

**Whit Davis Elementary
Parent/Student Handbook
2022-2023**



Ways of the Wildcat

Whit Davis Elementary
1450 Whit Davis Rd, Athens, GA 30605
(706) 369-1036

Clarke County School District Mission

The Clarke County School District is an ambitious community of learners in a diverse and culturally rich county. We are committed to equity and excellence through the implementation of rigorous standards in a safe and supportive environment - on every campus, in every classroom and for every child.

Clarke County School District Vision

Building a culture of high expectations and equity in which all students grow academically and socially to improve our community and our world.

Clarke County School District Core Beliefs

Public education is central to our democracy. To fulfill the promise of public education, the Clarke County School District has a fundamental set of beliefs that serves as a lens through which every decision is made and every action is taken. These beliefs are the backbone of our organization. CCSD believes that:

- *Equity, access and progress towards excellence are basic rights that must be afforded to every individual in our system.*
- *Mission-driven, diverse and creative staff make the critical difference in student achievement, and they must be successfully recruited and retained.*
- *Students, families, staff and the broader community benefit mutually from active engagement with one another.*
- *Safe, nurturing and well-maintained school/campuses are required for optimal learning.*

Whit Davis Elementary Vision Statement

We envision a Whit Davis that is recognized for its culture of compassion and is identified by excellence in academic achievement and promotion of a positive and restorative culture. Whit Davis is a community that feels heard, valued, and is able to access their fullest potential. Students learn to take ownership of their actions, meet high expectations and feel safe and supported by their teachers and peers. Staff are committed to a growth mindset related to learning and behavior and demonstrate mutual respect for each other as well as their students and families. Families understand the importance and value of their involvement in the Whit Davis community and feel welcomed in our community of learning.

Table of Contents

Academic Honesty
Accreditation
After School Program
Attendance
Backpack Rules
Birthday Celebrations
Bullying
Bus Riders
Car Riders
Cell Phones
Changes in Transportation
Change of Address or Telephone Number
Child Abuse
Code of Student Conduct
Deliveries
Dress Code
EIP (Early Intervention Program)
Emergency Drills
ESOL
Field Trips
Fundraisers
Gifted
Homeless Education Program
Homework
Hospital Homebound Services
Inclement Weather
Illness at School
Learning Technologies
List Serve
Lost and Found
LSGT - Local School Governance Teams
Make-Up Work
Media Center
Medication at School
Money and Other Valuables
Parent Conference
Parent Portal
Parent Involvement
Partners in Education
Reporting Periods
School Counselor
School Day
School Meals and Snacks
School Pictures
School Wide Behavior Expectations
School Nurses
School Psychologists
School Social Workers
Section 504 - Students with Disabilities
Special Education
Specials Classes
Student Accident Insurance
Textbooks
Toys
Translation and Interpretation Services
Video Surveillance
Visitors to Schools

Whit Davis Elementary

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ACADEMIC HONESTY

The Clarke County School District promotes academic honesty and personal integrity among students and faculty. Academic honesty is defined broadly and simply - the performance of all academic work without plagiarizing any source of information appropriately authorized or attributed.

Forms of Academic Dishonesty

Academic Dishonesty is defined as any action or behavior that results in a student having an unfair advantage over his or her peers in any form of assessment.

Academic Dishonesty may include:

1. Plagiarism: using someone else's work as one's own without proper documentation either intentionally or unintentionally
2. Collusion: copying work or allowing someone else to copy one's work
3. Duplication: turning in the same work for multiple assignments without the express permission of all instructors involved
4. Misconduct: refusing to follow directions in an assessment situation
5. Failure to report an observed instance of academic dishonesty

A Student Demonstrating Academic Honesty Will:

- complete his/her own work
- acknowledge help from parents, friends, and other students
- know what constitutes cheating and abide by the rules
- acknowledge and reference all information sources
- follow rules, directions, and policies when taking written exams
- report suspicions of academic dishonesty to appropriate school officials

A Student Demonstrating Academic Honesty Will Not:

- copy work from another student and represent it as his or her own
- complete work for another student
- use notes or reference materials during an assessment unless instructed to do so by the teacher
- support the efforts of another student engaging in academic dishonesty

Consequences for Failing to Maintain Academic Honesty

Students who are determined to have engaged in academic dishonesty will receive consequences based on the District Code of Student Conduct which can include, but are not limited to: verbal student conference, parent conference, loss of privileges, ISS, and OSS.

ACCREDITATION

The CCSD is fully accredited by AdvancED of the Southern Association of Colleges and Schools and the Georgia Department of Education.

AFTER SCHOOL PROGRAMS

Elementary School

The After School Program (ASP) is a childcare program offered to students. The program runs from 2:40 – 6:00 p.m. on the days that school is in session. The children in the program have time for homework and outside play. There is a \$10.00 registration fee per child (\$20 max for a family) and a charge of \$6.00 per child per day.. ASP fees should be paid a week in advance. If you need to contact the After School Program, call your child's school number between the hours of 2:40 pm and 6:00 pm.

ATTENDANCE

Families and Schools need to work together for school success:

One of the most important ways you can help your child succeed in school is to make sure he or she attends school regularly, is on time every day and stays for the entire school day. Please contact the school and let us know if there are any problems that prevent your child from coming to school regularly. State and local laws require that Clarke County School District make you aware of the requirements for school attendance and the consequences for excessive absences.

Since regular school attendance is so important to school success, and since the penalties for absences are so serious it is vital that families and school work together to promote regular school attendance.

You can find the full Student Attendance Policy on the Board of Education online Policy Manual.

Georgia law, School Policy, and Athens-Clarke County Ordinances state these requirements:

- Students between the ages of 6 and 16 must be enrolled in a public or private school or in a home study program. Children enrolled in a Kindergarten program for more than twenty (20) days also fall under compulsory attendance rules.
- Students and their parents/guardians are responsible for attending school regularly and being on time for school.
- Parents/guardians must let the school know within five (5) days (in writing) the reason for the absence.
- Local ordinance states that students under 18 years of age cannot be in a public place without supervision by a parent or guardian between 8:30 am and 2:30 pm on school days.
- Elementary school students are counted absent if they arrive after or leave school before 11:00 am and middle and high school students are marked absent for the period if they arrive more than 15 minutes tardy.
- **The State of Georgia considers a student truant if they have 6 or more unexcused absences.**

Excused Absences – In accordance with the Georgia Department of Education Regulation 160-5-1-.10, the following shall constitute excused absences upon submission of appropriate documentation:

- a) Personal illness or when attendance in school endangers the student's health or the health of others
- b) Serious illness or death in the immediate family necessitating absence from school
- c) A court order or an order by a government agency, including pre-induction

- physical examinations for service in the armed forces, mandating absence from school
- d) Observation of religious holidays, necessitating absence from school
 - e) Conditions rendering attendance impossible or hazardous to student health or safety
 - f) Registering to vote or voting in a public election, which shall not exceed one day
 - g) Student whose parent or legal guardian is in US military service or National Guard, and such parent or guardian has been called to duty or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with parent/guardian prior to deployment or during leave.
 - h) Students who are at least 12 years of age and who are serving as pages of the Georgia General Assembly shall be credited for days missed from school for this purpose.

Students are responsible for providing written documentation from parents/guardians or proper authorities, stating the reason for their absence.

Extended Absences - If for any reason, a student must be absent for three days or longer, a parent/guardian is requested to notify the school of the cause of the absence and date of return. Teachers will be happy to provide work to take home – a 24 hour notice is requested.

Risks and penalties associated with excessive school absences:

Students with excessive absences are at risk in many ways. Students risk falling behind in their schoolwork, performing poorly on tests used to make promotion and retention decisions, and missing valuable opportunities to learn social and emotional skills that will help them succeed in life. In addition, students with excessive absences may be referred to the School Social Worker for assistance or may be referred to the Clarke County Attendance Panel and/or Juvenile Court. Georgia law states that parents/guardians of students who violate the Georgia Compulsory School Attendance law risk being fined (\$25- \$100), jailed for up to 30 days, and/or ordered to perform community service.

If it is necessary for a student to leave school prior to dismissal time, a parent/guardian must come to school for check out.

Students may not be checked out between 2:00 PM and 2:40 PM as the school staff are busy preparing for a safe dismissal. Students cannot be removed from class until the security check out process is complete. Students will only be released to individuals designated on the student information form – photo ID is required to verify identification and permissions.

BACKPACK RULES

All students will be allowed to carry an average sized backpack to accommodate their personal learning device and other school supply items. In addition, students can bring PE clothes in a drawstring bag. For safety purposes, all backpacks should be stored in the appropriate locations in the classrooms or in student lockers. Please note that this means also that no fanny packs or backpacks are allowed to be worn throughout the day.

Board Policy JCAB states: "To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles, and may seize any illegal or unauthorized, or materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action." Permission to carry a string bag or backpack be may rescinded if a student brings inappropriate items to school.

BIRTHDAY CELEBRATIONS

Parents are welcome to drop off a prepackaged snack for all students at the front desk or send a snack in the child's backpack. Teachers will pass out the snack when it is a convenient time. This time will be for the student and their classmates only. We do not allow birthday parties or other celebrations throughout the instructional day. Please do not send in birthday invites, balloons or other party favors. Also, all food items must be store bought.

BULLYING

The Clarke County Board of Education prohibits bullying of a student by another student.

Definition of Bullying

As used in this Policy, the term "bullying" means:

- (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:
 - Causes another person substantial physical or visible bodily harm;
 - Has the effect of substantially interfering with a student's education;
 - Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - Has the effect of substantially disrupting the orderly operation of the school.

Cyberbullying

A student shall not transmit any electronic communication that has the effect of bullying another student or member of the faculty or staff, including but not limited to sending emails or text messages or making website postings (e.g., postings on Facebook, Twitter, or YouTube). This prohibition applies to cyber bullying that occurs on campus and, if one of the following conditions is met, to cyber bullying that occurs off-campus: (1) the electronic communication causes, or reasonably threatens to cause, a material and substantial disruption to the orderly operation of the school; or (2) while on school property or at a school-sponsored event, the student engages in conduct which is intended to promote or increase the circulation of the electronic communication within the school community.

Consequences

Students found to have engaged in an incident of bullying may be subject to disciplinary action under the Code of Student Conduct in combination with a variety of prevention and intervention strategies, including without limitation reassignment to another class, reassignment to another school, exclusion from participation in extracurricular activities, and mandatory participation in a school-based

training\counseling. The School District is not required to provide transportation to a student who is reassigned to another school as a result of an incident of bullying. Upon a finding by the disciplinary hearing officer, panel, or tribunal of school officials that a student in grades six through 12 has committed the offense of bullying for the third time in a school year, such student shall be expelled with the option of attending an alternative education program.

Notification of parents/guardians

Upon a finding by a school administrator that a student has committed an offense of bullying or is a victim of bullying the school administrator must notify the parent/guardian of the student by telephone or through written notice, which may be sent electronically.

Reporting of incidents

Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, has reliable information that would lead a reasonable person to suspect that someone is a target of bullying shall immediately report it to the school principal or designee.

Investigation

Any report of bullying will be appropriately investigated by school-level administrators to determine whether bullying has occurred. The specific timeframe for conducting an investigation and the nature of the investigation will depend on the complexity of the facts and circumstances and the severity and extent of the bullying. The investigation will also focus on whether bullying also constitutes discriminatory harassment on the basis of race, color, national origin, religion, sex, sexual orientation or disability status. Bullying which also constitutes discriminatory harassment will be addressed in accordance with Policy JAA (Equal Educational Opportunity).

Retaliation

Retaliation following a report of bullying is strictly prohibited. Anyone who participates in the investigation of an incident of bullying shall be protected from retaliation. An incident of retaliation may be reported in the same manner as an incident of bullying.

BUS RIDERS

Important Information for Students Who Ride School Buses:

- Be at your assigned stop 5 minutes ahead of time. Due to unforeseen circumstances, buses can arrive up to 5 minutes before or 5 minutes after a published stop time.
- Stand 12 feet off the roadway while waiting for your bus.
- Respect the property and personal rights of others while waiting at your stop and while riding the bus.
- Ride only the bus assigned to you. Exceptions will be made only in emergency and hardship cases. In these situations, a signed permission form from a parent must be presented, confirmed and approved by the principal or assistant principal before given to the bus driver.
- Board the bus quickly and safely when the bus arrives. Remember: Blowing the HORN means DANGER!!
- Remain in your seat while the bus is in motion. Keep your arms and head inside and don't throw objects out of the windows or in the bus.

- Follow all rules established by the driver, including assigned seating if the driver requests it. Drivers are to be treated with courtesy and respect.
- Eating, drinking, and smoking are not permitted on the bus.
- Fighting, pushing, intimidating or annoying others will not be tolerated on the bus and could result in discipline.
- Talk quietly while riding the bus. Improper language, horseplay or misbehavior of any kind will not be tolerated.
- Any student who disrupts the normal operation of the bus or endangers the safety of others will face discipline.
- Remember, the school bus is an extension of the classroom, and good behavior is expected at all times. Transportation privileges will be withdrawn from students who break these rules.

Riding a school bus is a privilege and student conduct on school buses is a very serious matter. The Code of Student Conduct applies on school buses and at bus stops in the community. Consequences for misbehaving on the bus may be imposed per the Code of Student Conduct and the privilege of riding on the school bus may be revoked from students who do not obey bus conduct and safety rules.

CAR RIDERS

Elementary School

Parents driving students to school should drop them off in the front of the school between 7:15 am and 7:40 am. Students who are eating breakfast at school should get to school before 7:40 am. **Due to safety procedures, parents may only walk their child to the front door.**

Parents who pick up children after school should get a Car Rider tag from the front office. This numbered tag should be displayed in the car rear view mirror when driving through the car rider area in the front of the school. A teacher will call for your child. *Please do not come into the office to pick up your child at the end of the day, as children will only be dismissed through the car rider line after 2:00PM.* School personnel, parents, and students are responsible for the safe dismissal of car riders.

A.M. Procedures: For the safety of everyone, please drive carefully when entering and exiting the school grounds. The speed limit is 10 mph in the car circle. The front driveway is for cars only from 7:15 a.m. – 7:40 a.m..

Students should be dropped off in the designated car rider area located in the front of the school. Students should remain in their car until the car reaches the unloading area. School personnel will be there to supervise unloading students (unless weather conditions are unsafe for our staff). Car rider drop-off begins at 7:15 a.m. No students may be dropped off prior to this time, as there is no adult supervision available until 7:15 a.m.

Car riders who are planning to eat breakfast must be in the cafeteria by 7:40 a.m. They will enter the building through the cafeteria door and go straight to the cafeteria. Car riders who are not eating breakfast will enter the building and go directly to their classroom.

Morning car rider drop-off closes promptly at 7:40 a.m. Staff members on duty are needed at this time to begin their regular morning classroom duties. At 7:40 a.m., your child is tardy. Parents will need to drive to the front of the school and must walk

their children in sign to them in on the computer in the front office and obtain a tardy pass for them to take their teacher. Attendance is taken by the homeroom teacher at 7:40 a.m. Signing your child in on the computer in the office will ensure your child's absence status will be changed from absent to tardy. An alternative breakfast will be given if needed. This alternative breakfast will only be served until 8:00 a.m.

Please do not drop off children in the lane away from the curb (Lane #2) unless the lane is opened with adults opening doors.

Adherence to these guidelines may require some advanced planning on your part. Please keep in mind we operate under a 20-25 minute arrival/dismissal time frame in order to allow you plenty of time to access the car rider line.

P.M. Procedures: Students will wait in their classroom until their car number is listed on the computer screen. Students continue to wear their jackets and carry book bags.

Parents should hang the transportation card with their child's number (given to them by Whit Davis Elementary School office) on the rear view mirror of the car.

Staff on duty will have a walkie-talkie outside and will radio to the staff inside to alert the child(ren). There is also staff at the door monitoring who goes out. Please stay in the lane next to the curb. For safety reasons, please do not pull around any vehicle to "fit" in an empty space. All vehicles will pull forward as space is available.

After you pick up your child, pull into the appropriate lane for departure. If your child is not picked up by 2:45 p.m., you must come to the front office to sign your child out.

Late Pick Up: Parents must pick up car riders by 2:45. Parents will be called at 2:45 if they have not arrived. Due to many children being picked up repeatedly late, we have developed a policy to encourage on time pick up.

First Late Pick Up: The parent will come inside to sign out the child and the child will be given a note that reminds the parent of the correct pick up time.

Second Late Pick Up: The parent will come inside to sign out the child and the parent will be given a warning letter, explaining the consequences of late pick up. The parent will have to sign the warning letter before leaving.

Third Late Pick Up: The parent will come inside to sign out the child and the parent will sign a warning letter. The school social worker will contact the parent to make a plan to support them in earlier pick up.

Fourth Late Pick Up: The child will be required to begin using school sponsored transportation (a bus), a daycare van, or be enrolled in the after school program at the parent's expense.

Cell phones: Students are not permitted to use their phones during the school day. They can have a phone at school, but must keep it put away. There is a progressive discipline process to handle these infractions. Please articulate this information to your students and parents.

1. First Time Seeing a child using a phone at school: Verbal warning and the child must put the phone away.
2. 2nd Time: Teacher takes the phone up, secures it in a locked area and returns it at the end of the day.
3. 3rd Time: Administrator takes the phone up, secures it in a locked area and calls the parent to pick up the phone.

Videos and Pictures: Students are never allowed to take videos or pictures at school using personal cell phones. This is due to the need for media releases. If a student has been suspected of taking video or pictures at school, an administrator will initiate an approved search of the phone and require the child to delete the media taken at school.

The three step policy does not restart throughout the year.

CHANGES IN TRANSPORTATION

All changes in transportation (how a child is going to get home from school) must be made in writing. Parents/guardians must send a note to the teacher or office that includes the date, the child's name, how the child is going to get home, *if someone other than the parent/guardian* is picking up the student and it must have the parent's/guardian's signature and phone number for verification.

If the change involves riding the bus, it must be approved by an administrator. Please do not call the school and ask that we change the way a child is going home.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

It is important that we have correct addresses and phone numbers, for both home and work. Should you move during the school year, or your phone numbers change, please notify your child's teacher and the office immediately.

CHILD ABUSE

The Clarke County Board of Education, in accordance with Georgia law, requires that all school employees and volunteers having reasonable cause to believe that a child under the age of eighteen has been abused report such incidents immediately and in no case longer than 24 hours later. Reports of suspected child abuse shall be made in compliance with Georgia law OCGA 19-7-5 and the Athens-Clarke County Child Abuse Protocol.

CODE OF STUDENT CONDUCT

The Clarke County School District's Code of Student Conduct is sent home with each student at the beginning of the school year and is also available on the school district website. Parents should discuss this code with each of their children and return a signed confirmation that states they have reviewed this information with their child(ren). The signed form should be returned to the classroom teacher within the first two weeks of school. Failure to sign this document does not make the application of the Code of Student Conduct, in regards to your child, null and void.

The Code of Student Conduct also states our promise to go beyond what is required by law by emphasizing the importance of school culture and climate to student success through faithful use of the Positive Behavioral Interventions and Supports

(PBIS) framework in each CCSD school and through the use of fair, consistent and progressive discipline when necessary.

DELIVERIES

To avoid classroom interruptions, deliveries of gifts, balloons and flowers for students are prohibited. If students forget items from home (i.e. books, athletic equipment, etc), parents should bring those materials to the main office, and office personnel will deliver the materials to the student. In addition, parents may not deliver lunch or other food items for students. Students should order lunch in the cafeteria or bring a lunch from home.

DRESS CODE

Students are expected to be clean, neat, and appropriately dressed at all times. Students (and parents) are expected to use good judgment in choice of dress and ensure that the student's attire conforms to the guidelines of this policy.

The student's clothing and appearance must not be a distraction, immodest, inflammatory, offensive, or pose a health, safety, or security hazard. Prohibited clothing and articles of clothing include, but are not limited to, those which contain any word, phrase, message, symbol, photo, reference, or anything else which:

- is offensive, lewd, profane or sexually suggestive;
- promotes or advertises use of drugs, alcohol, tobacco products, or any illegal substance;
- promotes or advertises participation in criminal street gang activity as defined by O.C.G.A.16-15-4;
- advocates or indicates discrimination on the basis of race, color, national origin, sex, age, marital status, religion, handicap, disability, or sexual orientation; or,
- promotes or advertises illegal conduct or any violation of Board Policy or the Code of Student Conduct.

Whit Davis Uniform (No Uniform Requirement 2022-23 School Year)

EIP (Early Intervention Program)

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

The EIP Program is a part of the Response to Intervention (RTI) framework for providing support to students. The EIP Program provides a structure for additional instruction to ensure students meet grade level expectations at the elementary level. For more information contact the RTI coordinator.

EMERGENCY DRILLS

Fire drills, first responder drills, lock down drills and severe weather/tornado drills are held regularly throughout the school year. Students should follow these basic rules:

- Walk

- Remain quiet
- Always follow teacher instructions and if needed move quickly and quietly to the designated area

ESOL (English for Speakers of Other Languages)

The ESOL program provides educational support both in language and academic content. The ESOL teacher and other staff provide services to English Language Learners (ELL). Classroom teachers, ESOL teacher and other support staff plan jointly to determine instructional modifications needed to make language and content as comprehensible as possible throughout the whole school day for EL. For more information contact your child's ESOL teacher.

FIELD TRIPS

Field trips are designed to give students "hands-on" experiences with the subjects they are studying. Permission forms are sent home for the parent's signature prior to each trip including walking field trips. All applicable district policies and regulations apply during field trips, to include the Student Code of Conduct. The principal or principal's designee has the right to deny a student participation in a field trip or excursion due to the student's behavior, absences or achievement. Field trip fees may be charged to students, but shall cover costs only, and care shall be taken not to set fees which will exceed actual costs of trips or that would exclude eligible participants. No student will be denied participation because of economic limitations

FUNDRAISERS

All fundraising projects connected with school organizations, whether they take place on campus or off, including Crowdfunding efforts, must have sponsor and principal approval and must be approved per Board Policies prior to implementation. All money transactions must go through the school bookkeeper. Individual students are not allowed to sell items for personal profit.

GIFTED

Clarke County endorses the philosophy that education is a means by which every individual has the opportunity to reach his or her fullest potential. In accordance with this philosophy, Clarke County schools provide an educational program that recognizes and makes provisions for the individual needs of its students. To this end, in 1972, the Clarke County School District implemented an educational program designed specifically for gifted students. This program provides gifted students opportunities to find, use and grow in their unique abilities, talents, interests and deeds. The gifted program shares the vision of the Clarke County School District. It reinforces and is compatible with the total instructional program in every school.

Program Rationale

A gifted student is one who demonstrates a high degree of intellectual and/or creative ability(ies), exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields, and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his or her abilities. Programs for gifted students assure that the education environment provides students the opportunity to extend competencies in the areas of cognitive skills, learning skills, research and reference skills, communication skills and metacognitive skills beyond the experiences of the regular classroom. It is the responsibility of this school district to provide a differentiated curriculum, which fosters the development of exceptional abilities beyond the basic school program. Participation in a gifted program provides

opportunities for challenge with a student's intellectual peers, the development of a healthy self-concept and the pursuit of academic excellence.

Program Goals

The goals of the Spectrum Program are congruent with the guidelines set forth by the Georgia State Department of Education.

1. To identify at every level in every school those children who are gifted.
2. To provide an educational program which will enable gifted students to capitalize on their unique abilities, talents, interests and needs.
3. To provide academic enrichment and acceleration for gifted students.

HOMELESS EDUCATION PROGRAM

The McKinney-Vento Homeless Assistance Act defines “homeless children and youth” as “individuals who lack a fixed, regular, and adequate night-time residence.” However, because the circumstances of homelessness vary with each family’s or unaccompanied youth’s situation, determining the extent to which the family or youth fits the definition must occur on a case-by-case basis. For more information about the services and supports provided through the Homeless Education Program and for appropriate determination of eligibility, please call the Homeless Education Program Liaison at 706-546-7721 ext. 20750.

HOMEWORK

Policy IHB - Homeroom states, “The Board of Education recognizes the need and value of assigning purposeful and quality homework (work outside of the classroom).

Homework is only effective in improving student performance when assigned regularly, in reasonable amounts and with appropriate student feedback. In addition, homework provides opportunities for students and parents/guardians to engage in conversation to better support student learning.

The Superintendent is responsible for providing homework guidelines.”

Homework assignments are developed to deepen individual student understanding of the learning standards through independent and/or group activities. It is designed to reinforce the learning process begun in class through inquiry, research, and skill development.

More specifically homework assignments:

- A. Reinforce principles, skills, concepts, and information taught in the classroom.
- B. Create, stimulate, enrich, and extend interest on the part of the students.
- C. Stimulate creative, logical, and critical thought.
- D. Provide for open-ended assignments that encourage creativity and higher order thinking skills.
- E. Teach students self-discipline and self-motivation regarding their responsibilities and efforts required to complete assignments.
- F. Promote independent, in-depth study of the chosen topics.
- G. Provide opportunities for broad enrichment activities.
- H. Promote the use of time management and organizational skills.

Student Guide for Effective Completion of Homework:

- A. Understand that homework is part of the course requirements.
- B. Make certain that homework assignments are understood before leaving class.
- C. Complete and submit homework assignments in a timely manner.

- D. Complete homework assignments conscientiously and in accordance with the teacher's directions.

Parents/Guardians should support students by:

- A. Providing time and a suitable environment for completing homework.
- B. Reminding them that homework is their responsibility.
- C. Guiding or seeking support with homework when unusual difficulties arise; but never do the homework for the student.
- D. Communicating with the teacher(s) regarding homework expectations and assignments.
- E. Having students complete homework in a timely manner.

ADMINISTRATIVE REGULATION

Descriptive Code: IHB-R

HOSPITAL HOMEBOUND SERVICES

Hospital-Homebound Services can be initiated for any student who is absent or expected to be absent for 10 or more days of school due to an injury or illness. Requests for HHB should be made through the School Counselor. Forms are required to be signed by the parent, the principal, and by the child's licensed physician/specialist who is treating the student rendering them unable to attend school. A medical release form is also required so that the district can communicate with the medical provider, if needed. If HHB is approved by the school and district, the student will be counted for full attendance for the days that the student must be gone from school. Full time HHB Services require 10 or more consecutive days of missed school and intermittent HHB services require 3 or more days of missed school. Students who are not in school due to an expulsion or suspension are not eligible to receive HHB services.

INCLEMENT WEATHER

In the event that schools are closed due to severe weather or other emergency situations, the school district will provide the information to local radio stations and area television stations.

Once these stations have been notified, some Atlanta radio and television stations are notified, at their request. We will also post school closing information on our website. In addition, notifications will be sent out via email to all CCSD employees, as well as all parents and community members signed up for a district listserv. To sign up, please visit <http://www.clarke.parentlink.net>.

Every effort will be made to relay school closing information to Athens radio stations by 6 a.m. the morning of the closing. Parents should make prior arrangements for someone to be at home when young children are dismissed for weather emergencies.

ILLNESS AT SCHOOL

All of our schools are staffed by either a full time or part time school nurse. The purpose of the school nurse is to help provide emergency care and general first aid to students, to create care plans for students with chronic and/or life-threatening medical issues, and to provide health education, immunization monitoring, medication administration and screenings. The school health program is not meant to replace the advice of your healthcare provider.

It is important that the office knows whom to contact in case of an illness or an emergency at school so please make certain your contact numbers are up to date. If a child has a chronic illness, such as asthma, or an allergy, this information should be given to the school nurse as soon as possible.

One of the most frequently asked questions for the school nurse is, "When should I keep my child home from school?" A good guideline is to think about whether the child will be too uncomfortable to learn or whether he/she might be contagious to other children. As a rule these are our recommendations:

- Fever of 100 or greater - keep your child home until there is no fever for 24 hours and no medicine has been given for fever for 24 hours.
- Vomiting more than one time - keep your child home until they have not vomited for 24 hours
- Diarrhea
- Pain examples: earache, sore throat, stomach
- Rash
- Illnesses that are contagious to other children. Examples: Pinkeye and chickenpox

The best defense against childhood illness is hand washing. When you teach your child to use good hand washing techniques before eating and after playing or using the bathroom, it goes a long way towards keeping them healthy and in school. For more information on common childhood illnesses and when to keep your child home, see information on the district website.

Please go to www.clake.k12.ga.us and click on:

- Departments and Services
- Support Services
- Nursing Services
- Should You Keep Your Child Home?

LEARNING TECHNOLOGIES

Classroom environments in the Clarke County School District are designed for students and teachers to access a multitude of resources centered around learning technologies for communication, presentation, research, practice and assessment. All students in grades 3-12 have a district-provided device they are able to use in and out of school. All classrooms in grades K-2 are equipped with digital devices at a minimum ratio of 1 device per 3 students. Learning technologies do not drive the curriculum; rather, the core skills and knowledge are acquired through student creativity using a variety of technology tools.

Guidelines for Use

By a student taking home a Personal Learning Device (PLD), which remains the property of the Clarke County School District, the student agrees to the following:

- Follow the district's Acceptable Use Policy IFBG and the associated Regulation IFBG-R(1). Some of the guidelines for use include:
 - All use and access must be in accordance with school district policies and laws, including copyright laws.
 - Students shall not compromise for themselves or use another person's
 - Students shall not access or transmit material that is obscene, indecent or pornographic.
- Follow the district's Student Code of Conduct, which includes the following:

- Cyberbullying. A student shall not transmit any electronic communication that has the effect of bullying, harassing, threatening or exposing another to humiliation or ridicule, including, but not limited to, sending email, text messaging, making web site postings – including on all social media.
 - Damage to or Destruction of School Property. A student shall not damage or deface, attempt to damage or deface or threaten to damage or deface school property or other property of another.
 - Theft of School Property. A student shall not steal or attempt to steal school property.
- Keep the PLD and all accessories in good condition.
 - Know that all activity, including emails and files, are subject to review and the property of the Clarke County School District.
 - Notify a staff member if coming across information, images or messages that are inappropriate, dangerous or threatening.

Damaged, Lost or Stolen Devices and/or Accessories

If a device is damaged, lost or stolen, a staff member should immediately be notified. In the event of an intentionally damaged device, the student/parent is responsible and a student/parent meeting will occur at the school prior to a new device being issued. General wear and tear is covered by the district's Technology Support Services Division at no charge. If equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent on the next day the school is open for business. In the case of chronic damage, students may be provided with a loaner that they are not able to use outside of the school building.

Best Practices

Learning technologies do not drive the curriculum; rather, the core skills and knowledge are acquired through student creativity using a variety of technology tools. Our learning technology classrooms are not about e-books and digital worksheets; that is not transformative. It's about Skype sessions with authors, writing code, collaborating, researching, creating presentations and much more. Teachers receive targeted professional development, and our infrastructure has been strengthened to support increased wireless activity.

So students can take full advantage of our innovative digital learning environments, here are the best practices to support engaging classrooms:

- The PLD is an educational tool and should be used as such.
- Devices should be fully charged each day when brought to school.
- Devices should not be left in vehicles.
- Personal markings, stickers, etc. should not be put on the devices or cases, as these are the property of the school district.
- Login information must be kept secure.
- Remember that all use on the device, including emails on any system, are monitored.
- Abide by all copyright regulations.
- Use the device to be innovative and creative!

LIST SERV

Signing up for list serv will allow you to receive emails from Clarke County School District and the student's school with important information. To sign up, please visit <http://www.clarke.parentlink.net>.

LOST and FOUND

A Lost and Found area is maintained in the school. Please see the main office staff for assistance when articles of clothing and books are misplaced. All unclaimed items are donated to a charitable organization at the end of each term.

LSGT- LOCAL SCHOOL GOVERNANCE TEAMS

A local school governance team is a group of parents/guardians, educators and community members who work together to support student learning and well-being in their school. Their responsibilities include:

- Approve and monitor the school growth plan
- Participate in the principal hiring process by selecting finalists
- Provide input into key decisions including budget and personnel

In Clarke County, LSGTs also help design strategic initiatives tailored to the specific needs of their students, which are funded with charter system funding. These initiatives include:

- Summer and after-school enrichment programs
- Restorative justice and mindfulness programs to address students' behavioral and social-emotional needs
- High-quality professional learning for teachers
- Workshops to help parents support their students' academic success and healthy development

Who serves on an LSGT?

- Principal
- 3 parents/guardians (elected)
- 3 teachers/staff (elected)
- 3 community members (selected by LSGT)
- 1 student (middle and high schools, selected by LSGT)
- Up to 2 at-large members (selected by LSGT)

Members serve two-year terms except for students, who serve one-year terms. Members can serve two consecutive terms.

MAKE-UP WORK

Students who are absent from school shall be provided opportunities to make-up missed school-work by their teachers.

Elementary School

For elementary (K-5) and middle (6-8) school students, the expectation is for students to take advantage of all opportunities to make-up missed school work.

MEDIA CENTER

The purpose of the school's Media Center is to support and enrich classroom curriculum, improve student achievement and to collaborate with teachers in order to help students meet standards. The Media Center is open before and after school and during the school day. Students may check out books for two weeks. Lost books will result in a fine to pay for the cost of the replacement.

The media center is open for students and parents to use every scheduled school day: 7:15 a.m. - 3:10 p.m. Teachers can access the media center at any time. Students and parents can check out books as often as desired. Lost books will result in a fine to cover the cost of replacement: \$5 for paperback and \$10 for hardcover books. Students in grades pre-k - 5th visit the media center weekly for story shares and enrichment activities that support Social-Emotional Learning, Georgia State Standards of Excellence, creativity and artistic expression, as well as digital

citizenship. The media specialist organizes and promotes author visits, reading incentive programs, book fairs, and lunch groups (such as Comix Club and the Books & Bites book discussion group) throughout the school year.

MEDICATION AT SCHOOL

It is always best to give medication at home whenever possible. Sometimes, a medication may need to be given to the student at school and the need for medications during the school day or school-sponsored activities should not limit a student's access to educational opportunities. The School Nursing Division has a Medication Administration Policy to insure that medication is given safely at school. You must bring the proper forms filled out with parent and doctor signatures in order for a medicine to be given to your child at school. The medication must be in a bottle that is properly labeled with:

- Student's name
- Prescribing physician
- Correct dosage
- Pharmacy
- Expiration date

The protocols for the possession, storage, use, dispensation and administration of medications are put forth in Regulation JGCD-R.

Self-Administration of Medications

Subject to applicable rules and regulations, students are authorized to carry and self-administer approved emergency medications while at school, at a school sponsored activity, while under the supervision of school personnel, or while in before-school or after-school care on school operated property. Self-administration means a student's discretionary use of a prescribed medication.

Medications that may be self-administered by students include asthma medications, auto-injectable epinephrine (Epi-pen), insulin delivered through an insulin pump, and, as authorized by school personnel, other potentially life-saving emergency medications.

Before a student shall be allowed to possess or self-administer any emergency medications, the following conditions must be satisfied:

1. the parent/guardian must provide a written statement from the student's doctor which prescribes the medication for use by the student while at school or at a school-sponsored activity, includes medication administration details, and confirms that the student has been instructed in the correct and responsible use of the medication and is able to self-administer;
2. the parent/guardian must provide permission which authorizes school personnel to talk to the prescribing doctor if questions arise with regard to the medication;
3. the parent/guardian must sign a form releasing the school from liability in the event the student suffers an adverse reaction as a result of self-administering an emergency medication; and
4. the student must demonstrate, in the sole discretion of the school nurse, the skill and maturity level necessary to safely and responsibly use the medication and any device that is necessary to administer the medication.

The required statements must be provided at least annually and more frequently if the medication, dosage, frequency of administration or reason for administration changes.

Nothing in these rules shall limit the ability of school personnel to enforce rules and consequences for inappropriate behavior or Code of Student Conduct violations by the student in relation to the possession or self-administration of medication. Medications shared with classmates will be confiscated and the student's privilege of self-administration will be reevaluated and/or removed.

Students may not transport controlled substances to and from school. Parents must bring those medications to and from school.

Emergency Medications

Emergency medications are administered in potentially life-threatening situations, most commonly for severe allergic reactions, complications related to diabetes, or prolonged seizures. Emergency medications will not be administered without a signed authorization from the student's parent or guardian and a written order from a health care provider authorized to prescribe in the State of Georgia which provides, at a minimum, the name of the drug, the dose, and the diagnosis or reason the medication is needed; provided, however, school personnel may administer auto-injectable epinephrine, if available, to a student upon the occurrence of an actual or perceived anaphylactic reaction by the student, whether or not such student has a prescription for epinephrine. School personnel will be provided with information on how to recognize symptoms of anaphylactic shock and how to administer auto-injectable epinephrine (epi-pen).

The school district and its employees and agents shall incur no liability other than for willful or wanton misconduct for any injury to a student caused by administration of medication.

Prohibition on Mandatory Medication

The Clarke County School District shall not require students to obtain a prescription for medication or to take medication as a condition of attending school, receiving an evaluation or special education and related services. This policy does not prohibit consultation with parents and other parties regarding the academic or functional performance of students, including behavior or the need to request an evaluation due to such performance.

MONEY AND OTHER VALUABLES

CCSD schools are not responsible for valuables and/or large sums of money brought to school. Except for what is necessary for school, students should leave money and other valuables at home.

PARENT CONFERENCE

Parent-Teacher conferences are held at the end of the first and third quarters. Please attend your child's conference. Conferences will be scheduled with ALL parents/guardians as they are an important part of a student's academic growth process.

Please note that at other times during the school year, meetings with teachers can be scheduled before school, after school or during grade-level planning time, as teachers' schedules permit.

PARENT PORTAL

Parent Portal allows parents and/or guardians the ability to view their student's grades, attendance, test scores, etc. via an Internet enabled computer.

Student Portal enables students to access information regarding calendars, schedules, fees, grades, testing, attendance, assessment, performance data, and online resources.

Please go to www.clarke.k12.ga.us and click on:

- Parent Portal
- This link provides access to the student portal and the parent portal.

PARENT INVOLVEMENT

Parents are highly encouraged to take an active role in school. You can help make significant decisions regarding learning opportunities for your child and assist in providing many needed services for our students. Parent involvement can also be an important factor in a student's academic success. Parents are invited to volunteer in the following areas: athletics, arts, community events, gardening, media center, neighborhood meetings and PTO. Parents interested in volunteering should contact the Family Engagement Specialist, Evelyn Rushing (rushinge@clarke.k12.ga.us)

PARTNERS IN EDUCATION

Community involvement and support is crucial in the success of our school district. Business partners may either partner with the Clarke County School District as a district-level or school-level partner. We are grateful to organizations that wish to become involved and join us in "Investing in Our Children!"

The purpose of Community Partners in Education (CPIE) is to provide Positive experiences for students and/or faculty with the involvement of local businesses and non-profit organizations. Partnership Criteria Projects/programs will meet one or more of the following criteria:

1. Improving academic performance
2. Expanding career opportunities
3. Enriching student experiences through cultural, extracurricular and other opportunities
4. Providing incentives for teachers and/or staff

If your business is interested in partnering, please go to the CCSD website to download the CPIE Booklet. Please go to www.clake.k12.ga.us and click on:

- Departments and Services
- Public Relations and Communications
- Community Partners in Education

REPORTING PERIODS

Report cards are sent home every nine weeks. Grades K-5 receives a mid-quarter progress report.

SCHOOL COUNSELOR

Our school counselor is available for individual, group and family counseling sessions. Individual sessions are private and confidential opportunities for children to discuss anything that might be interfering with their ability to do well in school. This might include concerns about schoolwork, relationship problems, or feelings of anger, sadness or anxiety. Group counseling sessions are scheduled weekly, during which time the child(ren) learn skills that will help them succeed in the classroom, such as organizational/study skills, friendship skills, or relaxation. Other groups focus on adjusting to school, coping with loss and grief, setting, and reaching personal goals, or managing feelings effectively.

Children can self-refer themselves or be referred by a parent, a teacher, or the Student Support Team. Family sessions can be arranged by calling the school, stopping by the counselor's office or sending her an email.

SCHOOL DAY

School Hours

Elementary Schools: 7:40 a.m. - 2:35 p.m.
Middle Schools: 8:25 a.m. - 3:45 p.m.
High Schools: 8:45 a.m. - 3:25 p.m.
Classic City High School: Monday-Friday 9:15 a.m. - 3 p.m.

SCHOOL MEALS AND SNACKS

This institution is an equal opportunity provider.

The Clarke County School Nutrition Program prepares and serves breakfast and lunch daily. These meals are free to children enrolled in our schools. In order for the meal to be free, your student must select a fruit at breakfast and a fruit or vegetable at lunch to accompany their entrée choice. Our menus offer a wide selection, and to reduce food waste, please encourage your student to only choose items that they intend to eat. Breakfast and lunch menus are planned in accordance with USDA's meal patterns and nutrition standards.

Single purchases of menu items are possible, but students must have money on their account or cash on hand. Parents are always welcome to eat with us--breakfast is \$2.50, and lunch is \$3.75. Parents need to pay for their meals with cash. Checks are not accepted from visitors.

Classroom Activities, School Parties, and General Celebrations

Activities, parties, and celebrations that are centered on food should occur on a limited basis. School administrators shall determine ways to highlight seasonal events and student birthdays in a way that is age appropriate and provides equal opportunity for each student to be involved. When food and beverages are provided during these events, the use of healthy foods in appropriate portion sizes is encouraged.

Classroom teachers and/or school administrators will communicate to parents in advance when school sponsored celebrations with food are taking place and what is going to be served during the event. Two parties or classroom celebrations with food will be scheduled during the school year preceding the winter break and summer break.

SCHOOL PICTURES

Individual student photographs will be taken during the Fall and Spring. You will be notified of these dates. A class photograph will be taken in the Winter.

SCHOOL-WIDE BEHAVIOR EXPECTATIONS:

Positive Behavioral Interventions and Supports (PBIS): Funded by the U.S. Department of Education's Office of Special Education Programs (OSEP) and the Office of Elementary and Secondary Education (OESE), the Technical Assistance Center on PBIS supports schools, districts, and states to build systems capacity for implementing a multi-tiered approach to social, emotional and behavior support. The broad purpose of PBIS is to improve the effectiveness, efficiency and equity of schools and other agencies. PBIS improves social, emotional and academic outcomes for all students, including students with disabilities and students from underrepresented groups. (<https://www.pbis.org/>)

The Whit Davis School-wide Positive Behavior System consists of several components.

School Wide Expectations, R.O.A.R.: **R:** Respect everyone, **O:** Take ownership, **A:** Act responsibly, and **R:** Ready to learn

Class Dojo and Cat Cash: Class Dojo and Cat Cash will be both be utilized as part of our school-wide positive reinforcement system. Every adult in the school uses these systems to reward students who demonstrate the Whit Davis school wide R.O.A.R. expectations. Students can earn Dojo Points and Cat Cash throughout the school day. Teachers will allow students to spend their Cat Cash on items in individual classroom stores.

Wildcat Store: We will also have the Wildcat Store at the school-wide level to give all students the opportunity to spend the Cat Cash that they have earned by demonstrating that they are following the school wide R.O.A.R. expectations. The school store will be open every other week in the morning from 7:15-7:45.

Restorative Practices: Whit Davis is entering its fourth year of implementing restorative practices. Restorative practices is a strategy to help repair relationships that have been damaged. It does this by giving opportunities for the offender and the victim to discuss the situation and creating a plan to repair harm. For more information, please visit our website, <https://www.clarke.k12.ga.us/domain/2334>.

SCHOOL NURSES

The Clarke County School District employs a team of school nurses to assist with meeting the medical needs of our students. The goal is to increase student achievement by promoting and advocating for the health, wellness and safety of all students.

One of the most frequently asked questions for the school nurse is, "When should I keep my child home from school?" A good guideline is to think about whether the child will be too uncomfortable to learn or whether he/she might be contagious to other children. As a rule these are our recommendations:

- Fever of 100 or greater - keep your child home until there is no fever for 24 hours and no medicine has been given for fever for 24 hours.
- Vomiting more than one time - keep your child home until they have not vomited for 24 hours
- Diarrhea

- Pain examples: earache, sore throat, stomach
- Rash
- Illnesses that are contagious to other children. Examples: Pinkeye and chickenpox

The best defense against childhood illness is hand washing. When you teach your child to use good hand washing techniques before eating and after playing or using the bathroom, it goes a long way towards keeping them healthy and in school.

SCHOOL PSYCHOLOGISTS

School psychologists are professionals trained in education, mental health, child development and learning theory. They work directly with students, teachers and parents. In Clarke County, the school psychology department provides services within a consultative framework. These services may include:

- Working as part of a Student Support Team
- Individual consultation with parents, teachers or community agencies
- Psychological evaluations
- Individual and group intervention
- Assisting with Functional Behavioral Analysis (FBA) and developing Behavior Intervention Plans
- Providing education and resources to staff and parents

Please contact your school or the Student Services Department to request the assistance of a school psychologist.

SCHOOL SOCIAL WORKERS

Students, families, schools and communities are pressured by many serious problems which can impact school success. Clarke County School District social workers are available to assist students, families, teachers and administrators with a wide range of social, emotional, familial, economic and other problems that may affect the academic achievement, school attendance, or social adjustment of students. School social workers link the home, the school and community and expand helping efforts through community collaboration. Assistance is available to any student needing help. Please contact your school or the Student Services Department to request the assistance of a school social worker.

SECTION 504- STUDENTS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. Under Section 504, an eligible student is a student who has a physical or mental impairment that substantially limits a major life activity. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

For more information regarding Section 504, please contact the CCSD Section 504 Coordinator at 706.546.7721.

SPECIAL EDUCATION

Clarke County's Special Education Department is committed to partnering with our parents and community agencies to ensure we intended to meet the needs of the students entrusted to our care. Clarke County School District is dedicated to providing eligible students between the ages of 3 and 21 special education and related services. CCSD partners with Northeast Georgia RESA to provide

occupational and physical therapists along with professionals who serve students in our deaf and hard of hearing programs. For more information, contact your school's Special Education Team Leader.

SPECIALS CLASSES

- Art
- Health
- Music
- Physical Education
- STEAM (Science, Technology, Engineering, Art/Design, Mathematics)

STUDENT ACCIDENT INSURANCE

Accident insurance is available to students. The insurance covers students from the time they leave home in the morning until they return in the afternoon. Several options are available to parents for student coverage. Insurance forms are sent home during the first week of school.

Parents may purchase this insurance at any time during the school year. Student athletes are required to have insurance before participating in school athletics. If a student is not covered by a policy purchased by the family, supplemental student insurance is available.

TEXTBOOKS

Students may be assigned textbooks at the beginning of the school year and are expected to return textbooks in good condition at the end of the year. Charges will be imposed for lost or damaged books up to the total cost of replacement of the books. (Note that all lost textbook fees/fines must be paid before a CCSD high school diploma can be awarded).

TOYS

Students should not bring toys, games, or any unauthorized technology to school. These items cause distractions and upset classroom routine and order. Any such items taken by the teacher are sent to the school office and will not be returned until the end of the school year or until a parent/guardian picks them up. "Trading" is not allowed. The school is not responsible for any lost or stolen items.

TRANSLATION AND INTERPRETATION SERVICES

The Clarke County School District believes that all families need access to district and school information. For specific information and assistance with school interpreter and translation needs, please contact your school administrator or the District Translator at (706) 546-7721 ext. 20728.

We encourage you to contact us when you have a question or need language assistance for understanding district and school information.

Interpreters are available for 92% of the languages spoken by our families that English is not their native language.

Translated district information and some school information is available in Spanish to meet the needs of 90% of our families for whom English is not their native language.

The Clarke County School District web site provides automatic translation into a variety of languages courtesy of Google Translate. The English language version is considered the most accurate. In the event of a discrepancy between the translation and the original English version of this web site or any notice or disclaimer, the original version will prevail.

Para información y asistencia específica con intérpretes escolares y necesidades de traducción, por favor contacte al director/a de su escuela o la Oficina de Relaciones Públicas del Distrito Escolar del Condado de Clarke al (706) 546-7721 ext. 20728.

En el Distrito Escolar del Condado de Clarke creemos que todas las familias necesitan tener acceso a la información de las escuelas y del distrito escolar. A continuación están enumerados los servicios de asistencia de idiomas disponibles y donde localizarlos.

Les exhortamos a comunicarse con nosotros si tienen preguntas o necesitan asistencia para entender la información de la escuela o del distrito escolar.

Hay disponibilidad de intérpretes para 92% de los idiomas hablados por nuestras familias cuya lengua natal no es inglés.

Están disponibles traducciones en español con información del distrito escolar y de algunas escuelas para satisfacer las necesidades de 90% de nuestras familias cuya lengua natal es otro idioma distinto del inglés

El sitio web del Distrito Escolar del Condado Clarke ofrece traducción automática a una variedad de idiomas a través de "Google Translate". La versión en inglés se considera la más exacta. En caso de discrepancia entre la traducción y la versión original en inglés en el sitio "Google Translate", ante cualquier aviso o inconformidad, prevalecerá la versión original.

VIDEO SURVEILLANCE

The CCSD utilizes video cameras, recorders, and screens campus-wide. This assists in the creation and maintenance of a safe environment conducive to intellectual and personal growth. Confidentiality laws (FERPA) prohibit video tapes from being viewed by non-authorized personnel who are working with the student.

VISITORS TO SCHOOL

Parents and other visitors are an important part of the school community. All CCSD schools will always welcome parents and other visitors who come to the school for appropriate reasons.

Schools will make reasonable efforts to accommodate requests to visit a school and will work to make schools a safe and welcoming environment for all visitors. Individuals are welcome to visit district schools provided the principal or designee approves the purpose of the visit. However, upon entry into the school, the individual(s) will report to the principal or his/her designee.

To ensure the safety and confidentiality of students, schools should limit visitors to:

- Parents/guardians of current students
- Other family members of current students who are approved by the student's parent/guardian

- Mentors and outside service providers such as counselors who currently provide services to a student and are approved by the student's parent/guardian to visit at school
- Those persons invited by the school or district for official business which may include delegations participating in school visits or visits requested by groups or individuals with legitimate in the school.

Clarke County School District has adopted the following regulations governing visitors to School:

In view of the numerous visits to schools by parents, interested citizens, agents, inspectors, representatives and others and in order to guard against any unwarranted interference with the operation of the school or infringement upon the rights and safety of the pupils, each visitor is expected to comply with the following procedures:

1. Each visitor shall report to the office upon arrival and be officially welcomed by the principal or designee. Visitation passes will be issued to each visitor.
2. Parents and other community members are encouraged to visit schools and are welcome to visit during regular school hours. The visit, however, must not be detrimental to the school's instructional program. The principal or his/her designee shall have the discretion to determine if a visit interferes with the instructional program or school functioning and may ask the visitor to leave.
3. Parents/guardians may observe for up to one hour during a single classroom visitation provided that the visit does not cause a disruption, and these visits are not the time for parent-teacher conferences and the parent/guardian should not expect for the teacher to hold conferences with them during these times. Such observations shall be *pre-arranged* with the teacher.
4. Parents are encouraged to arrange conferences with individual teachers. These conferences may be held during the teacher's planning period or after school. Parents and teachers should work together to determine a convenient and appropriate time for such conferences.
5. All visitors are expected to state the purpose of their visit, prior to or upon arrival.
6. Principals are responsible for all visitors and shall use discretion in granting visitation rights during regular school hours, making visitors welcome without distracting from instructional time.
7. If visitors wish to tour facilities, the principal or designee shall accompany the visitor(s) and/or a "visitor pass" may be issued.
8. Requests for interviews with pupils or employees will normally be denied. In the event of approval for an interview with a student, the parent must be present for the interview or provide written consent.
9. Employees of the school system (central office staff, directors, coordinators, administrators, maintenance personnel and others) are to advise the school principal or the secretary of their presence in the building upon entering and leaving.
10. Signs indicating system procedures for all visitors to schools are to be posted near the school building entrances and in conspicuous places in other parts of the building.