



Lumpkin County Virtual Option Middle/High School

**Student and Parent Handbook
2020-2021**

**Educating and empowering lifelong learners
to prepare all students for successful
and productive lives in an
ever-changing world**

LCSS Virtual Option:

Is	Is NOT
<ul style="list-style-type: none">● an option for students who feel unsafe returning to the physical school building● a rigorous academic program following the traditional school curriculum and pacing● a compulsory attendance school which requires daily attendance and participation● considered a change in placement for students served through special education that will require a committee meeting and IEP amendment	<ul style="list-style-type: none">● an easier alternative to coursework● an option that allows students to create their own daily schedule● free from academic and behavioral standards● the “pandemic” teaching of last spring where much flexibility was given

Core Values:

- We value a culture and climate for learning that fosters high expectations for all students.
- We value the academic and personal growth of our students through partnerships with our families and community which impact student success
- We value caring, competent, motivated, and accountable professionals focused on student success.
- We value a supportive learning environment for all students through effective practices, policies, and procedures

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Faculty and Staff

Administration

Dr. Libby Bicknell libby.bicknell@lumpkinschools.com

Teachers

Middle School

6th Grade ELA	Suddeth	alena.suddeth@lumpkinschools.com
6th Grade Math	Overmyer	lori.overmyer@lumpkinschools.com
6th Grade Social Studies	Flanagan	grady.flanagan@lumpkinschools.com
6th Grade Science	Tesh	Meagan.tesh@lumpkinschools.com
7th Grade ELA	Walden	megan.walden@lumpkinschools.com
7th Grade Math	S. Trammell	sherri.trammell@lumpkinschools.com
7th Grade Social Studies	McCrary	daniel.mccrary@lumpkinschools.com
7th Grade Science	Wilbanks	christine.wilbanks@lumpkinschools.com
8th Grade ELA	Gordon	alicia.gordon@lumpkinschools.com
8th Grade Math	Castaneda	raquel.castaneda@lumpkinschools.com
8th Grade Social Studies	Stroud	zack.stroud@lumpkinschools.com
8th Grade Science	Powell	katie.powell@lumpkinschools.com

High School

9th Grade English	O'Rear	lisa.orear@lumpkinschools.com
10th Grade English	O'Rear	lisa.orear@lumpkinschools.com
American Literature	Ressel	erin.ressel@lumpkinschools.com
Multicultural Literature	Ressel	erin.ressel@lumpkinschools.com
Algebra I	Holtzclaw	stephanie.holtzclaw@lumpkinschools.com
Geometry	Lowry	jack.lowry@lumpkinschools.com
Algebra II	Holtzclaw	stephanie.holtzclaw@lumpkinschools.com
Statistics	Lowry	jack.lowry@lumpkinschools.com
Environmental Science	Westafer	chandra.westafer@lumpkinschools.com
Biology	Westafer	chandra.westafer@lumpkinschools.com
Chemistry	Barron	jay.barron@lumpkinschools.com
Forensic Science	Barron	jay.barron@lumpkinschools.com
World History	Madigan	bill.madigan@lumpkinschools.com
American Government/Civics	Gastley	jonathan.gastley@lumpkinschools.com
US History	K. Smith	kevin.smith@lumpkinschools.com
Economics	M. Parker	michael.parker@lumpkinschools.com

Counseling/Guidance Department Grades 6-8:

LaGala Fugate lagala.fugate@lumpkinschools.com
Kayla Dingess kayla.dingess@lumpkinschools.com

Counseling/Guidance Department Grades 9-12:

Tonya Corbett tonya.corbett@lumpkinschools.com
Kelly Crisson kelly.crisson@lumpkinschools.com
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Enrollment

- Once students and parents sign up for virtual school, it is a semester commitment.
- Parents and students will be required to participate in an orientation session and must agree to uphold the rules and procedures outlined in this handbook.
- Evaluations of withdrawing students due to behavior/academic progress will be evaluated by administrators and the Academic Review Board at the semester mark. Requests to transfer back to the traditional school setting must be submitted to the [virtual school principal](#) three weeks prior to the end of the semester.

Attendance

Classes on school days run 8AM-2PM. Attendance will be taken daily based on active participation online on coursework.

- You may be required to be online during any or all of those hours.
- You may be assigned homework outside of school hours.
- All system attendance policies continue to apply.

For students who are not actively engaged at any point in the course, the Attendance Support Team (AST) will meet with students and parents. If attendance continues to be an issue, cases may be turned over to the juvenile court for truancy. A meeting with the Academic Review Board (ARB) will be scheduled to determine if the online environment is an appropriate educational setting for the student who is not attending regularly as defined by our system attendance policy.

EXCUSED ABSENCES:

- Personal illness or attendance in school endangering a student's health or the health of others. This includes appointments with health professionals, i.e. doctors and dentists.
- A serious illness or death in a student's immediate family—father, mother, grandparent, brother, sister, husband, wife, child, or relative residing permanently and continuously in the student's home.
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
- Special and recognized religious holidays observed by the student's faith.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- A period not to exceed one day is allowed, at the discretion of the local unit of administration, for registering to vote or voting in a public election .
- A student whose parent or legal guardian is in military service in the U.S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave. Students whose parents are currently serving or previously served on active duty in the U.S. armed forces, Reserves, or National Guard on extended duty may be

granted excused absences, up to a maximum of 5 days per school year (not to exceed two school years) for the day(s) missed from school to attend military affairs sponsored events, provided the student provides documentation prior to the absence.

- A student will be counted PRESENT (supplemental attendance) for the following:
 - When they are serving as pages of the Georgia General Assembly;
 - Students in foster care shall be counted present while attending court proceedings relating to their foster care;
- Seniors & juniors may be absent up to 4 days per school year to visit colleges with PRIOR administrative approval. Students will be required to provide a letter from the college attended to excuse the absence from school.
- Other absences can be reviewed on a case-by-case basis and excused at the administrator's discretion.
- Absences due to vacation will be UNEXCUSED.

PARENT NOTE LIMIT A maximum of seven (7) days absent per school year may be excused with a parent note, provided they meet the above conditions. After a maximum of seven (7) days of absences are validated as excused with parent notes, all other absences (other than doctor's excused absences) will be recorded as unexcused.

ATTENDANCE PROCEDURES:

1. At the beginning of the school year, a letter from the principal and a copy of the attendance procedures shall be sent home with each student. The Notice of Compulsory Attendance Law and Expectations will be printed in each school's handbook. Parent(s)/Guardian(s) will be required to sign this notice at the beginning of each school year and their signature will be kept on file for that school year.
2. When a student has 3 unexcused absences, the school will make an automated phone call to the parent(s)/guardian(s). The school will attempt a human contact via designated staff member if a student reaches 3 consecutive absences.
3. When a student has 5 unexcused absences, the school will contact the parent(s)/guardian(s) by letter to notify them of the law, attendance procedures, and possible consequences and penalties of absences. As the law instructs, after two reasonable attempts have been made to contact the parent(s)/guardian(s) with no response, a letter will be sent via certified return receipt mail. Another copy of the Notice of Compulsory Attendance Law and Expectations will be sent home for signature.
4. When a student has 7 unexcused absences, an Attendance Support Team (AST) meeting will be requested. An AST meeting will be held at the discretion of the Attendance Support Team, and may consist of the Attendance Support Team Coordinator, school administration, school counselor, system social worker, school nurse and the school resource officer. The parent(s)/guardian(s) and student (ages 10 and older) may be asked to sign an attendance contract. If the parent(s)/guardian(s) fail to attend, the Attendance Support Team Coordinator will attempt to reach the parent(s)/guardian(s) via phone to review the contract and send home for signature.
5. The school will continue to monitor the student's attendance. When the student reaches 10 or more unexcused absences, the school will make a referral to the school social worker. The school social worker will schedule a second attendance support team meeting. For middle and high school age students this meeting will be scheduled at their respective school with the School Social Worker, administrator, and school counselor. Continued unexcused absences after the school social worker makes contact may result in a Juvenile Court referral for truancy.

6. Prior to a truancy referral to Juvenile Court for middle and high school age students (under age 16), the parent/guardian will be notified by mail.

Notice of Georgia Compulsory Attendance Expectations

O.C.G.A. § 20-2-690.1 requires any person in this State who has control or charge of a child between the ages of six and sixteen to enroll and send that child to school, including public, private and homeschooling. If a parent, guardian or other person who has control or charge of the child causes the child's absence, then that person, and not the child, is in violation of this statute. Such a violation is a misdemeanor and carries a penalty of up to \$100 fine and 30 days in jail for each violation. The law specifies that each day's absence constitutes a separate offense. Violators will be prosecuted.

For purposes of this notice, the term "parent" includes any adult who has charge and control over the child, including a biological, adoptive, foster, or stepparent, a guardian or any other person who has primary responsibility for the child's welfare. In this regard, two parents residing in the same household with the child are equally responsible for the child's attendance at school.

Older children share the responsibility for their school attendance with supervising adults and are subject to adjudication in Lumpkin County Juvenile Court as an unruly child for violation of this statute. A complaint will be filed in the Juvenile Court of Lumpkin County against a child age six (6) to fifteen (15) who is habitually and without justification truant from school. For the purposes of determining the pursuit of court complaints, truancy is defined as ten (10) or more days of unexcused absence from school. Please note that parents may themselves choose to file truancy complaints prior to any complaint made by the school system.

A child may be placed on probation for truancy by the Juvenile Court Judge upon admission or determination of guilt (adjudication) to a truancy charge. This Probation may last for up to two (2) years and may include specific conditions, including, but not limited to, a curfew, community service, participation in a truancy reduction program or counseling, and/ or monetary fines. The District Attorney and/ or the Department of Juvenile Justice may also request a protective order to ensure that the parent(s) actively assist in the child's compliance with conditions of probation, including attendance in school. Further unexcused absences from school by the youth may result in immediate sanction by the Department of Juvenile Justice, including a possible violation of probation, which may result in more severe penalties, up to and including detention. If you have any questions regarding the information included in this document, please contact the Principal of your child's school or the School Social Worker(s), who will be glad to address any questions you may have.

Make-up Policy

Students are allowed to make up work for excused absences only. A parent or legal guardian must notify the **teacher(s) via email or phone call** within 48 hours of the missed assignment. When a student fails to submit online coursework due to an excused reason, he/she will be given one day to make up the missed assignment for each day he/she was absent. It is the student's responsibility to contact the teacher to address any and all make-up due to an excused absence. Parents should stay in contact with their students' teachers during their absence. Please send email updates to your child's teachers every three days in the event of an extended absence. Teacher contact information can be found here: [Faculty and Staff](#).

Communication

Clear communication is an essential part of a successful online experience. All faculty and staff are committed to ensuring that there is clear, consistent, and timely communication with all parents and students. Students and parents are encouraged to reach out when questions or concerns arise. Email addresses for faculty and staff are here: [Faculty and Staff](#).

Students are to address both faculty and peers with respect and courtesy when speaking on the phone, emailing, texting, participating in chats, and in any written discussions or assignments within the online environment.

Online Assignment Expectations

All students enrolled are expected to use a variety of technology tools to complete assignments. It is an expectation that students use video and audio recordings to complete assigned tasks and submit them to Google classroom. Students are expected to have a webcam and microphone, as they improve the overall learning experience.

Late Work/Deadlines for all courses:

- All assignments, quizzes and tests are due on or before the assigned due date.
- The grace period for all assignments is 11:59PM on Sunday of the assigned week for partial credit or as otherwise specified by the course syllabus.
- No late work will be accepted after a unit test (or equivalent summative assessment) has been administered.

Grading System

A—100-90

C—79-70

B—89-80

F—69-0

ASSESSMENT REQUIREMENTS

Students may be required to take course assessments in a face-to-face format at one of the schools (with social distancing and other safety measures in place). A testing calendar with the designated dates for testing will be released at the start of the course.

Students who are required to take Georgia Milestones (EOC/EOG) assessments must take these on campus (with social distancing and other safety measures in place). Lumpkin County adheres to the Georgia Department of Education retesting policy for all state-mandated summative assessments (EOC/EOG). Further guidance will be provided once the state has released their plans for the 2020-2021 school year.

Special Needs

Lumpkin County Schools wishes to meet the needs of all of its students and families. If any member of your family needs assistance or has any questions regarding mobility impaired issues or handicapped access, please contact [Libby Bicknell](#).

Students with disabilities applying for enrollment as a full time student should consider the amount of support available through an online learning environment, and consider Lumpkin County Virtual School a match to the least restrictive environment. All placement decisions for students with disabilities will be made by the IEP team.

Response Through Intervention (RTI)

Each school in Lumpkin County has a team which is a collaborative group of educators and parents of the child being supported in the Response Through Intervention (RTI) process. This team uses a systematic approach to the development of interventions for addressing the learning and/or behavioral concerns of students. The membership of the team includes the referring teacher and at least two other participants who may include administrators, teachers, counselors, school psychologists, social workers, or other school personnel as appropriate to meet the needs of the student. While parental consent is not required for the team to meet or for the development of the intervention plan, parents of the child being discussed are viewed as essential members of the problem-solving team and are invited to attend each RTI meeting held for their child. The purpose of the team is to develop strategies to help the student become more successful at school by providing teachers with instructional interventions and parents with recommendations for helping their child at home.

LOCAL DISCIPLINE CODE

Students are expected to adhere to the Lumpkin County Student Conduct Behavior Code and are required to follow all local school rules. These rules are designed to notify students/parents as to the types of behaviors that are unacceptable. However, every specific type of misconduct may not have been included. A student may expect to be disciplined for misbehavior which negatively affects the mission of the school even if no specific rule is written for that misconduct. Failure to comply with Lumpkin County Charter School System rules may result in a discipline referral or, in severe cases, removal from the virtual program.

DRESS CODE

- Headgear – The school reserves the right to limit headgear which interferes with student behavior or instruction during any school classes or activities.
- Shirts/Blouses/Tops/T-shirts – Blouses/shirts should be constructed so that the tops of the shoulders are covered (no halter tops, tube tops, strapless tops, tank tops, spaghetti straps, or bare shoulder tops of any type will be allowed). Blouses/shirts that expose any portion of the waist, hips or midriff are not allowed. Rips, holes, or see through fabric are not allowed in shirts/tops.
- Undergarments should not be visible.
- Pajamas, sleepwear, or blankets of any kind are not to be worn to school.
- No clothing shall display words or symbols that advocate or depict violence, drugs, alcohol, sex, gang affiliation or other illegal activity expressed or implied. No clothing or accessories (including garments, jewelry, body art, and tattoos) shall be disruptive, have caused past disruption to the school environment, or could be used as a weapon.

Any student dress or appearance, not specifically stated, which the faculty or staff deems distracting will not be permitted. It is essential that students respect the learning environment by being appropriately dressed for school. The purpose of the student dress code is not to inhibit any person's taste in attire, but rather to better facilitate the process of education through reasonable guidelines of "dress", instilling dignity and pride. ***Determination of dress code violations is at the discretion of administration.***

ACTION TO BE TAKEN FOR STUDENT DRESS CODE VIOLATIONS

- **1st offense:** Documented warning. Students may be required to change clothing. Parents may be contacted.
- **2nd offense:** Student will receive disciplinary action per local school decision.

School Campuses

Students enrolled in the virtual option are not allowed on the school campuses during the school day without prior approval from the school administration. Students participating in extracurricular activities may enter the school grounds once students are dismissed at the end of the day. Exceptions will be made for away games that require the student to leave with the team before the end of the day. In such cases, the student must report immediately to the coach upon arriving on campus.

ETHICS AGREEMENT

All students will abide by all rules and regulations published by the Lumpkin County Board of Education and agree to the jurisdiction of all disciplinary panels and procedures established by the LCBOE to address violations of rules of the honor code of Lumpkin County Virtual School. All students will abide by the school's acceptable use of technology policy.

All assignments and tests will be submitted and performed by the student. Students will not submit work that is plagiarized or otherwise violates copyright laws of the United States of America.

ACADEMIC HONESTY

It is the expectation that all students will exhibit academic integrity when completing their coursework.

Academic Integrity:

All submitted coursework is assumed to have been completed only by the individual student. Students are responsible to observe standards on plagiarism, cheating, and properly crediting all sources used during the composition of work.

Cheating:

Cheating is the use of another person's work to gain an unfair advantage. Cheating occurs when a student knowingly submits the coursework or an assessment of another individual and claims it as their own original work. Examples of cheating include but are not limited to the following:

- Copying a classmate's work.
- Copying from course feedback provided by another school.
- Copying answers to exams found in other sources, such as entering the question into a search engine and copying the response found online.
- Collaboration between students, which results in submitting identical answers on assignments.
- Using online translators for assignments in language courses.

Plagiarism:

Plagiarism is using an author's work, without acknowledging the source of the material.

Examples of plagiarism include, but are not limited to the following:

- Quoting work from an outside source, without proper citations and attribution.
- Improper paraphrasing of another person's work, maintaining the original text with little alteration or re-wording and/ or not citing the source.
- Copying information from a book, play, speech, article, website or other written or spoken work without proper citation.

Plagiarism may occur unknowingly. It is important to understand that simply acknowledging a source through quotation marks or comments is not the same as citing it.

Academic Integrity Violations

All students who violate principles of academic integrity will be reprimanded. Depending on the nature of the offense, a student's grade or ability to earn credit for a course may be affected at the discretion of the student's teacher and/or the Academic Review Board (ARV). Violations of academic integrity will be reprimanded per the following guidelines:

- The first offense will be handled between the classroom teacher, administrator, student and parent/ guardian. The teacher will provide additional instruction as to what constitutes plagiarism and/or cheating, and the student will receive a zero on the assignment. Depending on the severity of the infraction, the student may have an opportunity to make up the assignment at the discretion of the teacher.
- A second offense will result in a meeting with the Academic Review Board, the student, the parent and the classroom teacher. Students will have no opportunity to make up questionable work and a grade of zero will remain. Further action may be taken, as needed, following the discipline policy.
- In the case of a third offense, a meeting will be held with the Academic Review Board, a classroom teacher, the student and parents/guardians. The meeting may result in one or all of the following: removal from the course with loss of credit, removal from LCSS virtual learning program and/ or denial of re-admission.

MATERIALS POLICY:

It is the policy of the Lumpkin County School System to administer a system of maintaining and controlling technology devices, textbooks, media materials, and fitness equipment. Recognizing these materials represent a sizable financial investment, the system will establish rules and regulations, as it deems necessary, for the care and protection of these materials.

These rules and regulations may include any of the following sanctions against a pupil who fails or refuses to pay for a lost or damaged textbook, media materials, or fitness equipment at replacement cost:

- Students may be refused any additional textbooks, media materials, or fitness equipment until restitution is made.
- Students may be made to participate in appropriate voluntary services to the school, to reimburse the cost of the lost materials.
- Students may be denied participation in extracurricular activities until restitution is made.

Please Note: Textbook, fitness equipment and/or materials not turned in at the end of a term will be marked lost and the student will be assessed the cost of replacement.

TECHNOLOGY: ACCEPTABLE USE POLICY FOR STUDENTS

Acceptable Use of Electronic Media for Students The LCCSS Board recognizes that electronic media, including the Internet, provides access to a wide variety of instructional resources in an effort to enhance educational opportunities. Use of electronic resources must be in support of, and consistent with the vision, mission, and goals established by the Board

and for the purpose of instructional support. All users of the district-wide area network and/or other electronic informational services must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access. LCCSS technology should be used for legitimate educational reasons only and not for personal use.

Strict compliance with all applicable ethical and legal rules and regulations must be maintained by all users of the wide area network and/or other electronic informational services including electronic mail (e-mail). Users must respect intellectual property rights and understand that school system data accessible over the network, regardless of the computer or device being used, constitutes property. All electronic, telephonic, and communications transmitted by, received from, or stored in these systems are property of LCCSS. Users of such systems should have no expectation of privacy. Student e-mail use for legitimate educational purposes will be subject to monitoring and review, including review of text and attachments that are related to that student or students. At NO TIME should a student consider LCCSS e-mail private or confidential in any way.

It is important to note that with a global network it is impossible to control or predict all materials a user may accidentally or purposefully discover on an electronic resource. Because access to the Internet provides connections to other computer systems located all over the world, users (and parents of users) must understand that neither LCCSS nor any district staff member controls the content of the information available on these other systems. Some of the information available is controversial and sometimes may be offensive. LCCSS DOES NOT CONDONE the use of such materials. Therefore, it is imperative that the user be held accountable for the appropriate utilization of this technology.

ACCESS IS A PRIVILEGE - NOT A RIGHT! Inappropriate use may result in a cancellation of these privileges as well as possible assignment of disciplinary action consistent with the policies and procedures of LCCSS.

LCCSS technology and electronic resources must not be used to:

- Harm other people.
- Interfere with other people's work.
- Steal property or damage data and/or computers and network equipment.
- Gain unauthorized access to other people's files or programs.
- Gain unauthorized access to on-line resources by using someone else's password.
- Make changes to the hardware or software configuration of any machine, including installing or deleting any software.
- Improper use of the network, including introducing software viruses and/or bypassing local school or office security policies.
- Access, upload, download, or distribute pornographic, hate-oriented, profane, obscene, or sexually explicit material.

Failure to follow these guidelines can violate the Official Code of Georgia, O.C.G.A., Codes 16-9-90, 16-9-91, 16-9-93, and 16-9-93.1 as well as Title XVII of United States Public Law 106-554, known as the Children's Internet Protection Act. Such actions can also lead to disciplinary actions, up to and including loss of access to technology resources and further disciplinary actions as defined by existing school system policies.

- Students may not download, install or store files on any school computer or network location without permission from a teacher or staff member. This includes any music or video clips.
- Students may not possess or use any hardware or software that could be used to probe, bypass, or otherwise interfere with the security of the network or devices.
- Students must adhere to all copyright laws. This includes, but is not limited to, copyrights for music, video, photographs, and written or other published materials.
- Students should keep their passwords confidential. Students will be held responsible for any guideline violations committed under their login.
- Students shall not attempt to gain unauthorized access to another student's files, the school's network, prohibited internet content, confidential information, or any computer system beyond their authorized use.
- Students may not instruct other students on breaking computer network security or modifying hard drives.
- Students may not tamper with any system, network, or wiring hardware. This includes, but is not limited to, the removal of keys, speakers, or any other peripheral device.
- School system technology use is at no time considered private or personal and is subject to auditing for legitimate purposes, as well as live monitoring where appropriate.

Academic Review Board (ARB)

The Academic Review Board's job is to determine if the virtual option is the correct placement for a student. The board will only be involved in a student's education pathway for three reasons: Absenteeism, not passing classes, and behavior issues.

The ARB will consist of at least two of the following: Administration, teachers, counselors, school psychologist, social workers, and case managers.

Incomplete work, noncompliance, or attendance issues

If a student is failing two or more of his/her classes with a 68 or is in violation of the system attendance protocol, an ARB meeting may be scheduled.

- A guardian and the student must attend.
- A plan of action will be created for that student.
- A minimum two-week probation period will occur and the student must complete the plan of action within that probation period.
- If the student fails to complete the plan of action, the student will no longer be eligible to attend virtual school.
- After the probation period ends and the student has completed the required action plan, he/she will be taken off probation.

Behavior Issues and Academic Integrity

If the student is participating in inappropriate behaviors online with technology, such as:

- Plagiarism
- Disruption in Live Sessions
- Cheating
- Inappropriate use of technology

These behavior issues will validate a need for an ARB meeting in which the student and guardian must attend. The ARB will determine the course of action, which may range from a reprimand to revoking eligibility for participation in the virtual option.

Legal Information

Parent/Guardian Right to Know Teacher Qualifications

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

- Whether the student's teacher—
 - a. has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - b. is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - c. is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher and/or paraprofessional's qualifications, please contact the principal at your child's school.

Family Educational Rights and Privacy Act (FERPA)

Notice for Directory Information

2020-2021

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Lumpkin County School System, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Lumpkin County School System may disclose appropriately designated "directory information" without written consent, unless you have advised the school system to the contrary in accordance with system procedures. The primary purpose of directory information is to allow the Lumpkin County School System to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;

- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want the Lumpkin County School System to disclose directory information from your child’s education records without your prior written consent, you must notify the school system in writing by **September 8, 2020**. The Lumpkin County School System has designated the following information as directory information:

- Student’s name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent education agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records with a PIN, password, etc. (A student’s SSN, in whole or in part, cannot be used for this purpose.)

Every Student Succeeds Act (ESSA) Complaint Procedures

(reviewed 7-13-2020)

A. Grounds for a Complaint

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

B. Federal Programs for Which Complaints Can Be Filed

1. Title I, Part A: Improving Academic Achievement
2. Title I, Part C: Education of Migrant Children
3. Title II, Part A: Improving Teacher Quality
4. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement
5. Title IV, Part B: 21st Century Community Learning Centers
6. Title VI-B: Rural and Low Income Schools Program
7. Title IV-A: Student Support and Academic Enrichment

C. Complaints Originating at the Local Level

Pursuant to Section 9306 of the Every Student Succeeds Act (ESSA), an Local Education Agency (LEA) accepting federal funds must have local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore a complaint should not be filed with the Georgia Department of Education until every effort has been made to resolve it through local written complaint procedures. If the complainant has tried to file a complaint with the Lumpkin County School System to no avail, the complainant must provide the Georgia Department of Education written proof of their attempt to resolve the issue with the Lumpkin County School System.

D. Filing a Complaint

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

1. A statement that the Lumpkin County School System has violated a requirement of a Federal statute or regulation that applies to an applicable program;
2. The date on which the violation occurred;
3. The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation);
4. A list of the names and telephone numbers of individuals who can provide additional information;
5. Whether a complaint has been filed with any other government agency, and if so, which agency;
6. Copies of all applicable documents supporting the complainant's position; and
7. The address of the complainant.

The complaint must be addressed to:
Stan Davis, Federal Programs and Community Engagement Director

Lumpkin County School System
56 Indian Drive
Dahlonega, GA 30533

Once the complaint is received by the Lumpkin County School System, it will be copied and forwarded to the appropriate Georgia Department of Education Federal Program Director/Coordinator.

E. Investigation of Complaint

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

1. The date LCSS received the complaint;
2. How the complainant may provide additional information;
3. A statement of the ways in which LCSS may investigate or address the complaint; and
4. Any other pertinent information.

If additional information or an investigation is necessary, LCSS will have sixty (60) days from receipt of the information to complete the investigation and issue a Letter of Findings.

If the Letter of Findings indicates that a violation has been found, a timeline for corrective action will be included.

The sixty (60) day timeline may be extended if exceptional circumstances occur.

The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

F. Right of Appeal

If an individual, organization, or agency is aggrieved by the final decision of the Lumpkin County School System, that individual, organization, or agency has the right to request review of the decision by the Georgia Department of Education.

For complaints filed pursuant to Section 9503 (20 U.S.C. 7883, complaint process for participation of private school children), a complainant may appeal to the Georgia Department of Education no later than thirty (30) days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the Lumpkin County School System's decision and include a complete statement of the reasons supporting the appeal.

The appeal of 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

