regarding bus behavior include, but are not limited to the following:

Students should:

1. Follow instructions of bus driver
2. Talk quietly and use proper language
3. Refrain from eating or drinking on the bus
4. Keep all body parts inside the bus
5. Have **no** physical contact with other students on the bus
6. Refrain from throwing objects on or from the bus
7. Have **no** tobacco products, lighters, matches, drugs, alcohol, weapons or any other harmful objects on the bus
8. Not deface or cause destruction to school property
9. Be silent at railroad crossings
10. Only use emergency door and windows for emergencies

If it becomes necessary for a bus driver to refer a student to the school administration because of misbehavior on the bus, the disciplinary action taken will depend on the severity of the infraction and may result in suspension from all buses in the Haralson County School System. **Transportation to and from school then becomes the responsibility of the parents/guardians.**

Discipline for any bus misconduct is totally at the discretion of the school administration.

CAFETERIA

The school cafeteria operates on a non-profit basis for the welfare and convenience of students. Good behavior is required in the cafeteria as in the classroom, and the cooperation with cafeteria personnel is expected from students. Behavior will be monitored by teachers and other school personnel on a continuous basis.

The cafeteria provides a well-balanced breakfast and lunch. At lunch, students are required to go the cafeteria accompanied by an adult who will communicate procedures and expectations to students. Following breakfast and lunch, students are expected to clean the area in which they have eaten, return trays, and exit the cafeteria in an orderly manner when instructed to do so by an adult.

Breakfast Prices

Student --	\$ No Cost
Teachers --	\$ 1.25
Guests --	\$ 1.25

Lunch Prices

Student --	\$ No Cost
Teachers --	\$ 3.50
Guests --	\$ 4.50

Although all students are encouraged to eat a cafeteria breakfast/lunch, students may bring breakfast/lunch from home.

STUDENTS AT BES MAY NOT BRING ANY TYPE OF GLASS CONTAINER, CANS, OR BOTTLES OF CARBONATED DRINKS (Coke, Pepsi etc.). Food from fast food restaurants (McDonalds, Hardee's etc.) may not be eaten in the school cafeteria.

CHECKING IN LATE/CHECKING OUT EARLY

Unless there is an unavoidable medical appointment, legal obligation, or occasional family emergency, students should arrive at school on time each morning and stay until regular dismissal time in the afternoon. Any student who is not present in homeroom by **7:25 a.m.** is tardy and must sign in with the office. They should bring a note from a parent/guardian explaining the tardiness, or the parent/guardian needs to come in the front office to sign them in. Office personnel will issue a pass to class, which indicates if the tardiness is excused or unexcused. Teachers will not admit students to homeroom or class without a pass from the office. If students must check out early, a parent/guardian or other adult whose name is listed on the student's registration information must come to the main office to sign the checkout log and request the student. If possible, students should bring notes to school indicating the intention to check out early so that the paperwork can be done in advance. Students will not be permitted to leave the school premises during a school day unless called for at the office by an authorized person. **When checking out a student, parents should be prepared to show a PHOTO ID.**

When a student misses any part of a given class period, it will count as an absence for that class. **To receive the Excellent Attendance award—Students can have no unexcused tardies or absences.**

CHECK CASHING

Personal checks must be written for a specific purpose, i.e., lunch, fundraisers, yearbooks etc, and should be made out to BES. **Cash will not be given to a student.**

CONFERENCES/COMMUNICATION

Parent-Teacher Conference Days are planned during the school year; please make plans to attend all conference dates. If a parent/guardian would like a conference with a teacher, please send a note or call the school to schedule an appointment.

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.

BES is also part of the One Call Communication System. This system sends automated telephone messages directly to homes informing parents about events or schedule changes at school. **Please make sure the school has your current phone numbers so that you will receive all communications.**

COUNSELING PROGRAM

BES has a full-time counselor who is available to assist students and parents. Parents may request to talk to the counselor by calling the school to schedule a time. Teachers and administrators may also refer students to the counselor for assistance.

DISCIPLINE – STUDENT CODE OF CONDUCT

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

DANCES/EXTRA-CURRICULAR EVENTS

All after-school activities such as dances are scheduled with a specific end time. Please make arrangements to have your student picked up within 15 minutes of the specific end time. Students that are left at school for more than 15 minutes after the end of any school dance or event may be banned from participation in future events.

DRESS CODE

To promote an orderly educational setting, the school expects students to maintain an appearance which is not distracting to teachers or other students and does not disrupt the instructional program. Some of the clothing which is **NOT** appropriate for school wear includes, but is not limited to:

1. Hats/Caps, bandanas, or bands around the head.
2. Non-prescription sunglasses.
3. Clothing that advertises alcoholic beverages, sex or tobacco, display obscene or suggestive titles or profanity, those associated with gangs or gang membership. **, those that may be considered racially or politically insensitive, and any other element of a student's personal appearance that is deemed by administrators to be disruptive to the learning process.
4. No cropped tops, halter tops, strapless dresses, (unless worn under clothes that meet code); see-through clothing. Muscle shirts or any item exposing the midriff may not be worn by either sex.

5. Tank tops, or similar garments, must have a shoulder strap of at least 3 inches (no spaghetti straps).
 6. Shorts, dresses, culottes, etc. cannot be worn shorter than six inches above the knee. Splits in dresses or skirts cannot measure more than six inches above the bend of the knee. (NO cut-offs). Undergarments are not allowed to show. **Large and baggy clothing that does not properly cover or fit the body is prohibited.** The clothing should not be so large or baggy that it creates a safety hazard. **The practice of "Sagging" is prohibited.** Jeans, shorts, and pants should be worn at waist level. In the event the jeans or pants are loose, a belt must be worn.
 7. Spandex type material is not allowed.
 8. Shoes must be worn at all times. Cleated shoes or shoes with wheels are not permitted.
 9. No see-through clothing will be permitted.
 10. No chains or chain-like necklaces.
 11. Facial piercings (other than ear piercings) are a safety hazard and are not permitted.
- ** A gang is defined as any group or association of two (2) or more persons, whether formal or informal, which encourages, solicits, promotes, urges, counsels, further advocates, condones, assists, causes, advises, procures, or abets any illegal or disruptive activity or behavior of any kind whether on or off school campus or school property.***

The principal has the discretion to change the dress code on special event days. Such days will be announced in advance.

When a teacher feels that a student is wearing items of apparel not specifically addressed in the rules or that the student is inappropriately dressed, the student should be referred to the principal's office. Any student wearing clothing that is determined to be inappropriate will be given the opportunity to secure other clothing.

Administrators will have final discretion as to what is appropriate attire for school.

EMERGENCY INFORMATION

Fire Drills – Fire drills are necessary for the safety of all students, faculty, and staff of Buchanan Elementary School. Fire drills will be held once a month to prepare for the orderly evacuation of the buildings. Specific directions for reaching a point of safety are posted in each room and each teacher will spend time with all classes discussing procedures and information. Misconduct can endanger lives, and therefore cannot be tolerated during emergency drills.

Tornado – Tornado drills will be held periodically to make all students and personnel aware of proper procedures. Students must follow instructions given by teachers to assume safe positions, and students are expected to remain calm and quiet at all times during drills.

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

School Closing – In the event of severe weather or hazardous conditions that create the need to close schools, television and radio stations available to the area will be notified as soon as the decision is made in Haralson County. Parents and students are requested to seek this information from the media instead of attempting to call the school or school personnel.

On various occasions, emergency information may be communicated to parents/guardians and employees using the **One Call Communication System**. The OCCS 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.

ENGLISH FOR 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.

EXTRA-CURRICULAR ACTIVITIES/NONDISCRIMINATION NOTICE

The school recognizes the importance of offering a comprehensive, balanced program to all students, and the school system supports the academic curriculum by making available to students a series of extra-curricular activities. Students are encouraged to participate as a part of their school experience. Clubs and other activities will be included throughout the year. Student participation in activities governed by State of Georgia eligibility requirements will be monitored very closely by the school administration, and all rules and requirements must be followed exactly with **no exceptions**. The State requires that students must physically be in attendance in their regular classroom THAT day in order to practice or participate in an extra –curricular activity. Therefore, if a student is OSS or ISS on the day of a particular activity and he/she is involved, he/she may not participate.

GIFTED EDUCATION (Board Policy IDDD)

Students in grades kindergarten through twelve in the 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 of 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.

In grades 6-8, identified gifted students will receive advanced content instruction in **one or more** of the following academic content areas from a certified, gifted-endorsed teacher: language arts, reading, social studies, science, and math. In our attempt to match gifted service to demonstrated student need, students will be placed in the advanced content course(s) using set criteria to include, but not be limited to, norm- and criterion-referenced test data. The criteria, in accordance with state guidelines, will be set by the school system.

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 (K-5, middle, and high).**

GOOD-TOUCH PROGRAM, 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 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.

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 schooldays 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 a 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.

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. Research tells us that for the average 3rd-5th grader homework time should vary between 45-60 minutes nightly. At the beginning of the school term, teachers will explain his/her expectations regarding homework. Students are expected to keep track of daily assignments in their student agenda.

INTERRUPTIONS DURING THE SCHOOL DAY

The focus at Buchanan Elementary School will be 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.

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.

INTRADISTRICT TRANSFER

INTRADISTRICT TRANSFER Option Parent Notification (O.C.G.A § 20-2-2130)

The Intradistrict Transfer allows a parent/guardian the option to request a transfer from their child's assigned school, to a school of the parent's choice within the school zone/district in which their child resides, IF there is another school available for that grade level. However, the Intradistrict Transfer may be granted to your child only if, the school to which the request for transfer has classroom space available; after all the assigned students have been enrolled. The Intradistrict Transfer option does not require the District to pay for transportation to the transfer school; therefore, *Haralson County School System* will not be paying for transportation for your child if the Intradistrict Transfer option is granted.

Only after the assigned students have been enrolled, may students be allowed to exercise the Intradistrict Transfer option. In addition, if the school of choice has classroom space available, the parent/guardian will be responsible for transportation for the child to and from the school of choice. Requests will only be accepted after AUGUST 10th when all assigned students have been enrolled, and you will be notified by US Mail of Haralson County School System's decision regarding your transfer request. If the request is granted, notification will include the name of the school of choice your child will attend. This only pertains to students going into grades Kindergarten through 5th grade since these are the only grades for which there are 2 schools available.

If you have additional questions or concerns, please contact Janet Goodman, Chief Academic Officer, at 770-574-2500 ext. 41241 or email janet.goodman@haralson.k12.ga.us.

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/ILLNESS

If a student becomes ill during the school day, they should ask permission to go to the school nurse. If the nurse determines the student is too ill to remain at school, she will contact the parent to pick the student up and he/she will be medically excused for the remainder of the day. For minor problems, the student may be given over-the-counter medication and sent back to class-----provided the parent has given permission for this on the student's medical information form. The student may be allowed to call home if requested and deemed necessary by the school nurse.

Medication of any kind must be registered in the school nurse's office. Parents are encouraged to bring all medication to the school. Controlled substances should NEVER be transported by the student. Students are not allowed to keep medication with them unless authorized by the school nurse.

MEDICATION BROUGHT TO THE SCHOOL MUST BE IN THE ORIGINAL LABELED CONTAINER! If a medication is to be administered during the school day, proper forms must be completed. These can be obtained from the school nurse.

NON-RESIDENT STUDENTS

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

Based upon availability of space, children of parents who own property in Haralson County may attend Haralson County Schools by paying a tuition fee that is set from time to time by the Board of Education and does not exceed the tuition amount that may be charged under Georgia law. Tuition is due (in full) at the beginning of the school year (prior to the first day of school) or may be paid in a two semester split: August 1st and January 2nd of the current school year.

Failure to pay tuition as prescribed will result in withdrawal from the School System once payment becomes over ten (10) days delinquent, (10 days past the due date).

Parents may contact the Haralson County School System central office to obtain current tuition rates.

The continued enrollment of non-resident students in all schools within the school system shall be conditioned on the following additional criteria:

- a. Consistent attendance with no excessive unexcused absenteeism;
- b. Satisfactory discipline; and
- c. Academic progress maintained (e.g. passing scores in all coursework)

In the event a non-resident student becomes a disciplinary or attendance problem, the principal may revoke the student's permission to attend school in the Haralson County School System without the necessity of convening a disciplinary tribunal.

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

NOTICE OF RIGHTS OF STUDENTS AND PARENTS UNDER SECTION 504

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 the following rights:

1. 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.
2. 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.
3. 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.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. 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.
9. 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 least restrictive environment and comparable facilities. 34 CFR 104.35.
10. 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.
11. 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.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. 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 opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. 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.
15. 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.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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 procedure will be provided with the notification of the right to a hearing.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception which permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task, 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>.*

OBSERVANCES DURING MORNING HOMEROOM

In compliance with Georgia Law, this school will conduct, during morning homeroom, or first period a brief period of quiet reflection and will afford each student the opportunity to recite the Pledge of Allegiance to the American Flag. 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) or The BES School Council.

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 main lobby during normal school hours or on our website at www.haralson.k12.ga.us.)

PARENTS RIGHT TO KNOW: TEACHER QUALIFICATION

In compliance with the requirements of the Elementary and Secondary Act (ESEA), the Haralson County School District informs parents that you may request information about the professional qualifications of your student's teacher(s) or paraprofessional(s). The following information may be requested:

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

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

PARENT NOTIFICATION OF ONLINE OPTIONS

****Contact the school guidance counselor to learn more about the specific guidelines for online classes in the Haralson County School System.****

Overview of Senate Bill 289:

- Districts must notify students and parents of online options beginning in the 2013-2014 school year.
- Districts must allow students to take an online course even if the course is offered in the local district.
- Online courses can be accessed through the Georgia Virtual School, local virtual schools, or vendor online schools.
- If the online course is taken as part of the regular school day, then the school will pay for the course (some limitations may apply). If an online course is taken outside of the regular school day, then the parent will pay for the course.

Overview of House Bill 175:

- This bill mandates the creation of an online clearinghouse of online courses and online course providers to give parents and students the ability to search the clearinghouse for availability to online courses, online course providers, and guidelines for what constitutes high quality online courses.

Accessing Georgia's Online Clearinghouse:

The Georgia Online Clearinghouse provides students and parent with information and access to high-quality academic and career-oriented courses, aligned to state and national standards, through a variety of online providers. To access the information found in the clearinghouse go to: http://www.gadoe.org/_layouts/GADOEPublic.SPApp/Clearinghouse.aspx

Step One: Type in the course you need (for example 9th grade Literature)

Step Two: Type in your zip code. You will then see a list of the online course providers in Georgia who have the course you selected. The program provider's names have been linked for users to access their site for registration information.

Step Three: Utilize the **provider's site to register** the student in the selected online course.

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 High Standards, Courteousness and Safety on a daily basis will be recognized with Rebel Rewards on a daily, quarterly and yearly basis.

POSTING OF FLYERS, ANNOUNCEMENTS, NOTICE

No announcement, notices, posters, flyers, bulletins, and the like may be posted in the buildings or on the campus of Buchanan Elementary School without the principal's prior approval.

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 criteria 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.

III. REQUIREMENTS FOR GRADES 1-8

1. Each teacher shall use data to focus instruction on identified student academic performance in grades 1-8.
2. Each school principal or designee shall establish an Response To Intervention (RTI) process for each student not achieving standard grade level on reading and/or mathematics. The Response To Intervention process can consist of grade level or departmental teams and shall:
 - a. Develop an accelerated, differentiated, or additional instructional plan that includes needs-based interventions for each student who does not achieve grade level in reading and/or mathematics and
 - b. Develop a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.
3. Students shall be tested in accordance with requirements specified in State Board rule 160-3-1-07 Testing Programs Student Assessment (including any subsequent revisions thereto).
4. The school principal or designee shall annually notify parents or guardians that placement or promotion of a student into a grade, class or program will be based on academic achievement of the student other criteria established in this policy.

REGISTRATION/ENROLLING

Information about registration at the beginning of each school year will be in the local newspaper. Registration of students to be enrolled at Buchanan Elementary School must be in accordance with Georgia law as well as regulations adopted by the Board of Education. Georgia law requires that all students must have on file at the school a current Georgia Certification of Immunization (form 3032). In addition, all students entering a Georgia school for the first time are required to have an Eye, Ear and Dental Certificate. Students entering sixth grade must have a second MMR shot. Students will be asked to provide a Social Security number or have a parent waiver on file at the school. Students requesting to register after the beginning of the school year must be accompanied by a parent or legal guardian and must have withdrawal papers from the previously attended school. The registration process will be taken care of in main office. BES will follow the guidelines set forth by the Family Educational Rights and Privacy Act (20 U.S.C. 1232g).

REPORT CARDS

Report cards are issued every nine weeks. Please review your child's report card each time. The dates for report cards are located on the Haralson County School System Calendar. This Calendar can be located on the back of this handbook. Final report cards are sent home with the student on the last day of school.

RESPONSE TO INTERVENTION (RtI)

RtI is a Pyramid of Interventions that has 4 tiers. It is designed to support students who are struggling academically with early assistance before their academic difficulties become overwhelming. The students' instructional team routinely meets to collaborate and discuss the effectiveness of each intervention in helping students 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:

- 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.

SELLING OF ITEMS

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

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 Plan (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 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 are expected to bring all other school supplies such as paper, pencils, and notebooks to school everyday 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. A "school store" will be operated after the first of school.

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 an agenda with the school handbook inside. Each student is required to keep his/her agenda by writing down all assignments for each class every day. Lost agendas can be replaced for \$5 replacement fee.

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.

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.

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.

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 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 meds and anti-diarrhea meds, Your child will bring home a Medical/Health Information Form the first day of school and should be completed and returned to school ASAP.

All clinic visits will be recorded in the medical log entries on Power School. Students will be given a copy of his/her "Medical Log Entry" 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 am aware of the inappropriate use of technology resources which can be a violation of board policy, local, state, and federal laws, and that I 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
FY 2015-2016**

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**, 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 to be filled out by your physician and returned to the manager in the cafeteria. If you have questions please call Cindy Jones, Nutrition Director (770) 574-2500 ext 41224.

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

**Buchanan Elementary School
215 College Circle
Buchanan, Georgia 30113
Phone (770) 646-5140 Fax (770) 646-8893
Brandi Hurston, Principal**

Date: _____

We agree to read and discuss all information found in the Buchanan Elementary School's Student 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 2015-2016.