



Blackburn Elementary School  
45 Blackburn Road  
Dawsonville, Georgia 30534

Parent/Student Handbook  
2020-2021

Principal: Dr. Betsy Green  
Assistant Principal: Mr. Chris Froggatt

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School Office Hours: 7:30 – 4:30

Classes: 7:50 – 2:50

Afternoon Buses and Parent Pick-up: 2:50

#### **WELCOME**

The administration, faculty and staff of Blackburn Elementary School welcome you to our exciting facility. The mission of Blackburn Elementary School is to prepare our students to meet life's challenges and opportunities, by providing a solid educational foundation on which to build educational and personal success. We are here to work closely with you as your child grows academically, socially, emotionally, and physically. We encourage your participation in your child's education by volunteering throughout the school and working closely with the teachers and staff to meet our goals for every child. We look forward to a wonderful year at Blackburn. Together we will make a difference.

## \*\*\*COVID-19 STATEMENT\*\*\*

Like the rest of the world, Lumpkin County has been affected tremendously by the ongoing healthcare crisis. Numerous, temporary procedural and physical changes have been enacted in order to keep our students and staff as safe as possible. We are hopeful these changes will not be in place for long and that our school year will transition back to normal as quickly as possible. Accordingly, we have kept items in this student agenda that will, or will not, apply based on the current status of school operations. This is in the anticipation of a return to normalcy at some point in the year. The sections of the agenda that will apply ONLY during our current modified plans are **HIGHLIGHTED IN YELLOW**. These highlighted areas will take precedence over any conflicting information

### EARLY ARRIVAL / EARLY RELEASE

Students are not to arrive before 7:30 a.m. Personnel will not be responsible for students before 7:30 a.m. All students will immediately report to their homeroom class upon arrival at school. NO students will go to the gym or the cafeteria! Students planning to eat breakfast at school, will retrieve a meal card from their homeroom teacher. After receiving their card, students in 3rd, 4th and 5th grades will report to the cafeteria, get their breakfast and return to homeroom. Kindergarten, 1st and 2nd grade students will get breakfast at a serving station set up outside of the media center and then return to homeroom. Students arriving after 8:00 will be counted tardy. Early release is documented for any student leaving before 2:50.

Students are not to arrive before 7:30 a.m. Personnel will not be responsible for students before 7:30 a.m. Students planning to eat breakfast at school need to report to the cafeteria. **Students arriving at school before 7:50 a.m. and students who are not eating breakfast, must report to the gym.** Students may go to their homeroom at 7:50. Students arriving after 8:00 will be counted tardy. Early release is documented for any student leaving before 2:50.

### ATTENDANCE

#### Board of Education

Lumpkin County Board of Education will monitor student attendance daily. Codes for attendance used in the student information system (Infinite Campus) will be used to indicate excused absences, unexcused absences, tardies, and early dismissals. The Board of Education will adopt policies and procedures outlining how attendance will be monitored and addressed. Each school will create a building level procedure in accordance with this policy. Individual schools will develop attendance incentives to encourage good attendance.

Parents and guardians will be given notice of the attendance policy, including a list of excused absences and possible consequences and penalties of excessive absences upon enrollment and registration each school year pursuant to O.C.G.A. Code 20-2-690-1. All students age ten or above as of September 1 of the school year will also receive this notice. The schools will make reasonable efforts to ensure that the notice was received and understood by requesting signatures from parents/guardians and students (age 10 or older) acknowledging receipt.

#### Attendance Terms

Absence:

A student is considered absent any time he or she is missing from any assigned class or school activity, with or without parent permission.

### Excused Absence:

An excused absence is an absence that is the result of one of the following reasons:

1. 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.
2. 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.
3. 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.
4. Special and recognized religious holidays observed by the student's faith.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. 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.
7. 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.
8. A student will be counted PRESENT (supplemental attendance) for the following:
  - a. When they are serving as pages of the Georgia General Assembly;
  - b. Students in foster care shall be counted present while attending court proceedings relating to their foster care.
9. Discovery and treatment of pediculosis capitis (head lice) - Only 1 nurse's medical excuse or written parent note (limit of 7 days per school year) per head lice occurrence.
10. 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.
11. Other absences can be reviewed on a case-by-case basis and excused at the administrator's discretion.

### **Process for Excusing an Absence**

In order for an absence to be excused, the school must receive written notice from a parent/guardian or a doctor's office as to why the student was absent. This written notice must be received within two days of the student's return to school following the absence.

### Doctor Excused Absences

- There is no limit on the number of doctor excused absences that a student is allowed to have in a school year. However, additional documentation may be required for student absences exceeding 10 medically excused days. At 10 medically excused days a medical release form will be sent home for the parent/guardian signature. Upon receipt of a signed release, the school may follow-up with the physician office to determine if additional attendance support services are needed. (Intermittent Hospital Homebound, Hospital Homebound, or school nurse assistance while at school). Schools may verify all excuses from medical offices once 10 medically excused absences are accrued. An exception is allowable with proper documentation from a medical or mental health practitioner indicating current treatment, the student's diagnosis, and that their condition may require absences that do not necessitate an office visit, per treatment plan. Schools will use discretion on a case by case basis.

### Parent Excused Absences

- Students are allowed 7 days each school year to be excused by a parent note in Grades K-12. After the seventh absence excused by a parent note, each subsequent absence will be considered unexcused unless the school receives a doctor's excuse.

### Out of School Suspension:

Does not count as excused absences, but do not count towards the student's total number of absences when counting absences towards truancy charges.

### Unexcused Absence:

An absence without a valid written excuse is considered unexcused.

### Tardy:

A student is tardy when he/she is not in class when the bell rings to start the class.

8:00 A.M. at Elementary Schools

### Early Dismissal:

When a student has checked out early before the end of the school day.

### Truant:

Any child subject to compulsory school attendance who, during the school calendar year, has more than 10 unexcused absences (per CHINS protocol) is considered truant.

## **Lumpkin County School System (K-12) Attendance Procedures**

Punctual and regular attendance is important and expected. Regular attendance in school is the joint responsibility of the student and his/her parent(s)/guardian(s). While the following procedures indicate the required contacts on behalf of the school, the principal or his/her designee may at his/her discretion contact parents/guardians by phone, mail, or in person, at any time school attendance is a concern. Each school will establish an Attendance Support Team, (hereinafter, AST). The school principal will appoint an administrator as the Attendance Support Team Coordinator. The school based panel may consist of the Attendance Support Team Coordinator, school administrator, school counselor, system school social worker, classroom teacher, or any other staff involved with identifying and addressing attendance concerns within the school. The AST meeting will be lead by the Attendance Support Team Coordinator. The system school social worker will be invited to all AST's, but will come specifically when requested by the school.

Per the Official Code of Georgia Annotated, Section 20-2-690.2, the Lumpkin County Student Attendance Protocol Committee shall meet bi-annually to review attendance policy and procedures. The following procedures have been approved for the Lumpkin County School System:

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 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 elementary age students this meeting will be held at the Board of Education Office with the Associate Superintendent, Student Services Director, School Principal/designee, School Resource Office and the School Social Worker. 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 /educational neglect referral to Superior Court at 15 unexcused absences for elementary age students, the parent/guardian will be notified by certified mail. 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.
7. When a student reaches 10 tardies the school will make an automated phone call to the parent(s)/guardian(s). An automated phone call will be made every 10 tardies (ie. 10, 20, 30, 40, etc.)

#### **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.**

**Students signed out for the day prior to 11:30 will be counted absent for that day.** The principal may in certain circumstances require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused. After 5 days of absences you will receive written notification. **Excessive student absence may result in legal consequences.**

#### **Make-Up Work Policy**

Students will have 5 days to make up any work missed during excused absences. Work not made up may affect grades. **Any make-up work allowed for unexcused absences will be at the discretion of the individual teacher.**

#### **STUDENTS TRANSPORTED BY PARENTS**

**Important: You will be provided with two window clings with which to identify your car(s). If a student is being picked up by a driver in a vehicle without a window cling, they will have to park and come in the office to pick up the student.**

If a child is to go home in any way other than the usual manner, a note from the parents must be sent to the office informing us of the change. Please state in the note the name of the person who will be picking your child up. Transportation changes may not be made through the e-mail system, however a parent signed fax will be accepted before 2:30. This applies to students riding in cars and buses. Transportation changes cannot be made over the phone. Students brought to school by parents in the morning should be dropped off and picked-up at the designated drop-off point only. To ensure the safety of our children, please do not

pass other cars during times students are loading and unloading. PARENTS WILL BE RESPONSIBLE FOR ANY INJURIES TO A STUDENT DROPPED OFF AT LOCATIONS OTHER THAN THOSE GIVEN ABOVE.

**No Transportation changes will be made after 2:40 p.m. each day.** (In the case of an early dismissal day, all transportation changes must be made before 15 minutes prior to dismissal.) No phone calls, faxes, or notes regarding transportation changes will be accepted after this time.

Always be prepared to show your identification when picking up a student.

## **RIDING A SCHOOL BUS**

Bus safety protocols during COVID-19 will include distancing to the extent possible, extra sanitizing and cleaning before and after routes, enforced seating charts, available hand sanitizer, etc. Route pick up and drop off times should not change, but more specific information will be provided by your students individual bus driver.

Riding a school bus is a privilege and we expect good, safe behavior from students. The privilege can be denied due to improper conduct. Students are under the direct supervision of the bus driver and must obey his/her request. The Blackburn Elementary School Student Code of Conduct applies to all students who use our transportation system for any reason. Disciplinary action for violations of the Code of Conduct will be determined by the nature and severity of the offense and is at the discretion of the school administrators. Parents will be sent a copy of bus incident reports concerning their children. These are to be signed and returned to school the next day.

### **School Bus Rules**

1. Students waiting at a bus stop must be 12 feet from the edge of the road and walk 12 feet in front of the bus when entering and exiting. Students must walk 12 feet from the edge of the road before stopping when exiting.
2. Each pupil shall be seated immediately upon entering the bus. Pupils are not to stand or move from place to place while the bus is in motion.
3. Windows and doors are to be opened or closed only with the permission of the bus drivers. If allowed, windows should only be opened to the indicated safety line.
4. Indecent conduct or loud, disruptive or profane language will not be permitted.
5. Passengers are not to behave in any manner, which infringes upon the rights of any other passenger. This would include any form or type of bullying.
6. No pupil is to enter or leave the bus until it has come to a complete stop. Students may enter or leave the bus only upon bus driver signal.
7. Students are not to throw objects of any kind on the school bus or out the windows. All parts of the student's body shall remain inside the bus at all times.
8. Absolutely no tobacco, e cigarette, vapor, food, drinks, alcohol, or illegal drugs will be allowed on the bus.
9. Before riding a bus other than the assigned bus, students are to have a written note from their parent or guardian stating their destination and should obtain a bus pass from the office. Students are to identify themselves to the driver.
10. Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, audible radios, tape or compact disc players without headphones, or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus. Students are also prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a

manner that might interfere with the school bus driver's operation of the school bus. Any other object deemed to be unsafe cargo on the bus will be denied. The driver and/or school corporation bears no responsibility for lost, stolen or damaged items brought onto the bus.

11. The privilege of riding the school bus may be denied to any student who does not conduct himself/herself in a safe and orderly fashion. School bus drivers and administration will determine what is safe and orderly. The bus driver reserves the right to assign seating for any student(s) that are disruptive in any way.
12. Balloons, flowers, and glass containers are not allowed on buses.

In the event of bus suspension, it is the responsibility of the parent to get the student to and from school.

**Notes from the parents are required for changing from one bus to another and to/from parent pickup, to/from riding a bus.** A separate note is required for each day there is a change. The student must bring the note to the office for approval.

## FIELD TRIPS

**All field trips are postponed or cancelled until further notice.**

**Field trips are planned to enrich student learning and support classroom objectives. Field trips are considered an extension of the school day. All school rules are in effect on field trips.**

**Leaving the school grounds and going on a field trip is a privilege. Students must have good behavior at school to be eligible to attend a field trip. Students will be denied the privilege of attending a field trip should any of the following behavioral issues occur.**

1) The loss of 3 or more enrichment sessions for K-3 grades and/or a conduct grade below a 70 for 4th and 5th grades, 2) 2 or more ISS referrals 3) 1 or more OSS referrals, and 4) Any bus suspension. Students must clear ALL lunch charges before being allowed to participate in field trips. Each student is required to secure written parental permission on a form supplied by the school before participating in a field trip. **Parents are often invited to help supervise students, but we request that siblings or other guests not be included in trips.** Parents who chaperone will be asked to pay for their event fees and supervise a group of students. Students are required to ride to the field trip on school transportation. They may ride back from the trip with their parent/guardian if they have been properly signed out in the school office prior to the trip.

## ILLNESS/INJURY AND MEDICATION

In case of illness or injury, the school nurse will render first aid and notify parents. If emergency medical attention is needed, students will be taken to Chestatee Regional Hospital of Dahlonga unless you have given instructions to the contrary. The nurse will send home a medical form. Please complete and return it immediately. The school staff assumes no responsibility for giving oral medication. If medication is required during school hours a permission form must be completed and signed by the parent and filed in the nurse's office. Forms are available in the school clinic. Prescription and over the counter medications must be kept in the original container and stored in the clinic. All medications must be dropped off and picked up by the parent. Students are checked periodically for head lice. If your child is infected, you will be notified and given a letter outlining procedures for care and the school attendance policies. Your child will not be able to remain in the classroom with lice.

## COUNSELING/GUIDANCE AND FAMILY CONNECTIONS

We fully expect students to have a variety of reactions upon returning to school. Some may be fearful, others not. Our school counselor is available to meet with students to reassure them and to provide any support necessary. Additionally, extra support can be arranged through Georgia Hope services. Our Family Connections program will also be running to help provide students with food and basic necessities assistance.

The counseling and guidance program is for all students and involves all staff members. An organized guidance plan is designed to provide each student with skills and experiences to enhance all learning. The counselor provides brief individual guidance sessions, group sessions, dealing with identified needs, parent conferences and classroom guidance on specific topics. The counselor also works with many community agencies and resources to help meet specific needs of students. Student Support Teams, Drug Abuse Resistance Education and Family Connections are organized to help students and families. Family Connections manages many family service projects. A full time director, secretary and outreach worker join with the school staff, school resource officer, counselors and community agencies to provide needed assistance to students and families.

### CURRICULUM/REPORT CARDS

Georgia Standard of Excellence objectives form the basis for curriculum content. In addition to subject areas of reading, language arts, math, science and social studies, students are also expected to participate in technology education, physical education (P.E.), health, music and art. If a student cannot participate in P.E. for an extended period of time, he/she is required to have a doctor’s note. Students should dress accordingly on days physical education is required. Changing clothes at school will not be allowed. We feel that a strong academically based program focusing on application of skills and hands-on activities is offered. Homework is a part of the educational program. Some assignments are long range in nature and require planned study time for completion. All homework assignments support objectives being taught in the classroom. Parents may help by providing a special place to do homework and by providing a place to gather materials. Report cards are issued 4 times a year after each nine-week grading period. **Note: Paper progress reports will no longer be sent home at mid-nine week intervals. These will be available through the student portal in Infinite Campus. If you do not have access to Infinite Campus, please contact the school and a paper copy will be arranged.** If a student's grades and/or conduct are not satisfactory, parents are advised to schedule a conference with the teacher. Reporting periods are listed in the school calendar. Grading codes are given on the report card.

#### K-2 Grade Level Requirements

The following “3x3” chart shows the minimum reading, writing, and math requirements students must meet by the end of kindergarten, first grade, and second grade. Mastery of these skills at each grade level is essential for the students’ success at the next grade level. The “3x3” requirements were adopted by the Lumpkin County Board of Education and are school system requirements.

### 3X3

#### Lumpkin County’s Primary Plan for All Students

*What reading, writing, and mathematical skills do we expect all students to master to enter the next grade?*

Area	Exiting Kindergarten	Exiting Grade One	Exiting Grade Two
Reading	<ul style="list-style-type: none"> <li>80 Sight Words</li> <li>Knows letters and letter sounds</li> <li>Blends sounds to form words</li> <li>Identifies and produces rhyming words</li> </ul>	<ul style="list-style-type: none"> <li>Reads 60 words correctly per minute with appropriate expression</li> <li>Reads first grade sight words with 80% accuracy</li> </ul>	<ul style="list-style-type: none"> <li>Reads 90 words correctly per minute with appropriate expression and comprehends what is read. Can answer questions on what was read.</li> </ul>



		<ul style="list-style-type: none"> <li>• Reads fluently and comprehends what is read</li> <li>• Reads at a GE of 1.5 or higher according to STAR</li> <li>• Reads within the Lexile Stretch Band: 190L to 530L</li> <li>• Has a final Reading grade of 70 or above</li> </ul>	<ul style="list-style-type: none"> <li>• Reads at a GE of at least 2.5 or higher according to STAR</li> <li>• Reads within the Lexile Stretch Band: 420L to 650L</li> <li>• Reads 2nd grade level sight words with 80% accuracy</li> <li>• Has final Reading grade of 70 or above</li> </ul>
Writing	<ul style="list-style-type: none"> <li>• Understands conventions of print (writing left to right, from top to bottom, and leaving spaces between words)</li> <li>• Draws a focused picture and writes a complete sentence</li> </ul>	<ul style="list-style-type: none"> <li>• Writes at least seven (7) coherent and complete sentences on a topic with guidance</li> <li>• Understands that a story has an introduction, body, and conclusion</li> <li>• Begins to learn how to respond to questions with textual evidence</li> <li>• Uses thinking maps to organize writing</li> <li>• Models basic capitalization and punctuation</li> </ul>	<ul style="list-style-type: none"> <li>• Writes 3 paragraph stories with guidance</li> <li>• Starts to respond to questions with textual evidence</li> <li>• Demonstrates use of opening and closing sentences</li> <li>• Plans and organizes writing independently</li> <li>• Writes with authentic voice</li> </ul>
Math	<ul style="list-style-type: none"> <li>• Solves problems by adding and subtracting to 10 - not memorized but can solve</li> <li>• Recognizes two and three dimensional objects in surroundings of the following: <ul style="list-style-type: none"> <li>o Cubes</li> <li>o Triangles</li> <li>o Squares</li> <li>o Rectangles</li> <li>o Circles</li> <li>o Cones</li> <li>o Hexagons</li> <li>o Cylinders</li> <li>o Spheres</li> </ul> </li> <li>• Counts 20 objects</li> <li>• Writes and recognizes numbers 1-20</li> <li>• Understands common measurement of length (longer/shorter), height (taller/shorter) and smaller/larger comparison with common measurement</li> <li>• Count to 100 by 1's and 10's</li> </ul>	<ul style="list-style-type: none"> <li>• Recognizes and names numbers up to 3 digits</li> <li>• Skip counts by 2, 5, 10s, and 100</li> <li>• Adds and subtracts 2 digit numbers within 20 without regrouping to 100</li> <li>• Solves simple addition and subtraction word problems</li> <li>• Identify and counts bills, coins (penny, nickel, dimes and quarters), and add &amp; subtract money with like coins</li> <li>• Understands fractions (halves and fourths [quarters])</li> <li>• Identifies various two dimensional and three dimensional objects, while recognizing simple object shapes within</li> <li>• Compares and/or measures with nonstandard and standard units</li> <li>• Tells time to the nearest hour and half hour on analog and digital clock</li> <li>• Creates simple tables and graphs and can interpret &amp; answer questions about them</li> <li>• Names and writes Place Value of numbers and expanded notation through 120. Examples: 2 is in tens place; 113 = 100 + 10 + 3; 99 is 9 tens &amp; 9 ones</li> <li>• Has final Math grade of 70 or above</li> </ul>	<ul style="list-style-type: none"> <li>• Adds and subtracts 3 digit numbers with regrouping in ones and tens places within 100</li> <li>• Solves word problems involving dollar bills, quarters, dimes, nickels, and pennies, using \$ and ¢ symbols appropriately</li> <li>• Understands multiplication and how to model appropriate arrays and groups, and use of the multiplication grid</li> <li>• Compares fractions (parts=whole) in halves, half of, thirds and third of. Two halves, three thirds, or four fourths to equal whole.</li> <li>• Uses equality (=) and inequality (&lt;, &gt;) signs</li> <li>• Understands time to nearest 5 min. on analog and digital clock (a.m. and p.m. notations)</li> <li>• Understands measurement of length—actual, estimate, and comparison of two measures.</li> <li>• Describes changes to and classifies two and three dimensional objects as shapes are manipulated (see K and 1<sup>st</sup> Gr. and add quadrilaterals and pentagons)</li> <li>• Represent and interprets data</li> <li>• Has final Math grade of 70 or above</li> </ul>
Aligned Assessments	GKIDS DIBELS Reading	DIBELS Reading Classworks STAR Reading	DIBELS Reading Classworks STAR Reading

### 3-5 Grade Level Requirements

#### 3X3

#### Lumpkin County's Upper Elementary Plan for All Students

*What reading, writing, and mathematical skills do we expect all students to master to enter the next grade? Note: This is not an all-inclusive list. However, it does answer some of the questions that arise on a regular basis.*

Area	Exiting Grade Three	Exiting Grade Four	Exiting Grade Five
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Reading	<ul style="list-style-type: none"> <li>• Reads 120 WPM in grade level passage with appropriate expression</li> <li>• Reads within the Lexile stretch band: 520L to 820L</li> <li>• Read and comprehend on grade level literature including stories, dramas, and poetry and informational text, including social studies, and science.</li> <li>• Compare and contrast the themes, setting, and plots of 2 on grade level texts.</li> </ul>	<ul style="list-style-type: none"> <li>• Reads 122 WPM in grade level passage with appropriate expression</li> <li>• Reads within the Lexile stretch band: 740L to 940L</li> <li>• Read and comprehend on grade level literature, including stories, dramas, and poetry and informational text, including history/social studies, and science.</li> <li>• Compare and contrast the themes, setting, and plots of 2 on grade level texts.</li> </ul>	<ul style="list-style-type: none"> <li>• Reads 124 WPM in grade level passage with appropriate expression</li> <li>• Reads within the Lexile stretch band: 830L to 1010L</li> <li>• Read and comprehend on grade level literature, including stories, dramas, and poetry and informational text, including history/social studies, and science.</li> <li>• Compare and contrast the themes, setting, and plots of 2 on grade level texts.</li> </ul>
Writing	<ul style="list-style-type: none"> <li>• Writing includes an organization pattern to convey information.</li> <li>• With guidance and support from adults, produce clear and coherent writing (opinions, informative, narratives, research) in which the development and organization are appropriate to task, purpose, and audience.</li> <li>• With guidance and support, use technology, to produce and publish writing.</li> <li>• Able to respond to a variety of prompts to include relative detail and information.</li> <li>• Demonstrates understanding and control of the rules of the English Language.</li> </ul> <p>*(Grade specific expectations per ELA GPS)</p>	<ul style="list-style-type: none"> <li>• Writing includes an organization pattern to convey information.</li> <li>• With some guidance and support from adults, produce clear and coherent writing (opinions, informative, narratives, research) in which the development and organization are appropriate to task, purpose, and audience.</li> <li>• With some guidance, produce writing that sites evidence from given text.</li> <li>• With some guidance and support, use technology, to produce and publish writing.</li> <li>• Able to respond to a variety of prompts to include relative detail and information.</li> <li>• Demonstrates understanding and control of the rules of the English Language.</li> </ul> <p>*(Grade specific expectations per ELA GPS)</p>	<ul style="list-style-type: none"> <li>• Writing includes an organization pattern to convey information.</li> <li>• Produce clear and coherent writing (opinions, informative, narratives, research) in which the development and organization are appropriate to task, purpose, and audience.</li> <li>• Produce writing that sites evidence from given text.</li> <li>• Use technology, to produce and publish writing.</li> <li>• Able to respond to a variety of prompts to include relative detail and information.</li> <li>• Demonstrates understanding and control of the rules of the English Language.</li> </ul> <p>*(Grade specific expectations per ELA GPS)</p>

Math	<ul style="list-style-type: none"> <li>• Round numbers to the nearest 10 and 100.</li> <li>• Draw a picture/bar graphs and be able to interpret data to answer problems.</li> <li>• Create a line plot demonstrating information</li> <li>• Master multiplication facts up to 9's.</li> <li>• Understand relationship between multiplication and division.</li> <li>• Can solve multiplication and division problems using a variety of strategies.</li> <li>• Understand properties of multiplication.</li> <li>• Solve word problems using the 4 operations.</li> <li>• Understand area and perimeter.</li> <li>• Categorize shapes by attributes.</li> <li>• Understand a fraction is part of a whole.</li> <li>• Add basic fractions.</li> <li>• Label fractions on number lines.</li> <li>• Be able to recognize equivalent fractions and compare fractions through pictures.</li> <li>• Tell time to the nearest minute.</li> <li>• Understand elapsed time.</li> <li>• Measure and estimate liquid volumes (kilograms, grams, liters, kilograms)</li> </ul>	<ul style="list-style-type: none"> <li>• Fluently add and subtract multi-digit whole numbers, fractions, decimals, and mixed numbers using the standard algorithm.</li> <li>• Read, write, and compare multi-digit numbers using base-ten numerals, number names, and expanded form</li> <li>• Multiply a whole number of up to 4 digits by a 2 -digit, 2- digit by 2 digit, and a fraction by a whole number.</li> <li>• Find whole-number quotients and remainders up to 4 digit dividends and 1- digit divisors.</li> <li>• Extend understanding of fraction equivalence and ordering.</li> <li>• Understand decimal notation for fractions, and compare decimal fractions.</li> <li>• Draw and identify lines and angles, and classify shapes by properties of their lines and angles.</li> <li>• Apply the area and perimeter formulas for rectangles in real world and mathematical problems.</li> <li>• Measure angles in whole-number degrees using a protractor.</li> <li>• Solve word problems involving measurement and conversion of measurements from a larger to smaller unit.</li> <li>• Solve real word problems.</li> </ul>	<ul style="list-style-type: none"> <li>• Use parentheses in numerical expressions to evaluate and write simple expressions.</li> <li>• Recognize that in a multi-digit number a digit in the ones place represents 10 times as much as it represents in the place to its right and 1/10 to its left.</li> <li>• Explain patterns in the number of zeros of the product when multiplying with powers of 10.</li> <li>• Fluently multiply whole numbers.</li> <li>• Fluently divide up to 4 digit dividends and 2 digit divisors</li> <li>• Read, write, and compare, decimals.</li> <li>• Add, subtract, multiply, divide and round decimals to hundredths place.</li> <li>• Add and subtract fractions and mixed numbers with unlike denominators.</li> <li>• Solve word problems involving addition and subtraction of fractions.</li> <li>• Interpret fraction as division.</li> <li>• Multiply a fraction or a whole number by a fraction.</li> <li>• Interpret multiplication as scaling (resizing).</li> <li>• Divide unit fractions by whole numbers and whole numbers by unit fractions.</li> <li>• Make a line plot to display a data set of measurements in fractions of a unit.</li> <li>• Understand attributes belonging to 2 dimensional figures.</li> <li>• Classify 2 dimensional figures in a hierarchy based on attributes.</li> <li>• Convert among different sized standard measurement units within a given measurement system.</li> <li>• Recognize volume as an attribute of solid figures and understand volume measurement.</li> <li>• Measure volume by counting unit cubes and relate volume to the operations of multiplication and addition and solve real world problems.</li> <li>• Use perpendicular number lines to define coordinate system.</li> <li>• Represent real world and math problems by graphing points in the first quadrant and interpret coordinate values.</li> <li>• Generate 2 numerical patterns using a given rule, identify relationships between corresponding terms by completing input/output table</li> <li>• Solve real world problems.</li> </ul>
Aligned Assessments	GA Milestone Classworks	GA Milestone Classworks	GA Milestone Classworks

### STAFF

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. For more information contact Betsy Green, Principal, at 706-864-8180 or besty.green@lumpkinschools.com.

### **VISITS/PARENT CONFERENCES**

Maintaining close contact with your student’s teachers is as important now as ever. While in-person contact will be extremely limited, teachers are still available to meet. This can be done by telephone or electronic meeting applications like Zoom or Google hangouts. Teachers will be checking email even more than usual, and that is most likely the easiest way to get communication rolling.

Parents are welcome at our school and we encourage you to visit. Visits during the school day should be for observation, volunteering and/or lunch. Conferences and visits must be planned in advance since teachers, students, and administrators work on a planned schedule. Please call the school office to schedule a conference. Teachers will not be called out of a class for drop-in visits or phone calls. Teachers may return calls during planning periods or after school. Students are not allowed to bring other children to visit their class for the day. Any person entering the building must come directly to the office, sign in as a visitor, receive a visitor badge and sign out when leaving.

### **PARENT FACULTY ORGANIZATION/SCHOOL GOVERNANCE TEAM**

The Parent Faculty Organization (PFO) and the School Governance Team provide opportunities for parents and faculty to work together to provide the best educational environment for our children. Elections for the members of the Blackburn Elementary School Governance Team will occur in the spring for the following year. These groups need your support and assistance. Please volunteer.

### **LUNCHROOM**

A nutritious breakfast and lunch is served daily. A menu committee works with the Food Service Director and Lunchroom Manager to plan meals. Menu choices are provided for breakfast and lunch. Copies of monthly menus are sent home. Students may pay for meals daily, weekly or monthly. The lunchroom staff handles all lunchroom payments and records. Free or reduced applications are available. Applications are approved or denied based on State guidelines. We want meal periods to be enjoyable for all. Students are to use a quiet voice at all times. All school rules apply to the lunchroom. Food will not be taken from the lunchroom to other building areas unless the teacher gives permission. We encourage you to pay for meals in advance. Please send money in an envelope on which you list the child’s name, what the money is for, amount sent, and teacher’s name. Please do not send ice cream money with breakfast/lunch money.

Blackburn Elementary School has a “No Charge” policy in accordance with LCSS Board Policy EEC. Neither students nor adults may charge any meals. Students who have no method of payment may ask the nutrition manager for an alternate meal at no cost. For students who participate in the Free and Reduced Lunch program, it is critical that the enrollment paperwork sent home from school at the beginning of the year be completed accurately and returned to school as soon as possible. Students who were eligible in the prior year only retain eligibility for the first 20 days of the new school year without re-applying. For more detailed information on school lunch program and the charge policy please see LCSS Board of Education Policy EEC on the system website.

	Daily		
Student Breakfast	\$1.80	Student Lunch	\$2.50
Reduced Price Breakfast	\$0.30	Reduced Price Lunch	\$0.40
Visitor Breakfast	\$2.20	Visitor Lunch	\$4.50
Milk (a la carte)	\$0.60		

Ice cream is sold for \$1.00 each. (Ice cream is considered a privilege and may be denied for inappropriate behavior. Ice cream must be ordered during homeroom.)

**There will be no visitors allowed in the lunchroom at this time.**

**YOU ARE WELCOME TO JOIN YOUR CHILD FOR LUNCH. FOR THE SAFETY OF OUR STUDENTS AND TO ALLEVIATE CONCERNS ABOUT ALLERGENS BEING BROUGHT IN WITH OUTSIDE FOOD PRODUCTS, WE WILL SEAT YOU AND YOUR STUDENT AT A SMALLER TABLE INSIDE THE LUNCHROOM. PLEASE DO NOT SIT AT THE "NO PEANUTS" TABLE. VISITOR TABLES ARE FOR YOU AND YOUR CHILD ONLY; NO OTHER STUDENTS MAY SIT AT THESE TABLES. PLEASE NOTIFY THE LUNCHROOM SO WE CAN PLAN ACCORDINGLY.**

### **SCHOOL CANCELLATIONS**

In the event of inclement weather or other emergency conditions, all principals remain in contact with the system Superintendent concerning the possibility of early school dismissal. Local and area radio and television stations will be notified if school will be closed for the day or dismissed early. Please follow guidelines listed in the Emergency School Closings brochure sent home with students. Parents are requested to have alternate plans for students in case of early dismissal. In case of early dismissal, we will follow the plan you specify in the student information form sent home during the school year. The plan should be returned to your child's homeroom teacher.

### **FIRE-TORNADO DRILL/LOCK DOWN DRILLS**

In case of fire, the signal for evacuation is a continuous sounding of the alarm system and flashing emergency lights. In case of tornado, a weather alert will be announced along with an emergency signal. Everyone is assigned to a specific area. An evacuation plan is posted in each class. Teachers will instruct students regarding specific procedures. Practice drills will be held periodically during the year to ensure safety procedures are clearly understood by students and staff.

### **GRIEVANCE PROCEDURES**

- Complaints, grievances and concerns shall be handled and resolved as close to their origin as possible.
- All complaints shall be processed through proper channels.
- Students should first voice their concerns and complaints to their Principal. If the concern is about the Principal, the concern may be addressed directly to the Superintendent. In this case, the Superintendent may request the concern/complaint be put in writing.
- Parents and patrons having complaints about any school matter should direct them to the Principal.
- The Principal may refer the matter to the proper authority or may resolve the matter through a conference or individual attention at his/her discretion.
- Concerns about bus drivers should be directed to the Principal or Transportation Director.
- Concerns about personnel not directly connected with a school may be referred to the Superintendent.
- Should a matter not be satisfactorily resolved at the initial or school level, the complaint should be forwarded to the Superintendent in writing. Should the matter still not be resolved, it may be referred in writing to the Board of Education.
- Any administrator receiving a referred complaint shall communicate this fact to the subordinate administrator whom it concerns.

## **HARASSMENT/DISCRIMINATION**

It is the policy of Lumpkin County Schools that racial, sexual or other forms of harassment or discrimination are strictly forbidden. Any student or employee who believes he/she has been subjected to harassment or discrimination by other students or employees of the school system based upon his/her race, color, religion, national origin, age, disability or sex should promptly report the same to the principal of their school or the appropriate coordinator who will implement policy, the Board's discriminatory complaints or harassment procedures. The Lumpkin County Board of Education does not discriminate on the basis of race, color, national origin, sex, religion or disability in educational programs, activities and employment.

The Title IX & Title VI Coordinator is the Assistant Superintendent. The Section 504 and the Americans With Disabilities Act Coordinator is the Special Education Director.

## **LUMPKIN COUNTY SCHOOL SYSTEM DRESS CODE**

Students are expected to be clean, neat and appropriately dressed at all times. A student is expected to exercise good judgment in his/her choice of dress, making sure that it is appropriate for school. Clothing, hair styles, make-up, etc. must not be a distraction, immodest, inflammatory, offensive or pose a safety hazard. The faculty and administration will make the determination as to the appropriateness of any item, but the following guidelines should be followed:

- All items of clothing should be clean and appropriate for school. They should not be too tight, improperly revealing or allow undergarments to be seen.
- Garments, jewelry or articles of clothing should not display emblems related to alcohol, illegal or abusive substances, gangs, violence, sex or obscenities. Clothing must be free of words or symbols that are offensive or demeaning to others. This guideline applies to clothing worn at any school function.
- Shorts and skirts worn at school must extend beyond the student's fingertips when their hands are held to their side. Splits in skirts must also follow the fingertip rule. Running shorts, short-shorts, tennis shorts, running tights and spandex shorts are not to be worn at school.
- Shirts must fully cover the shoulders and torso. Midriffs and undergarments must be covered. (Examples of shirts that would not meet this guideline: halter tops, tank tops, tube tops, fishnet tops, muscle shirts . . .)
- Shorts, pants and skirts must be worn at waist level. Clothing should be properly fitted to prevent sagging of pants or shorts.
- Pants should not extend below the heel of the shoe. Sagging, extremely baggy or wide leg pants that present a safety hazard are not to be worn at school.
- Hats, caps, sweatbands, sunglasses, goggles or other head coverings may not be worn at school.
- Shoes must be worn at all times and should be appropriate for school activities. Tennis shoes are required in P.E.(Bedroom shoes, shoes with wheels, and cleats are not permitted at school. Heels are discouraged.) No wheeled shoes are allowed at school!

NOTE: Certain school environments or classes may require more restrictive dress due to safety issues. (ex. Vocational classes, science labs, P.E.) Students are expected to comply with safety guidelines.

Student dress and appearance are the responsibility of the student and parent. All teachers will enforce the dress code on a daily basis. An administrator or other school district employee will conference with students who report to school inappropriately dressed. In some cases, parents may be called to bring appropriate clothing to the school, and /or the student may not be permitted in class until appropriately attired.

## **BOOKBAGS**

Students will be allowed to use book bags as necessary. Bags on rollers are **NOT** permitted.

### **SCHOOL RULES**

In order to have an environment conducive to learning each student and staff member must do his/her part to help the Blackburn community be a safe and pleasant place in which to learn. This will require each student to agree to follow these rules.

1. Keeping my hands, feet and objects to myself so as not to injure another student.
2. Showing respect to everyone in our school and treating them, as I would like to be treated.
3. Leaving at home any items that are not needed at school. (phones, electronic games, trading cards, radios, beepers, laser pointers, pocket knives, etc. Trading and/or selling items at school will not be allowed.) Toys, PokeMon cards, etc. should not be brought to school with the exception of having specific teacher permission.
4. Taking care of my school by not destroying property or littering and by not bringing gum or canned or glass drink containers to school.
5. Not using any form of violence so that all children will feel safe in our school. (Please see our weapons policy.)
6. Not falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.

### **LUMPKIN COUNTY SCHOOL SYSTEM DRUG POLICY**

A student shall not possess, sell, use, distribute, or be under the influence of any legal or illegal drug in any form whatsoever, including, but not limited to, any narcotic drug, inhalants, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, other controlled substance, alcoholic beverage, anabolic steroids, intoxicant of any kind, or any substance represented to be or reasonably appearing to be any type of drug: 1. at school or on school property at any time; 2. off the school grounds at a school sponsored activity, function, or event; and/or 3. en route to and from school. A student shall not attend school or any school event after having consumed any quantity of alcohol or illegal substance. Use may be detected by observation, odor or other means. A student shall not have on his/her person, or in any way be in possession or control of drug-related paraphernalia. A student shall be deemed to be in possession of substances or paraphernalia prohibited by this policy if such substances or paraphernalia are found in cars, lockers, book bags, desks or other personal effects of students. Any student required to take medication while at school will follow the guidelines and procedures distributed to students. Any possession or use of prescription or over the counter medication not in accordance with the provisions of such guidelines and procedures shall be deemed a violation of this policy, and the student will be subject to the disciplinary actions set forth in this policy. **Discipline Action and Procedures:** All employees must report violations of this policy to the principal or assistant principal of the school where the violation occurred. If the principal has reasonable cause to believe that a report is valid, he/she must immediately make an oral report to the Superintendent and to the police and district attorney. The student's parents or guardian will be notified immediately of his/her child's involvement in any illegal drug activity. Students will be given a copy of the Code of Conduct, which includes a statement of prohibited conduct with regard to drugs and alcohol and possible disciplinary actions. Compliance with the requirements set forth in this policy is mandatory.

### **WEAPONS NOTICE**

It shall be unlawful for any person to carry or to possess or have under control any weapon within a school safety zone or at a school building, school function, on school property or on a bus or other transportation furnished by the school. The term weapon is defined in "The Blackburn Elementary School Code of Conduct". **PUNISHMENT:** A fine of not more than \$10,000, imprisonment for not less than 2 or more than 10 years or both. A juvenile who violates this shall be subject to the provision of O.C.G.A. 15-11-37.

## **CELL PHONE POLICY**

While there is no need for any B.E.S. student to have a cell phone at school, we acknowledge that there are occasions where parents may wish for students to have a means of communication to alleviate concerns about arriving safely at home in the afternoon, etc. Students may have cell phones in their possession at school, but should keep them safely secured in their book bags during the school day. Having a cell phone out during the school day without specific teacher permission is a disruptive violation of the Code of Conduct and will be handled as such, with appropriate behavioral consequences. Under NO circumstances should students ever use a cell phone to record pictures or videos of other students at school or attempt to communicate with other students electronically during the school day. **As with all other electronic devices brought to school, students are solely responsible for the safety and security of their phone.**

**Please read carefully “The Blackburn Elementary School Code of Conduct” in the following pages. All students are responsible for the choices made in violation of this code. Disciplinary action for violations will be determined by the nature and severity of the offense and is at the discretion of school administrators and will be in compliance with the law.**

### **CODE OF CONDUCT BLACKBURN ELEMENTARY SCHOOL**

It is the purpose of the Lumpkin County School District to operate each school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy which requires all schools to adopt codes of conduct which require students to behave themselves at all times in order to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district. The school’s primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in this Code of Conduct.

The Code of Conduct is effective during the following times and in the following places.

- At school or on school property at any time;
- Off school grounds at any school activity, function or event and while traveling to and from such events;
- On vehicles provided for student transportation by the school system.

Also, students may be disciplined for conduct off campus which is felonious or which may pose a threat to the school’s learning environment or the safety of students and employees. Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community. Per the revised Official Code of Georgia, Code Section 20-2-735, student codes of conduct are required to “encourage parents and legal guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult”.

Students are not permitted to use any personal electronic communication device, including cell phones, during the school day, except for instructional purposes under teacher supervision or when given permission by a staff member.



School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student book bags, desks, and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Cell phones/multimedia/electronic devices taken from students due to possession and/or use in violation of school rules are subject to having their contents searched. Students are required to cooperate if asked to open book bags.

### **AUTHORITY OF THE PRINCIPAL**

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided any such action does not violate school board policy or procedures.

### **TRIBAL CODE (Kindergarten - 3rd Grade)**

By making appropriate choices students will earn points that will not only determine their conduct grade for each grading period, but will also enable them to earn positive recognition each week and at the end of each semester. All K-2 students will have the opportunity to earn points for choosing to follow the school rules and handling conflicts in a positive manner. Each child may earn up to 18 points each week for appropriate behavioral choices. Three points a day will be possible for good behavior and 3 bonus points a week will be awarded for the following; 1 point for bringing back the Smoke Signal newsletter signed by Wednesday of the same week sent, 1 point for perfect attendance for the week, and 1 point for a skill or behavior of the teacher's choosing. To participate in the enrichment session each Friday, students must have a minimum of 15 points. If a student loses 0-1 enrichment sessions, they will earn an S for satisfactory on their report card for the 9 weeks. Two missed enrichment sessions will earn them an N for needs improvement, and 3 or more missed enrichment sessions will result in a U for unsatisfactory. If your child receives an office write up that results in ISS or OSS, they will automatically lose the enrichment session for that week. Two or more ISS referrals or 1 or more OSS referrals will also result in the loss of the Chief Award at the Chief Council Ceremony at the end of each semester. A Chief Council Ceremony (CCC) will be held during K, 1st, and 2nd grade CAMP time. Parents and family are welcome to attend and the CCC will be held in the gym. Your child's teacher will send home the Smoke Signal newsletter each week to keep you updated on his/her progress. Please expect these reports each Monday and return them signed as quickly as possible.

### **TRIBAL CODE (4th - 5th Grade)**

Students will begin each 9 weeks with 100 points. Points will be deducted for infractions listed in the chart below. At the end of each 4 or 5 day week, students will have the opportunity to go to enrichment sessions on Friday afternoons or to a club, if they belong to one. If they lose 10 or more points in a week, they will not be allowed to attend the enrichment session/club time. They will sit out of the first lost enrichment session and they will go to study hall to complete teacher assigned work for all other lost enrichment sessions in a 9 week period. For students losing 25 or more points in a week, in

addition to losing their enrichment session, a parent/teacher conference will be held and an office write up resulting in a day of ISS will be given. If a child receives an office write up that results in ISS or OSS, they will automatically lose the enrichment session for that week. An ISS consequence will result in the loss of 15 points and an OSS consequence will result in the loss of 25 points. If student receives an office referral that results in a lesser consequence than ISS and OSS, the student will lose 5 points. Two or more ISS referrals or 1 or more OSS referrals will also result in the loss of the Chief Award at the Chief Council Ceremony at the end of each semester. Students will be given a conduct grade based on the points they still have at the end of the 9 weeks. At the end of each semester, A Chief Council Ceremony (CCC) will be held during 3rd, 4th, and 5th grade CAMP time. Parents and family are welcome to attend and the CCC will be held in the gym. Students must earn at least 80 points in each 9 week period of the semester to be eligible for the Tribal Code award called the Chief Award. Students that maintain a 100 average for the semester will receive the Chief Citizen Award. Any student that maintains a 100 average for the year will receive the Chief Citizen Award and be entered into a drawing for a great prize at the end of the year. Also, refer to the field trip policy to understand the role behavior plays in field trip attendance. All homeroom teachers will send home the Smoke Signal newsletter each week to keep you updated on his/her progress. Please expect these reports each Monday and return them signed as quickly as possible.

**TRIBAL CODE POINTS GRID (4th - 5th Grades Only)**

Code	Offense	Points
DR	Disrespect	-2
DP	Disruptive	-2
HP	Horseplay or Hands on others	-2
UL	Unauthorized Location	-2
NF	Not following directions	-2
DI	Dishonest	-2
OT	Off task	-2
TA	Talking	-1

RO	Repeat offense for same teacher in same day	Double points

Students will begin each 9 -weeks with a total of 100 points. Points will be deducted for each infraction. Students will be given a 9-week average which will result in a conduct grade.

**Daily Consequences**

- 2 - Lap at recess
- 5 - Silent Lunch
- 10 - Parent Contact

**Weekly Consequences**

- 10 - No Enrichment Session on Friday
- 25 - Parent conference/office referral for ISS

**Additional Consequences**

- 5 - Office referral that results in lesser consequence (ex. silent lunch, laps at recess)
- 15 - Office referral that results in ISS (not for point value loss)
- 25 - Office referral that results in OSS

**PROGRESSIVE DISCIPLINE PROCEDURES**

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student’s discipline history, the age of the student and other relevant factors.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia’s Character Education Program.

The following disciplinary actions may be imposed for any violation of this Code of Conduct:

- Warning and/or Counseling with an Administrator or Counselor
- Loss of Privileges
- Isolation or Time Out
- Temporary Removal from Class or Activity
- Notification of Parents
- Parent Conference
- Detention
- Short-Term Suspension
- Referral to a Tribunal for Long-term Suspension or Expulsion
- Suspension or Expulsion from the School Bus
- Referral to Law Enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The School will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

The maximum punishment for an offense includes long-term suspension or expulsion including permanent expulsion, but those punishments will be determined only by a disciplinary tribunal as outlined in the JCEB Board of Education policies. Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. Such an agreement

and waiver must be approved also by the disciplinary tribunal or hearing officer in accordance with local board policy.

Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. **If the student is suspended, the student's parents will be notified if possible.** School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

School officials may search a student if there is a reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities which occur outside normal school hours or off school campus, at the discretion of administrators.

### **BEHAVIOR WHICH WILL RESULT IN DISCIPLINARY PROCEDURES**

The degree of discipline imposed will be in accordance with the progressive discipline process unless otherwise stated.

- **Possession, sale, use in any amount, distribution or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturates, marijuana, drug paraphernalia or alcoholic beverage or other intoxicant.**  
**Possession, distribution, attempted sale or sale of substances represented as drugs or alcohol.**
- **Sale, attempted sale, distribution or being under the influence of a prescription or over the counter drug.**
- **Possession or use of a weapon or dangerous instrument:** A student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon. Students who possess firearms on campus will be subject to a minimum of a one calendar year suspension and will be referred to law enforcement officials (OCGA 20-2-751.1).
- **Disrespectful conduct toward teachers, administrators, other school personnel, other students or persons attending school related functions**
- **Any behavior based on a student's race, national origin, sex or disability that is unwelcome, unwanted and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, request for sexual favors and other verbal or physical contact of sexual nature.**
- **Possession or use of tobacco in any form.**
- **Assault, including threats of bodily harm and/or sexual assault of teachers, administrators, other school personnel, other students or persons attending school-related functions:** Immediate suspension and automatic referral to a disciplinary tribunal if a student is alleged to have committed an assault upon a teacher or other school personnel; possible referral to a disciplinary tribunal if a student is alleged to have committed an assault upon another student or a person attending a school-related function.
- **Battery, including sexual battery, or any acts of physical violence resulting in physical injury, of teachers, administrators, other school personnel, other students, or persons attending school-related functions:**
- **Legal requirement:** Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed battery upon a teacher or other school personnel. Possible referral to the disciplinary tribunal if a student is alleged to have committed battery upon another student or a person attending a school-related function (O.C.G.A. 20-2-751.6 and O.C.G.A.20-2-751.5).

- **Physical violence against a teacher, school bus driver, or other school personnel:**
  - (1) Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed an act of physical violence against a teacher or other school personnel; expulsion for the remainder of the student's eligibility to attend public schools for acts of physical violence found by a tribunal to have intentionally made physical contact which causes physical harm to another unless such physical contact or physical harm was in defense of himself or herself, as provided in Code Section 16-3-21; or, the Board may authorize the student to attend alternative school for the period of the expulsion; provided, however, that if such student is in kindergarten through grade six, then the Board upon the recommendation of the tribunal may permit the student to re-enroll in regular programs for grades nine through twelve; and provided further that the Board does not operate an alternative education program for grades kindergarten through grade six, then the Board may permit a student in kindergarten through grade six who commits such an act to re-enroll in the public school system. The student shall be referred to juvenile court with a request for a petition alleging delinquent behavior.
  - (2) Possible punishment may include expulsion, long-term suspension, or short-term suspension for students found by a tribunal to have intentionally made physical contact of an insulting or provoking nature with the person of another.
- **Damaging or defacing personal property or school property (vandalism)**
- **Theft**
- **Extortion or attempted extortion**
- **Possession and/or use of fireworks or any explosive**
- **Activating a fire alarm under false pretenses or making a bomb threat**
- **Insubordination, disorderly conduct, disobeying school rules, regulations or directives; disobeying directives given by teachers, administrators or other school staff**
- **Classroom and school disturbances**
- **Violation of school dress code**
- **Use of profane, vulgar or obscene words or indecent exposure**
- **Inappropriate public displays of affection**
- **Gambling or possession of gambling devices**
- **Moving and non-moving driving violations**
- **Giving false information to school officials**
- **Cheating on school assignments**
- **Unexcused absence, chronic tardiness, skipping class, leaving campus without permission**
- **Criminal law violations:** A student who has committed a violation of the criminal law and whose presence on the school campus may endanger the safety of other students or cause substantial disruption to the school operation may be subject to disciplinary action, including in-school suspension, short-term suspension and referral to a disciplinary tribunal.
- **Bullying:** Georgia law mandates that upon a finding that a student in grades 6 – 12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

## **Bullying**

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

Bullying is defined as follows: An act that is:

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

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, at the person's option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

### DEFINITION OF TERMS

**Assault:** Any threat or attempt to physically harm another person or any act which reasonably places another person in fear of physical harm. (Example: threatening language or swinging at someone in an attempt to strike.)

**Battery:** Intentionally making physical contact with another person in an insulting, offensive or provoking manner or in a way that physically harms the other person (Example: fighting).

**Bullying:** In accordance with Georgia law, bullying is defined as (1) Any willful attempt to threaten to inflict injury on another person, when accompanied by an apparent present ability to do so; or (2) Any intentional display of force such as would give the victim the reason to fear or expect immediate bodily harm.

**Chronic Disciplinary Problem Student:** A student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.

**Detention:** A requirement that the student report to a specified school location and to a designated teacher or school official to make up work missed. Detention may require the student's attendance before or after school. Students are given one day's warning so that arrangements for transportation can be made by the parents or guardians.

**Disciplinary Tribunal:** School officials appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters.

**Dress Code:** The current dress code is explained in the student handbook.

**Drug:** The term "drug" does not include prescriptions issued to the individual, aspirin or similar medications and/or cold medications that are taken according to product use, recommendations and board policy. Caffeine pills are considered drugs.

**Expulsion:** Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by a disciplinary tribunal, or in the case of intentional physical violence resulting in physical harm to school personnel, by the school board acting on the recommendations of a disciplinary tribunal.

**Extortion:** Obtaining money or goods from another student by violence, threats or misuse of authority.

**Fireworks:** The term "fireworks" means any combustible or explosive composition or any substance of combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

**Gambling:** Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

**In-School Suspension:** Removal of a student from class (es) or regular school program and assignment of that student to an alternative program isolated from peers.

**Suspension:** Removal of a student from the regular school program for a period not to exceed 10 days (short term) or for a period greater than 10 days (long-term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored activities including practices as well as competitive events, and/or activities sponsored by the school or its employees.

**System's Early Intervention Substance Abuse Program for Student and Parent:** This early intervention program is for youth ages 12-18 and their parents/guardians. First offenders for possession or use of alcohol or other intoxicants may be offered the opportunity to attend the Substance Use Prevention Education Resource (SUPER) Program. Youth ages 6-11 may attend the Super Stars Program which is an early intervention program that offers activities for parents and youth to develop a healthy self esteem through topics that address family pride, drug prevention, family communication skills and conflict resolution skills.

**Theft:** The offense of taking or mis-appropriating any property, of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

**Waiver:** A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.

**Weapon:** The term weapon is defined as any object which is or may be used to inflict bodily injury to place another in fear for personal safety or well being. The following things may be defined as dangerous weapons: any pistol, revolver or any weapon designed or intended to propel a missile of any kind, or any dirk, any bat, club or other bludgeon-type weapon, any stun gun or taser, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor or razor blade, spring stick, metal knucks, chains, blackjack or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku or fighting chain, throwing star or oriental dart or any weapon of that kind.

## **STUDENT SUPPORT PROCESSES**

The Lumpkin County Board of Education provides a variety of resources which are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Response To Intervention and help from the school counselor.

Any student or parent or guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding your child’s identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system’s Section 504 Coordinator; however, a grievant’s failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system’s Section 504 Coordinator. The school system’s Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system’s central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

## **PARENTAL INVOLVEMENT**

Research has consistently shown that having strong parental involvement is essential to having a vibrant and effective school environment. BES is a recipient school of Title One federal funds. As a condition of this school status, BES is required to follow certain established protocols and enact specific procedures to ensure that parental input is valued, sought out, and incorporated into everything we do.

Parent Involvement strategies at BES include (but are not limited to):

- Parent / Student / Teacher Compacts
- Yearly development of a Parental Involvement Plan specific to BES
- Establishment and maintenance of a Parental Involvement Committee
- Parent representatives on the BES School Governance Team
- Parent representatives on the BES Parent Faculty Organization (PFO) Board
- Monthly PFO meetings that feature different grade level performances and general PFO information.
- Pamphlet holder in the lobby displaying materials for parents
- Family Connections and Counseling Services available for students & family needs
- Flexible parent conference schedule



- Parent Resource Library
- Media Committee
- Teachers provide information for parents through weekly take home folders and also through parent conferences.
- Use of multiple electronic modes such as a website, Facebook page, etc. to disseminate information.

The Parent Involvement Plan is incorporated into the School-Wide Program plan and is available upon request in the school office or at the Lumpkin County Board of Education Office (Federal Programs). Input is given by and the plan is reviewed by the Parent Involvement Committee and the School Governance Team and on file in the records of the BES School Governance Team.

**Lumpkin County School System  
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.)

## **LUMPKIN COUNTY SCHOOLS COMPLAINT PROCEDURES FOR FEDERAL PROGRAMS**

### **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

### **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.

### **Lumpkin County School System**

2020-2021 School Year

(reviewed 7-13-20)

### **Protection of Pupil Rights Amendment (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if

those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and

It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:

- Political affiliations;
- Mental and psychological problems potentially embarrassing to the student and his/her family;
- Sex behavior and attitudes;
- Illegal, anti-social, self-incriminating and demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under FERPA or PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920