



Barrow County School System
Required Notifications for Student Handbooks/Agendas
SY 2022-2023

2022-2023 Yargo Elementary
Student Handbook

Yargo Elementary School
1000 Haymon-Morris Road
Winder, Ga 30680
770-867-1147

Principal's Message

Welcome to Yargo Elementary and the 2022-2023 school year! This is an exciting time in the life of all students as the faculty and staff anticipate each one growing academically, socially, and emotionally throughout the year. We are so proud to be a Wildcat, and we look forward to supporting each child in a safe and secure environment.

As an educator, I am committed to supporting each child in understanding and applying the Georgia Standards of Excellence. It is also my goal to develop balanced and well-rounded students not only through academics, but extra-curricular activities and real world applicable opportunities. Because our students must be prepared for twenty-first century careers and modern technology, our faculty and staff commit to guiding and teaching your student skills to prepare them for graduation and life beyond school.

In an effort to support each student, the faculty and staff look forward to the collaborative relationship we will have all year long. Working together and establishing this strong relationship will allow your child to be on the path to success. All students have a bright future and can graduate!

This handbook will provide information in regards to our school and how we will support each student. Please read each section, and if you have any questions, please do not hesitate to contact a staff member or me. We look forward to working with each of you, and supporting each student.

Cheers!

Dr. Susan S. Smith
Principal, Yargo Elementary School



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YARGO VISION STATEMENT

Empowering our learners to positively impact society.

YARGO MISSION STATEMENT

To apply real world thinking to ensure that all students become self-directed, responsible learners who are compassionate and productive citizens.

YARGO BELIEFS

- Everyone in our school community has a special place and is important!
- Students learn best when they are actively engaged in the learning process in a safe and nurturing environment.
- Student learning constitutes the chief priority of the school.
- Mutual respect among students, faculty, and staff enhances students' self-esteem and integrity.
- Our school community will exhibit behaviors that reflect school wide expectations.
- Students learn in different ways and should be provided with a variety of rigorous instructional approaches.
- Academically successful students flourish with the support of all stakeholders.

Wildcats practice excellent behavior as we ROAR!

Respect

Ownership

Attitude

Responsibility



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PARENT'S RIGHT TO REQUEST A TEACHER'S AND A PARAPROFESSIONAL'S QUALIFICATIONS

In compliance with the requirements of the Every Student Succeeds Act, the Barrow 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(s) –
 - has met State qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction.
 - is teaching under an emergency or provisional status through which State qualification or licensing criteria have been waived; and
 - is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's and/or paraprofessional's qualifications, please contact Susan Smith, principal at 770-867-1147 or Meggan McNally, Barrow County School System Director of Planning and Personnel at 770-867-4527.

COMPLAINT PROCEDURES

A. Grounds for a Complaint

Any individual, organization, or agency ("complainant") may file a complaint with the Barrow County School System (BCSS) if that individual, organization, or agency believes and alleges that BCSS is violating a federal statute or regulation that applies to a program under the Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA). 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

- Title I, Part A: Disadvantaged Children, Academic Achievement Awards, Schoolwide Programs
- Title I, Part C: Migrant Education Program
- Title II, Part A: Teacher and Leader Effectiveness
- Title III, Part A: English to Speakers of Other Languages
- Title VII, Part B: The McKinney-Vento Homeless Act

C. Complaints Originating at the Local Level

As part of its Assurances within the ESEA program grant applications and pursuant to Section 9306 within the Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA), an 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 through local written complaint procedures. If the complainant has tried to file a complaint with the Barrow County School System to no avail, the complainant must provide the Georgia



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Department of Education written proof of their attempt to resolve the issue with the Barrow 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:

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

The complaint must be addressed to:

Amy Wright, Federal Programs Director, Barrow County School System, 179 W. Athens Street, Winder, GA 30680.

Once the complaint is received by the BCSS, it will be copied and forwarded to the Federal Programs Director.

E. Investigation of Complaint

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

- The date the Barrow County School System received the complaint.
- How the complainant may provide additional information.
- A statement of the ways in which the Barrow County School System may investigate or address the complaint.
- Any other pertinent information.

If additional information or an investigation is necessary, BCSS 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 Barrow 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 Barrow County School



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System's decision and include a complete statement of the reasons supporting the appeal.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is 18 or older, your own education records.
2. The right to request the amendment of the student's education records to ensure they are not inaccurate misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parent or eligible student of the decision and inform them of their right to a hearing.
3. The right to consent to disclosures of personally identifiable information from the student's educational records with certain exceptions. One exception that permits disclosure of personally identifiable information without consent is to school officials with a legitimate educational interest. A school official may be a person employed by the school district, a person or company that the school system has contracted to perform a specific task, or other party to which the school system has outsourced services. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.
4. In accordance with OCGA §20-2-667 section(g)(1), the Barrow County procedures and process for handling parent complaints in regards to possible violations of rights under federal and state privacy and security laws:
 - a. Barrow County School System will provide the Parent/Eligible Student Complaint form to the Complainant within 3 business days of receiving the request. The complaint form will also be made available on the local school system's website.
 - b. Complaint forms should be sent to Dr. Matt Thompson at the Barrow Count Central Offices at 179 West Athens Street, Winder, GA.
 - c. A written response will be provided to Complainant within 10 business days of receipt of complaint.
 - d. The Complainant may file an appeal with the local school superintendent within 10 business days of receiving written response from local school system.
 - e. Parents or eligible student may file an appeal for a final decision to Barrow County Board of Education within 10 business days of receipt of written response from local school system.
 - f. The Barrow County Board of Education will render a decision within 10 business days of receiving an appeal.
5. The Barrow County Schools, in Board Policy JR Student Records, designates the following information as directory information:
 - Student's name;
 - Student's grade level;
 - Student's photograph;
 - Student's participation in officially recognized clubs and sports;
 - Weight and height of student if he/she is a member of an athletic team;



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- Dates of attendance while enrolled in Barrow County Schools; and
- Degrees, honors, and awards received during the time enrolled in Barrow County Schools

Barrow County Schools may disclose designated "directory information" without written consent. The primary purpose of directory information is to allow Barrow County Schools to include this information in school publications. Unless you, as a parent/guardian or eligible student, request otherwise, this directory information may be disclosed to the public. Any school district receiving ESEA funds must, upon request of military or higher education institutions, provide access to secondary school students' names, addresses, and telephone listings. School districts must notify parents of the option to require prior written parental consent to such disclosure. School districts must provide military recruiters the same access to secondary school students as is provided generally to postsecondary educational institutions or prospective employers. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to be disclosed to the public upon request. If you wish to exercise this right, you must notify the principal of the school at which your student is enrolled prior to a directory information request being made to the school or school system.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The following guidelines will be followed conducting research-involving students:

1. No individual, including teachers, administrators, other school district employees and college students, shall gather any data or otherwise conduct research on Barrow County students for his or her own personal use, including use for college classes, dissertations, theses or similar purposes, without receiving approval in advance from the Superintendent or his or her designee.
2. Without the prior written consent of the parent or the student, if he or she is an emancipated minor no student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:
 - a. political affiliations;
 - b. mental and psychological problems potentially embarrassing to the student or his family;
 - c. sex behavior and attitudes;
 - d. illegal, anti-social, self-incriminating and demeaning behavior;
 - e. critical appraisals of other individuals with whom the student has close family relationships;
 - f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - g. income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.



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3. In order to comply with federal requirements for school systems receiving Title IV funds to collect data on the incidence and prevalence of illegal drug use and violence among youth in school districts, students will be surveyed using the needs assessment survey provided by the Georgia Department of Education. All students in the surveyed grades will be surveyed unless parents complete the Passive Permission form indicating that they do not want their student to participate. Parents will be notified prior to the survey administration and will be given an opportunity to review the survey instrument.

In addition, the Superintendent or his or her designee must approve the use of any such survey, analysis or evaluation before the consent of the parent or student is sought.

*****NON-DISCRIMINATION NOTICES*****

BARROW COUNTY SCHOOLS GENDER EQUITY IN SPORTS

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A.-20-2-315). Students are hereby notified that Barrow County Schools does not discriminate on the basis of gender in its athletic programs. Inquiries or complaints concerning sports equity in this school system may be submitted to Dr. Ken Greene at 179 W. Athens St. Winder, Georgia 30680 - 770-867-4527.

TITLE VI AND TITLE IX NOTIFICATION

The Barrow County School District does not discriminate in its education and employment programs on the basis of religion, age, race, color, national origin, gender, marital or parental status, and disability. This district complies with Title VI of the Civil Rights Act of 1964, Title IX education amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the Perkins CTE Act of 2006. Inquires may be made to the respective coordinator regarding Title VI (Dr. Brad Bowling), Title IX (Dr. Ken Greene) and the Perkins Act (Dr. Jennifer Wood) or Dr. Matt Thompson regarding 504 and ADA at: Barrow County Schools, 179 West Athens St. Winder, GA 30680, 770-867-4527.

SECTION 504 INFORMATIONAL NOTICE

Section 504 is an Act that prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who: Has a mental or physical impairment which substantially limits one or more major life activities (major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working); Has a record of such impairment; Is regarded as having such an impairment.



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In order to fulfill its obligation under Section 504, the Barrow County School System recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. Any student or parent/guardian may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under 504. Copies of parental rights of students and parents under 504 can be found on the district website. Our Section 504 Compliance Coordinator for the Barrow County School System is Dr. Christina Lowe.

STUDENT COMPLAINTS AND GRIEVANCES

The Barrow County School System is committed to providing an environment free of sexual harassment and all forms of harassment and discrimination on the basis of race, color, religion, gender, age, national origin, or disability. If a student believes he or she is being mistreated on account of race, color, religion, gender, national origin, or disability, the student may utilize the three-step procedure outlined below.

Step I: If a student has a complaint of discrimination or unfair treatment, he or she should report concerns to the Level One Administrator as described in Board Policy GAE, section 2) principal, the local school's Title IX coordinator, teachers, counselors, or other school administrators. If a student is not satisfied that a complaint presented to a member of the school staff has been resolved satisfactorily, the student or his or her parent may request a meeting with the principal, following which, the principal will inform the parent in writing of his or her decision on the complaint.

Step II: If, after meeting with the school principal, the student is not satisfied with the principal's decision, a written appeal may be submitted to the Superintendent's Office within 10 working days of the receipt of the principal's decision. The appeal must give specific reasons for reconsideration, state precisely the reasons for dissatisfaction with the principal's decision, and be limited to the matter under review. The complaint shall include: Mailing address of the complainant, intent of the complainant, reference or description of the statute, policy, rule, contract provision or regulation that is alleged to have been violated, misinterpreted or misapplied, and a brief statement of the facts.

Step III: For assistance with the student complaint or grievance process, you may contact the district Equity Compliance Officer/Title IX Coordinator Barrow County Schools, 179 West Athens St. Winder, GA 30680, 770-867-4527. **Retaliation on account of filing a complaint at any level is strictly prohibited*

SCOPE PROGRAM FOR GIFTED STUDENTS

Barrow County School District endorses the philosophy that education is a means by which each individual has the opportunity to reach his or her fullest potential. Students in grades K-12 who demonstrate a high degree of intellectual, academic, and/or creative



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abilities may be nominated for evaluation to determine eligibility to participate in the Program for Gifted Students. Referrals for consideration may be made by teachers, parents or guardians, counselors, administrators, peers, self, and other individuals with knowledge of the student's abilities.

The State Board of Education determines eligibility criteria for placement in the program. For a summary of those criteria or for further information about Barrow County's Program for Gifted Students, please contact the Gifted Program teacher at your child's school or Ginger Crosswhite, Gifted Program Director at 770-867-4527.

SCHOOL ATTENDANCE AND GEORGIA'S COMPULSORY EDUCATION LAW

School attendance is a high priority in the Barrow County School System. Regular attendance is vital to each student's academic progress and the development of positive habits for his/her adult life. **Georgia Law O.C.G.A. 20-2-690.1** mandates school attendance for students between the ages of 6 and 16. This law also applies to younger children once they enter school. According to **O.C.G.A. 20-2-690.1** parents are responsible for enrolling and sending their children to school and the school staff is responsible for enforcing this law. Any student who has more than five unexcused absences in a school year is truant. School days missed as a result of an out of school suspension shall not count for the purpose of determining student truancy.

Failure to comply with Georgia's Compulsory Education Law (O.C.G.A 20-2-690.1) may result in consequences for both students and parent/guardians. Consequences for students include, but are not limited to, detention, Saturday school, and referral to juvenile justice for truancy. Consequences for parents/guardians include a fine of not less than \$25.00 and not more than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties at the discretion of the court for each absence. Parents may also be charged with deprivation for failure to comply with this law.

Student absences may be excused for the following reasons:

1. Personal illness and when attendance in school would endanger their health or the health of others.
2. A serious illness or death in the immediate family necessitates absences from school.
3. Absences mandated by other governmental agencies, including pre-induction physical examinations for service in the armed forces, or court ordered.
4. Observing a religious holiday that necessitates an absence from school.
5. Conditions that render attendance impossible or hazardous to their health or safety.
6. Registering to vote or voting, for a period not to exceed one day.
7. A maximum of five (5) school days per school year may be excused for students whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard in order for the student to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment overseas to a combat zone or combat support posting or during the parent's or guardian's leave from



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such a deployment. *(Note: Students serving as pages for the Georgia General Assembly are counted present on the days serving in the Assembly. In addition, students who are present for at least one-half of the instructional day shall be counted present partial attendance).*

Full-day school attendance is very important to student success. Students who arrive late or leave early miss important segments of classroom instruction.

SCHOOL NUTRITION PROGRAM

BREAKFAST IS OFFERED TO ALL STUDENTS AT NO COST DAILY.

It is our privilege to provide low cost nutritious breakfast and lunch meals to all students and staff of the Barrow County Schools. Nutrition is a very important part of the education process since a hungry child cannot learn. Barrow County School Nutrition meals adhere to the USDA dietary guidelines and requirements. Our menus offered are analyzed to reduce calories from fat while ensuring proper amounts of nutrients and total calorie intake for different age groups. Monthly menus are available on the Barrow County Schools Homepage on the Internet at www.barrow.k12.ga.us/school-nutrition.html for both breakfast and lunch meals.

Children with health issues or allergies (including lactose intolerance) must have a letter signed by a physician stating such on file with the cafeteria manager. These letters must be updated annually.

Meal Accounts: Each cafeteria has a computer program for tracking meals and payments. **ALL Barrow County School students are assigned computer identification (ID) number, which serves as their meal account number. ALL students are encouraged to learn their account number to use at the cashier station at the end of the meal line.**

Prepayment for school meals enables the meal line to move more quickly. At all school levels, prepayment may be made weekly or monthly in envelopes provided by the school. The **student's name and account number must be listed on the envelope** in order to credit the proper account. Money not used can be refunded at the end of the school year or carried over to the next school year even if they will attend a higher level Barrow County School. Parents should call the school nutrition manager's office at the individual school if they have questions about the child's account during the year.

Families with more than one student at the same school should send the cash or check **SEPARATELY** for each student. **Checks** are to be made out to **SNP** with the student's name and account number on the check. Returned Checks are collected through Envision Payment Solutions. Other purchases from the school office or classroom must **NOT** be included with meal payments.

For your convenience, we now offer online prepayments. You may access this service at www.myschoolbucks.com and put money on your child's account. The site will open in July.

Free or Reduced Price Meals: Students automatically qualify for free school meals if they receive SNAP and may qualify for free meals if they receive Temporary Assistance for Needy Families. Families may also qualify for free or reduced price meals based on family income. **Families must complete a new application each year to determine eligibility.** Family



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applications rather than individual applications are used. Only one application will be needed per family. ALL household members including all children must be listed. School locations are required for all school age children. Please make certain that your application reaches the school nutrition manager at one of the schools your children attend. Applications will be completed at the time of registration at the Barrow County Professional Development Center. **Parents may also fill out the free and reduced meal application online:**
<https://www.myschoolapps.com/>

CAFETERIA CHARGE BOARD POLICY (EE)

Cafeteria Charge

A copy of the charge policy shall be sent home with each student at the beginning of the school year. The charge policy shall also be included in handbooks and/or online portals.

School lunch meals should be paid for in advance or at time of purchase.

Payments may be made with cash or check at the register. Secure online payments may be made with a debit or credit card with an online meal pay service found at a link on the School Food Nutrition Website.

If necessary, a student lunch may be charged. All charges must be paid as soon as possible. Students with a negative balance are not allowed to purchase A la Carte items or extra food items in the cafeteria.

A charge notice will be sent to parents weekly via the following method – email, text or letter. Principals will also be notified of charged meal balances.

Families must re-apply each school year for free and reduced price meal benefits. Applications are available at each school, on the Barrow County Schools website, and online. All information provided is confidential.

Students with unpaid meal charges may be denied participation in special events or activities (field days, non-instructional field trips, Prom/dances, graduation activities, and/or purchasing parking passes) if deemed necessary. Report cards will not be distributed until outstanding balances are paid. All charges must be paid by the end of the school year.

Principals will aid in the collection of outstanding balances.

IT IS OUR HOPE THAT PARENTS WILL NOT PLACE THEIR CHILDREN IN UNPLEASANT CIRCUMSTANCES BECAUSE OF MEAL CHARGES!



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School Meal Prices

	PK-5		6-8		9-12	
	Full Price	Reduced Price	Full Price	Reduced Price	Full Price	Reduced Price
Breakfast 1 Day	No charge	No charge	No charge	No charge	No charge	No charge
Lunch 1 Day	\$ 1.50	\$ 0.40	\$ 1.75	\$ 0.40	\$ 2.00	\$ 0.40
Lunch 5 Day Week	\$ 7.50	\$ 2.00	\$ 8.75	\$ 2.00	\$ 10.00	\$ 2.00
Lunch 20 Day Month	\$ 30.00	\$ 8.00	\$ 35.00	\$ 8.00	\$ 40.00	\$ 8.00

CLUBS AND ORGANIZATIONS

We will let parents know when clubs are able to resume.

PTO/PTA, BOOSTER CLUBS, SUPPORT ORGANIZATIONS, AND FUNDRAISING

Booster clubs are an important part of the athletic and extracurricular program in the Barrow County School System. Booster clubs play an important role in supporting, encouraging, and in advancing these programs. The following rules and regulations are basic and broad guidelines for the establishment and operation of all booster clubs that support our schools in Barrow County.

- The principal of each individual school must approve all booster clubs, and questions about individual booster clubs will be addressed to the principal of each school.
- Booster clubs exist only to support the school and its program.
- A copy of each booster club's constitution, by-laws, and annual budget must be submitted to the principal before club activities each year. Each booster club will have a written operational philosophy with clear-cut objectives to be carried out by the club.
- Each booster club will have in its constitution procedures for an annual financial report.
- The Superintendent and principal have the right and the authority to audit booster club financial records.
- Each booster club will develop an annual budget with input from the coach or sponsor, and submit it to the principal for approval prior to the start of the season. A final annual financial report will be submitted to the principal at the conclusion of the season.
- The booster clubs will provide a written copy of their treasurer's report to each member present at each meeting.
- The principal or his/her designated representative will approve all booster club meeting dates, the meeting site, and the time of the meeting.
- Coaches or sponsors of each individual activity will attend booster club meetings.

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- All fundraisers and projects conducted by a booster club must have prior written approval of the principal or his/her designee. Booster clubs must follow all Barrow County School System guidelines and policies pertaining to fundraising activities and facilities usage.
- *The Georgia Sales and Use Tax Regulations Prohibit Booster Clubs Access to the School's Sales Tax Exemption Form.*
- Booster clubs must abide by all guidelines, rules, policies, and regulations set forth by Barrow County Board of Education (Policy LEB, LEB-R, & JK), State Board of Education, Georgia High School Association and all local, state, and federal laws.
- All gifts or donations given to the school by the booster club will be accepted by the principal with a signed statement indicating that they will become the property of the school.
- The Superintendent and principal have the discretion to disband or dissolve any booster club, if he/she determines the guidelines above are not being followed.
- If the booster club is dissolved for any reason all associated funds immediately are to be transferred to the school.

MEDICAL PROCEDURES

The health, welfare and safety of your child are of utmost importance. At times, it may be necessary for your child to take medication. The school nurse or principal's designee shall be permitted to assist students in taking medication during the school day only if it is not possible for the parent, guardian, child's physician, or some other adult authorized by the parent or guardian to administer the medication. In the event a student must take medicine during school hours, the guidelines set forth below shall direct the proper handling of all medications at school:

1. All medicines, prescription or otherwise, brought to school shall be carried to the school office immediately upon arrival at school and must be accompanied by written permission from the parent/guardian stating what the medication is, why the student is required to take it during the school day, the number of pills in the bottle, the dosage to be taken by the student and at what times. The parent/guardian should also state any potential adverse reaction the student may experience. Any student not complying with this policy and possessing any medication on the school campus shall be subject to discipline as set forth in the Student Code of Conduct.

2. Any medication brought to school must be contained in its original container with the nature of the medication and instructions for use clearly indicated. All prescription medication must be contained in the original prescription-labeled container with the student's name, date, name of the prescribing physician, name of the medication, instructions for administering the medication and the name of the pharmacy filling the prescription stated on the label.



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3. The parent or guardian shall authorize the school nurse or principal's designee to speak or correspond directly with the child's physician in the event the nurse or designee deems it appropriate or necessary. In an emergency situation, the school nurse or principal's designee may call for emergency medical services (911). The parent will be notified of the emergency and their child's condition as soon as possible.
4. Written parental permission must be given on at least a yearly basis or when changes in medication occur. Parents must immediately notify the school of any changes in medication. No medication shall be given contrary to label instructions, regardless of parent permission, without specific written instructions from the child's physician.
5. Medications that are out-of-date or discontinued will be available for parent/ guardian to pick-up. Medications not picked up within one week of expiration or by the end of the school year will be properly disposed of in the presence of a witness.
6. Other than topical first aid ointments, no medicine shall be bought or supplied by the school or any employee. The school nurse or principal's designee may use first aid topical ointments, approved by the school nurse, for first aid purposes such as insect bites, abrasions, poison ivy etc., unless a parent/guardian requests in writing that first aid topical ointments not be administered.
7. Nurses or other school employees are authorized to administer auto-injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer auto-injectable epinephrine to a student in such circumstances shall be immune from civil liability.
8. The major responsibility for a student taking medication at school rests with the student's parents. Barrow County Schools will not be responsible if a student misses a dose of medication.
9. If a student requires frequent doses of over counter medication, a doctor's order may be required.

For Additional Information see Board Policy – Medication – Board Policy JCGD

PROHIBITION AGAINST BULLYING

The Barrow County School District prohibits conduct which may be construed as bullying. Bullying may be defined as an act which occurs 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, that is :



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- Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- 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 harm as defined in law or visible bodily harm as defined in law;
 - has the effect of substantially interfering with a student's education;
 - is so severe, persistent, or pervasive that it creates and intimidating or threatening educational environment;
 - or has the effect of substantially disrupting the orderly operation of the school.

Possible disciplinary actions include warning/counseling, notification of parents, parental conference, detention, in-school suspension, short-term suspension, referral to a hearing officer, and referral to law enforcement officials. Upon finding that a middle or high school student has committed the offense of bullying for the third time in a school year, the student shall be assigned to the alternative school.

STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT

Any student (*or parent or friend of a student*) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

MEDIA AND INTERNET PUBLICATION RELEASE NOTICE

The Barrow County School System and any of its schools may develop, participate in, or be the subject of media-based presentations and events that highlight various educational activities that take place during the course of the school year and/or during school system sponsored summer activities. Those presentations may include but are not limited to:

1. First Name and/or photograph of your child and/or their work
2. Slide/tape presentation of your child and/or their work
3. Video of your child and/or their work
4. Computer generated presentations, which may incorporate photographs and video of your child and/or their work.

These media-based presentations may be used in, but are not limited to, the following activities or publication platforms:



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1. Faculty professional learning
2. Classroom activities/projects
3. Parent programs
4. Media festivals and/or competitions (local, state and international)
6. Public relations/radio broadcasts /podcasts/newsletters/newspapers
7. TV presentations
8. Barrow County School System Internet web pages
9. School, teacher, and/or classroom project-based web pages
10. Social media including but not limited to Facebook, Twitter, YouTube and Instagram

NEWS MEDIA RELEASE NOTICE

Your student may also be photographed, videotaped or interviewed by the news media at school or some school activity or event. As a parent/guardian, if you do not want your child videotaped, photographed, or any of your child's creations, such as writing, artwork or multimedia to be used or publicly published with limited identifying information for any of the outlined purposes above, whether by the Barrow County School System or by the news media, you may object in writing. If you wish to exercise this right, objections should be sent to the principal of the school where your student is enrolled in writing within **10 days from the date of enrollment**.

BARROW COUNTY SCHOOLS INTERNET SAFETY, TECHNOLOGY RESPONSIBILITY, AND ACCEPTABLE USE POLICY

The Barrow County Board of Education believes the use of school district technology supports curricular and administrative objectives and has the potential to promote 21st Century skills such as creativity, collaboration, and communication. Technology can significantly enhance both the teaching and learning process and help prepare students for their roles in a technical society. This technology includes computer hardware, software, local and wide area networks and access to the Internet, the use of which is to be encouraged within guidelines that protect students and the rights of others.

Using Technology at School

We live in a global and digital world -- a world changed by technology and new ideas about how we communicate with one another and exchange information. As a result, students must develop the research, information fluency, and technology skills that will allow them to be successful, safe, and ethical in this digital world. For this reason, students are provided computer access privileges at school, as well as access to the Internet, email, digital communication and collaboration tools, online learning spaces, and electronic educational resources. In addition to these resources, tools, and equipment, which are essential to teaching and learning, the Barrow County School System also fully supports responsible, learning-centered use of personal devices to provide as many pathways to understanding as possible for our students.



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The guidelines for responsible use of these tools, student-owned devices and the protection measures in place are outlined in the following documents:

- **Barrow County School System Student Responsible Use of Technology Resources** (<https://goo.gl/VMOTlu>)
- **Barrow County School System Bring Your Own Technology (BYOT) Regulation and Student Agreement** (<https://goo.gl/vMMOcC>)

Students are expected to follow all classroom/school rules online just as they do in class and will be held accountable for misconduct, which includes violations of the district's Internet Acceptable Use Policy and its established guidelines and the Student Code of Conduct.

Parents are always encouraged to review the online activities of their children and can access student accounts. Parents are also encouraged to speak with teachers when questions or concerns arise about the use of web-based tools in the classroom.

Standard applications and accounts that are configured for student use include (but are not limited to):

- **Barrow County School System's G Suite for Education Environment:** This [education-focused Google Apps environment](https://edu.google.com/training-support/privacy-security/?modal_active=none) (https://edu.google.com/training-support/privacy-security/?modal_active=none) is hosted by Google, and managed by the district. This collection of online applications provides students with a Google email account, calendar, and access to Google Drive, where students can create, share, and publish documents, spreadsheets, presentations, and other artifacts of their learning. The district creates and manages user accounts; manages access to applications and email based on grade level organizations; and manages permissions. For example, email accounts the district creates can only communicate with other email accounts created by the district or a limited set of explicitly approved, academically oriented, external email systems such as Governor's Honors Program, College Board etc. (Please note that G Suite for Education accounts are covered by more restrictive data privacy practices than "regular" Google accounts, including a restriction on advertising and the use of student data for advertising purposes. G Suite for Education also was an early signatory to the [Student Privacy Pledge](https://studentprivacypledge.org/). (<https://studentprivacypledge.org/>))
- **Microsoft 365 for Education:** The district also offers students and staff access to Microsoft's Office 365 platform. Like GSuite for Education, Office 365 is a cloud based, digital collaboration suite that provides students and staff access to the online version of the Microsoft Office Suite of tools, including Word, PowerPoint, and Excel. Using their Office 365 account, Students will have the ability to create, share, and collaborate on content across the full suite of Microsoft applications on virtually any device. Students can also use their Office 365 account to download and install the full versions of the latest Office suite on up to 5 PCs/Macs and 5 mobile devices per user, and can continue using it as long as they are a student in the Barrow County School district.



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The district will create and manage all user accounts and will also control access to applications and permissions based on grade level organizations. Student email will remain in our sandboxed GSuite email environment and we do not plan to use the email component of Office365 at this time.

In addition to providing students with the full Office Suite, all student's Office 365 accounts will also provide access to Microsoft's Minecraft Education Edition Platform. Minecraft Education Edition is a dedicated version of Minecraft that has been designed specifically for use in education. The educational version of Minecraft provides students and teachers with a secured and controlled environment that can be used to build real world collaboration, communication, and critical thinking skills in a variety of different subjects including Chemistry/Science, History, and Computer Science/Programming.

Please note that like GSuite for Education, Office 365 Educational accounts are covered by more restrictive privacy practices than consumer or Enterprise Office 365 accounts including restrictions on advertising as well as the use and collection of student data for datamining purposes. Regulatory information for both Office 365 and Minecraft for Education can be found [here](https://minecrafteducation.zendesk.com/hc/en-us)

Web 2.0 Tools for Educational Use: These are web-based tools that are considered an extension of the class and may require students to have a unique account created for them to access and save content. Products students create using these tools may also be published for a global audience. Under the supervision of a classroom teacher, students may engage in some of the following types of activities:

<ul style="list-style-type: none"> • Compiling research • Online classroom discussions • Teacher-led video conferences • Multi-media projects 	<ul style="list-style-type: none"> • Video production • Research reporting • Individual / collaborative projects • Reading/ writing / peer review
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- **BYOT (Bring Your Own Technology) Program:** This program permits students to bring their technology devices to school for academic use at the discretion of teachers and staff, using Internet access provided by the district and filtered in compliance with the Children's Internet Protection Act (CIPA). Parents and students who participate in this program are bound by rules and conditions found in the BYOT regulation (IFBG-R3) (<https://goo.gl/vMMOcC>)
- **Online Curriculum Systems:** Most of the curriculum adopted in the district is accompanied by or depends on access to an online system where content and assessments are stored. Many of these systems require students to have a unique account created for them which allows them to access supplemental video content, take quizzes, and strengthen their understanding about the ideas in a content area. For district-wide curriculum, the district creates and manages these accounts. In these cases, the terms of use and privacy policies are reviewed thoroughly before providing any student account data to the vendor.



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Parents who would like to read more about G Suite for Education, Web 2.0 Tools and the BYOT program can access these documents at the links below or you can request a hard copy from your school.

- BCSS G Suite for Education - (<https://goo.gl/JoOuom>)
- Web 2.0 Tools for Educational Use - (<https://goo.gl/ZRBYMH>)
- Bring Your Own Technology Regulation and Student Agreement - (<https://goo.gl/vMMOcC>)

Internet Safety

Due to the complex nature of these systems and the magnitude of information available via the Internet, the Barrow County Board of Education believes guidelines regarding acceptable use are warranted to serve the educational needs of students.

It shall be the policy of the Barrow County Board of Education that the school system shall have in continuous operation, with respect to any computers or mobile devices having access to the Internet via the Barrow County School System (BCSS) network:

1. A qualifying “technology protection measure,” as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel:
 - a. Which provide for monitoring the online activities of users; and
 - b. The use of technology protection measure to protect against access to visual depictions that are:
 1. obscene, as the term is defined in section 1460 of title 18, United States Code;
 - i. child pornography, as the term is defined in section 2256 of title 18, United States Code; or
 - ii. harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children’s Internet Protection Act of 2000.
 - c. Such procedures or guidelines shall be designed to:
 1. Provide for monitoring the online activities of users to prevent, to the extent practicable, access to inappropriate matter on the Internet and the World Wide Web;
 2. Prevent unauthorized access, including so-called “hacking,” and other unauthorized activities by users online;
 3. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding students;
 4. Restrict minors’ access to materials “harmful to minors,” as that term is defined in Section 1703(b)(2) of the Children’s Internet Protection Act of 2000;
 5. Educate users about their safety and security when using electronic mail, chat rooms, and other forms of direct electronic communication (including instant messaging);



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6. Educate users about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms; and
7. Educate minors about cyberbullying awareness and response as required by the Children's Internet Protection Act.

Technology Use

The district's technology resources are provided for educational purposes that promote and are consistent with the instructional goals of the Barrow County School System. Use of computers, mobile devices, and network resources outside the scope of this educational purpose is strictly prohibited.

Students and employees accessing network services or Internet through any device, or accessing any school computer shall comply with the district's Internet and technology acceptable use guidelines. User privacy is limited with regard to the use of the system network and technology. The district reserves the right to monitor, access, and disclose the contents of any user's files, activities, or communications, including content sent/received through secure connections.

It must also be understood that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable tool for educational research, there are sections that are not commensurate with community, school, or family standards. It is the belief of the Board that the Internet's advantages far outweigh its disadvantages. The Barrow County Board of Education will, through its administrative staff, provide an Internet screening system, which blocks access to a large percentage of inappropriate content. It should not be assumed, however, that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.

Additionally, access to network services, the Internet, and computer resources is a privilege, not a right. Therefore, users violating the Barrow County Board of Education's Internet safety and technology acceptable use policy shall be subject to revocation of these privileges and potential disciplinary action.

Student Responsible Use of Technology Resources

The Barrow County School System (BCSS) supports and encourages the use of technology resources to enhance and facilitate learning and expects responsible and respectful behavior from technology users. Technology use (whether personal or school owned) is a privilege, not a right, and inappropriate use may result in a loss of those privileges as well as other disciplinary actions outlined in the student code of conduct.

This regulation was established by the Barrow County School System's [Internet safety and Acceptable Use policy \(IFBG\)](https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=IFBG&Sch=4009&S=4009&C=I&RevNo=1.3&T=A&Z=P&St=ADOPTED&PG=6&SN=true) <https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=IFBG&Sch=4009&S=4009&C=I&RevNo=1.3&T=A&Z=P&St=ADOPTED&PG=6&SN=true> and outlines guidelines and procedures defining responsible use of district-owned technology, and personally owned technology connected to district resources, network resources, G



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Suite for Education tools, and Web 2.0 / social networking tools (for education) by its students.

<p>Respect and Protect Yourself</p>	<ul style="list-style-type: none"> ● I will take responsibility for my actions when posting/viewing information and images online. ● I will not reveal personal information such as my age, address or phone number, or those of other individual(s) with any online service or person. ● I will only use accounts created for my use. ● I will not share passwords for accounts created for my use. ● I will remember that anything I say online is public and usually permanent. ● I will follow school and BCSS policies, regulations and behavior standards.
<p>Respect and Protect Others</p>	<ul style="list-style-type: none"> ● I will not use technologies to degrade or defame others. ● I will obtain permission of the individual(s) involved and a school staff member before photographing, videoing, publishing, sending or displaying their image or likeness. ● I will obtain permission from individual(s) when sharing commonly created electronic data. ● I will not share or forward inappropriate materials or communications. ● I will always act with integrity and respect.
<p>Respect and Protect Intellectual Property</p>	<ul style="list-style-type: none"> ● I will have an understanding of the rules and laws applying to: <ul style="list-style-type: none"> ○ copyright ○ intellectual property ○ fair use ● I will ask permission before I post/publish content and media created by others. ● I will use correct citation when I use content and media created by others in my own work. ● I will only download, save or use either full or portions of any music, movies, images, or other digital content in accordance with copyright laws.
<p>Respect and Protect Property</p>	<ul style="list-style-type: none"> ● I will take full responsibility for, and respectfully use, any technology available to me at school. ● I will use network bandwidth, file storage space and printers reasonably and responsibly. ● I will report abuse of technology to a staff member. ● I will report any material that may be deemed inappropriate to a staff member.



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Student use of Personal Technology Devices	<ul style="list-style-type: none">● I will report security or network problems to a staff member.
Student use of Web 2.0 / Social Networking Tools for Education and G Suite for Education (Grades 6 -12)	<p>All of the above guidelines apply to the use of any personal electronic devices brought to school for learning purposes, in addition to those outlined in the <i>Barrow County School System Bring Your Own Technology (BYOT) Regulation</i>. Students and parents must agree to the guidelines in the BYOT regulation prior to their use in school.</p> <p>Students are expected to follow all classroom/school rules online just as they do in class and will be held accountable for misconduct, which includes violations of the district's Internet Acceptable Use Policy and its established guidelines and the Student Code of Conduct. Parents are always encouraged to review the online activities of their children and can access student accounts or be provided a parental account, when available. Parents are also encouraged to speak with teachers when questions or concerns arise about the use of web-based tools in the classroom.</p>



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Student Code of Conduct

The Barrow County Student Code of Conduct is based on the philosophy that discipline is a tool that is used to teach students to become responsible for their own behavior. Since our students live in a society in which citizens are expected to obey laws and abide by commonly accepted standards of behavior, we must teach them to be self-disciplined. This Student Code of Conduct is built upon those commonly accepted standards of behavior sometimes called character traits. These character traits include: citizenship, cheerfulness, cleanliness, compassion, cooperation, courage, courtesy, creativity, diligence, fairness, generosity, honesty, kindness, loyalty, patience, patriotism, perseverance, punctuality, respect for others, respect for the creator, respect for the environment, sportsmanship, school pride, self-respect, self-control, tolerance, and virtue.

In order to educate students to become productive citizens as adults, we must create a safe, non-threatening and orderly school environment that enables teachers to teach and students to learn. We expect students to “behave themselves in such a way so as to facilitate a learning environment for themselves and others, respect each other and school district employees, obey student behavior policies adopted by the local board of education, and obey student behavior rules established by individual schools (O.C.G.A. 20-2-735).” This Code of Conduct establishes expectations for the maintenance of a positive learning environment at school.

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

1. At school or on school property at any time;
2. Off the school grounds at any school-related or school-sponsored activity, function or event and while traveling to and from such events;
3. On vehicles provided for student transportation by the school system and school bus stops where groups of students gather for the purpose of getting on or off the school bus.
4. Off school property provided a student’s behavior poses a threat to the safety of students, staff or visitors at school or has the potential to disrupt the safe and orderly operation of a school.

Please see the Student Code of Conduct on the school or district website. You may also request a copy of the Student of Conduct from your child’s school.



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POSITIVE BEHAVIOR INTERVENTION SYSTEM (PBIS)

PBIS is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school’s sense of safety and support improved academic outcomes. More than 16,000 U.S. schools are implementing PBIS. The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety and learning.


All Barrow County Schools participate in PBIS.

Yargo Wildcats will demonstrate their ROAR in the following Wildcat Way:



The Wildcat Way



	Classrooms and Specials	Hallways and Common Areas	Buses	Cafeteria	Bathrooms	Playground
Respect	<ul style="list-style-type: none"> ★ Raise your hand ★ Whole body listening ★ Hands and feet to yourself 	<ul style="list-style-type: none"> ★ Quiet mouths ★ Walking feet ★ Hands and feet to yourself ★ Stay to the right 	<ul style="list-style-type: none"> ★ Hands and feet to yourself ★ Share seating 	<ul style="list-style-type: none"> ★ Inside voice ★ Wait your turn ★ Follow directions 	<ul style="list-style-type: none"> ★ Inside voice ★ Wait your turn ★ Follow directions ★ Allow privacy 	<ul style="list-style-type: none"> ★ Take turns ★ Share equipment
Ownership	<ul style="list-style-type: none"> ★ Participate ★ Accept consequences ★ Do your best work 	<ul style="list-style-type: none"> ★ Accept consequences ★ Stay in your assigned area 	<ul style="list-style-type: none"> ★ Follow driver's instructions ★ Follow all bus rules 	<ul style="list-style-type: none"> ★ Clean up your area 	<ul style="list-style-type: none"> ★ Clean up your mess ★ Flush the toilet ★ Wash your hands 	<ul style="list-style-type: none"> ★ Listen for line up signal ★ Apologize
Attitude	<ul style="list-style-type: none"> ★ Use kind words ★ Be helpful ★ Work together ★ Believe in yourself 	<ul style="list-style-type: none"> ★ Silent greeting ★ Be helpful and kind 	<ul style="list-style-type: none"> ★ Use kind words ★ Greet driver ★ Be a role model 	<ul style="list-style-type: none"> ★ Say please/ thank you ★ Use kind words 	<ul style="list-style-type: none"> ★ Use kind words 	<ul style="list-style-type: none"> ★ Include others ★ Be a good sport ★ Use kind words
Responsibility	<ul style="list-style-type: none"> ★ Ask permission ★ Be honest ★ Make smart choices ★ Hold doors 	<ul style="list-style-type: none"> ★ Turn in found items ★ Go to your destination quietly and quickly 	<ul style="list-style-type: none"> ★ Walking feet coming and going ★ Accurately report problems 	<ul style="list-style-type: none"> ★ Remained in assigned seat ★ Accurately report problems 	<ul style="list-style-type: none"> ★ Return promptly 	<ul style="list-style-type: none"> ★ Use equipment correctly ★ Accurately report problems

BUS DISCIPLINE

Students who ride the school bus may do so as long as they display safe and reasonable behavior. Choosing not to follow the bus behavior guidelines may result in suspension or loss of bus service. The bus driver is responsible for the safety and well-being of the students on the bus. The school administrator will determine consequences of misbehavior and the reinstatement of bus service for the offending students should a suspension become necessary. **A suspension applies to all buses** unless otherwise designated by school officials. The responsibility for student supervision by the school shall begin when the student boards the bus in the morning and is retained until the



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child leaves the bus at the end of the day. **Riding the school bus is a privilege not a right**, and may be revoked for safety and discipline infractions.

I. PARENT/GUARDIAN RESPONSIBILITY

Parents and guardians will be responsible for ensuring their child follows all rules and guidelines outlined by this notice, driver, and administrator. If the student violates the behavior guidelines resulting in a bus suspension, the parent will provide transportation for their child. Students will be picked up and dropped off at their designated stop. Exceptions will require a written request from the parent as outlined below. In an emergency a phone call by the parent to the principal and subsequent written approval from the principal to the bus driver will be acceptable.

The school bus ride is an extension of the school day and as such, is subject to all school policies and procedures. Bus Conduct Reports will be recorded in accordance with all other school record keeping procedures.

II. TRANSPORTING OF SCHOOL RELATED/NON-RELATED ITEMS

No animals or any items that may be deemed objectionable in nature will be transported on any bus. If necessary, the bus driver may confiscate these items and turn them in to the school administrator. Any item that may be considered a weapon (per Ga. Law) or dangerous to others in any way will not be allowed on the bus. (This may include sports equipment, laser pointers, toys, etc.) Band instruments that will be allowed on the bus are those that are small enough to be held in the student's lap. Instruments may not be in the aisle or take the space of a student if that space is needed to sit down. Damage to personal items is not covered by the school bus insurance coverage.

III. BEHAVIOR GUIDELINES

Each infraction of class I and II offenses shall be reported by the driver to the respective school administrator.

A. Class I Offenses

1. Eating or drinking on bus
2. Out of seat while bus is in motion
3. Horseplay, yelling out bus window, loud noise (should be classroom behavior)
4. Possession of unacceptable material, objects, or obscene gestures
5. Profanity
6. Riding unassigned bus without signed note from parent and signed by school administrator
7. Checking mailbox while bus is still in sight (Area is in danger zone.)
8. Use of electronic devices during the operation of a school bus, including but not limited to cell phones; pagers, radios, tape or compact disc players without permission from the



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driver.

9. 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.
10. Other offenses as reported by the driver or principal

B. Class II Offenses

1. Profanity, verbal abuse, and harassment (directed at student or driver)
2. Body parts out of window (i.e. head, hands, arms, and legs)
3. Throwing/shooting of any object (i.e. paper, pencils, paper clips, etc.)
4. Physical aggression or use of any object as a weapon
5. Use of tobacco, inhalants, or any controlled substance
6. Destruction of school property (vandalism - suspended until restitution is made)
7. Loading or unloading buses improperly or tampering with any portion of bus
8. Lighting of matches, fireworks, or any flammable object or substance
9. Riding of any bus after being suspended from one
10. Fighting (of any kind)
11. Other offenses as reported by driver or principal

As previously stated, the school bus ride is an extension of the school day and is subject to all school policies and procedures. Riding the school bus is a privilege (not a right) for students as long as they display safe and reasonable behavior. Riding privileges may be revoked for safety and discipline infractions at which time parents must provide transportation for their child.

Bus Rules

1. Students will follow the directions of the driver.
2. Students will be at the bus stop 5 minutes before the bus arrives. Students will wait in an orderly line.
3. Students will help keep bus clean and in safe condition.
4. Students will cross the roadway in front of the bus, only after receiving hand signal from driver.
5. Students will go directly to an available or assigned seat when entering the bus. Keep aisles and exits clear.
6. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
7. Students will not eat, drink, chew gum, or bring tobacco, alcohol or drugs on the bus.
8. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus.
9. Students may only bring approved objects on the bus that can be held on their lap.
10. Students will refrain from using loud voices, profanity and/or obscene gestures, and respect the rights and safety of others.
11. Students will not extend head, arms, or objects out of the bus windows and will refrain from yelling out windows.
12. Students will be totally silent at railroad crossings.



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13. Students will stay seated until time to get off the bus.
14. Students will respect themselves, others and property.
15. Students must provide a written note, signed by a parent or guardian and a school official, giving permission to ride a different bus, get on or off the bus at a special bus stop location.
16. New Bus Riders or students that move to a new physical address must provide their bus driver and school administrator a note stating the new address. Attending school should provide the bus driver student information showing change in Infinite Campus.

BCSS STUDENT BUS TRANSPORTATION CHANGES PROTOCOL

Note: This protocol is for short-term (daily) changes only. For any long-term change in transportation, please use the appropriate Transportation Change Form available in your school's front office.

Student must have a written note from a parent or guardian that is dated and signed referencing that particular day or days affected. This will apply even if the parent makes the request in person at the school.

In the event of a change in transportation, school office personnel will:

- Have appropriate school administrator (or designee) sign the note
- Make a copy of the note with both signatures
- Send the original note with the student or the student's teacher to be given to the appropriate bus driver – this will be the student's pass to get on the bus.
- File the copy of the note in a specified place in the front office where it can be easily accessed in case of emergency.

Bus drivers will not allow a student to exit the school bus at a place that is not the student's normal stop unless the written note signed by both the parent/guardian and the school administrator (or designee) is in his or her possession.

No bus transportation changes will be accepted over the telephone.

Changes may be accepted via fax or email attachment if parent/guardian picture ID is included with the request, at the school administration's discretion. Change requests must be received by the front office staff prior to noon on the day of the change.

Note: There are now set bus stops along all the bus routes and BCSS buses cannot stop at each individual house.



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TEENAGE AND ADULT DRIVER RESPONSIBILITY ACT (TAADRA) (MS/HS only)

Georgia's Teenage and Adult Driver Responsibility Act (TAADRA) of 1997, requires that local school systems certify that a student is enrolled and not under expulsion in order for the student to be eligible to have a Georgia learner's permit or driver's license.

**ANNUAL AHERA/ASBESTOS NOTIFICATION
REQUIREMENTS TO: PARENT/LEGAL
GUARDIANS/TEACHERS
EMPLOYEES/ORGANIZATIONS**

This notification is provided pursuant to the requirements of the Asbestos Hazardous Emergency Response Act (AHERA) of October 1986; EPA Rule 40 CFR 763, Asbestos Containing Material in Schools, subpart E, et seq. effective December 14, 1987. These regulations are defined by the United States Environmental Protection Agency. Specifically, 40 CFR §763.84 (c) which requires that the Barrow County Board of Education notify you at least once a year of asbestos inspections, response actions, and any post response action activities, including periodic re-inspections and surveillance activities that are planned or in progress at our schools and administrative facilities. The Barrow County Board of Education has documented through a comprehensive asbestos survey, conducted by an AHERA accredited asbestos inspector, where asbestos containing, suspect asbestos containing and/or assumed asbestos containing building materials are located on our schools and administrative facilities. The Asbestos Management Plan documents a plan of action for managing and maintaining the asbestos containing building materials in-place and/or removal activities. The reports associated with the asbestos inspection, 3-year re-inspections, periodic surveillances, and the recommendations from operations and maintenance, are all documented in the Asbestos Management Plan. A copy of said plan is available at each school, Board Office, and the Maintenance Department.

Should you have any questions or desire further information, please contact the Maintenance Department at 770-867-5711.



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STUDENT/PARENT POLICY UNDERSTANDING ACKNOWLEDGEMENT

The Yargo Elementary Student Handbook/Agenda includes some very important information about the upcoming school year. Please take time to read this information now and refer to it frequently. If you have questions, contact the school office at **770-867-1147**. We will be happy to talk with you.

Each school is required to document that every parent and student has been given a copy of the Student Code of Conduct along with other required information, including notification of possible consequences and penalties for truancy, and has been given a chance to ask questions about anything he or she does not understand.

A completed and signed form must be on file for all students. Parents/Guardians and students age ten years or older by September 1st are required to sign this acknowledgement form in the space below. Please return the form to your child’s teacher as soon as possible.

Students who are unable to read or fully understand this information are not required to initial or sign this document. However, parents are expected to explain the information to their children in terms that they can understand. Failure to sign and return this form will not excuse a student from the requirements of the policies. To complete this form, students and parents should each initial each item that you have read and understand and then sign the form in the space provided.

Parent	Student	
_____	_____	1. Student Code of Conduct and School Bus Behavior Guidelines
_____	_____	2. School Attendance and Georgia’s Compulsory Education Law
_____	_____	3. Cafeteria Charge Board Policy (EE)
_____	_____	4. Medication Policy
_____	_____	5. Parent’s Right to Request a Teacher’s and a Paraprofessional’s Qualifications
_____	_____	6. Barrow County School System Internet Safety, Technology Responsibility, and Acceptable Use Policy

I have read and understand the 2022-2023 Yargo Elementary Student Handbook/Agenda. I understand that I am responsible for following the guidelines set forth in this document.

Student Signature: _____ Date: _____

I have reviewed the student handbook with my child:

Parent Signature: _____ Date: _____



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SCHOOL CLUBS AND ORGANIZATIONS

2022-2023

If you do **NOT** want your child to participate in a particular club or organization at school, please complete the information requested below and return to your child's school. For a complete list of school clubs and organizations for any particular school, please contact the school.

Student Name: _____ Grade: _____

My child, identified above, **may not** participate in the club or organization listed below:

By completing this form I am declining permission for my child to participate in the club or organization listed above.

Parent Signature: _____ Date: _____



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Specific Yargo Information:

ACCIDENT/ILLNESS

In case of an emergency illness or accident involving students on the school grounds or in the school building, the school will immediately notify the parents. In order to do this, the school must have current phone numbers for parents and emergency contacts on file. Please help us by keeping this information up to date and send any changes to the school in writing or updating through the new BCSS Family Update site. After an accident, the teacher will complete and place on file a student accident report form.

ADMISSION PROCEDURES

Registration:

Online Registration is now available at the following website:

<http://www.barrow.k12.ga.us/Registration/>

All kindergarten or first grade children must be registered if they are entering public school for the first time. If a child is to enter first grade, he/she must be six years old on or before September 1. (An exception to this rule can be made for those youngsters who move here from another state that does allow them to begin school at an earlier age and the parents can provide evidence that the child was enrolled in a school.) Children entering kindergarten will need to go through a screening process.

Required Documentation for Student Registration:

Please do not take forms to the schools for registration. The registration process must be done at the Professional Development Center located at 179 West Athens Street in Winder.

Birth Certificate (certified copy)

Current Immunization Record (Form 3231)

Social Security Card for Student

Proof of Residency – Purchase/Rental Agreement or Utility Bill (current within 30 days)

Parent/ Guardian Picture ID

Proof of Guardianship (if applicable)

Multi-Family Form (if applicable) – Needed if you live with another person – Must provide that person's proof of residency

Proof of Residency:

This must consist of a document containing the name and address of the person who is responsible for the child being registered. This may be a current utility bill, mailed bank statement, rental agreement, contract on a house, etc.

Immunizations:

All children must be adequately immunized against diphtheria, whooping cough, tetanus, varicella (chicken pox), polio, rubella, measles, and mumps according to state law. Your child may need a "booster" immunization if he/she had the complete series of immunizations as a baby.

Proof of Guardianship:

Legal guardianship consists either of the natural parents or someone with papers provided by the court system giving legal guardianship. Grandparents or other relatives will not be considered as legal guardian without legal documentation.

Every Minute of Every Day Recognition:

Special recognition is given to those students with Perfect Attendance who attend **every minute of every day**. The instructional day is from 7:30-2:00 pm. Students achieving this honor for a complete 9 week period will be recognized. Full-day school attendance is very important to student success. A student who arrives late or leaves early misses important classroom instruction. It is the responsibility of the parent(s) to see that their child attends school. Establishing a habit of good attendance early in life is one of the best habits you can teach your child. Excessive absences or tardies may be referred to CBRR (Community-Based Risk Reduction).

Excuses for absences shall be furnished to the school by the student's parent or guardian and shall specifically state the reasons for the absence. All excuses will be evaluated by the principal or a designee to determine if the absence is excused or unexcused. Students shall be permitted to make up work when absences are excused and unexcused. Excuses for absences are due within 2 days of a student returning to school.

Tardies/Early Check-outs:

Students must be on time for class in order to minimize disruptions of the instructional day. If a child arrives at school at 7:30 or later, the child (accompanied by an adult) must check in at the office and is counted as tardy. **STUDENTS MUST BE IN THE CLASSROOM BY 7:30 TO BE CONSIDERED ON TIME FOR SCHOOL.** Parents will be contacted if tardies become frequent. Any student checked out before 1:15 p.m. will also be considered tardy. Students who arrive late on buses will not be

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marked as tardy as this is due to circumstances beyond their control. Tardy is defined as arriving to school or class after the designated start time or leaving school or class before the designated end time. Students may be counted present for the day if at least one half of the instructional day is spent in school (until 10:45 pm). Five or more tardies and/or early dismissals will count as one absence and prevent the student from earning the Perfect Attendance Award.

Early dismissals will be granted for the same reasons available for legal absences. Students who need to leave early must have a parent or guardian to sign them out at the office. (No students will be allowed to check out between 1:15 p.m. and the end of school without a doctor's appointment or an emergency situation.) Parents can expect the staff to ask to see an appointment card. **Please make appointments (doctor, dental, etc.) for after school hours or as late in the day as possible to minimize lost instructional time.**

Children must be checked out via the Checkmate system during dismissal time. Parents or guardian must have their ID. Students attending the afterschool program may be checked out no earlier than 2:30.

NO CHILD WILL BE ALLOWED TO LEAVE THE CLASSROOM WITH PARENTS/ GUARDIANS. THEY MUST BE RELEASED THROUGH THE OFFICE. Identification must be shown unless the office staff personally knows you. If parents know that a student will be picked up during the school day, please send a note to the teacher indicating the time that the student will be leaving.

AWARDS

At the end of each 9 weeks, students in K-5th grade will be recognized for various academic, attendance, and citizenship achievements. We will also have end of the year awards on one of the last days of school.

CHILDCARE

Early morning and afternoon childcare is available to all YES students on a first-come, first-serve basis. Morning care is provided from 6:30-7:00 a.m. Afternoon care is provided from 2:20-6:30 p.m. when school is in session. Homework assistance, technology access, and playtime are provided. A snack is provided during the afternoon session. Please check on our website for an application and for pricing information. You may also contact the front office for information at 770-867-1147.

CLOSINGS DUE TO INCLEMENT WEATHER

In the event of severe weather or other conditions, the starting time of a school day may be delayed or all schools may be closed. Announcements will be made over local radio and television stations. Each student should have a completed inclement weather form specifying directions in case school is closed during the day.

CONCERNS/COMPLAINTS

We appreciate your bringing these to our attention so that we may have a chance to explain or correct the situation. Parents, if you have a problem or concern, please talk directly to the teacher, bus driver or other employee first, then to the Assistant Principal or Principal, if necessary.

CONFERENCES WITH TEACHERS

Yargo Elementary School values a strong home/school relationship and understands that students learn best in a team atmosphere where parents and teachers work together for the benefit of the student. Parents are urged to attend all public meetings held by the school for parents to get to know their child's teacher early in the school year and to schedule individual parent/teacher conferences if there are concerns.

Conferences may be scheduled with an individual teacher by e-mailing the teacher, sending a note, or by calling the school office. Parent-Teacher conferences should be scheduled before or after school hours. We would like to encourage virtual conferences as your first choice. If you feel it is necessary to meet face to face, please let the teacher know. An administrator can be present upon the request of the parents and/or teacher.

COUNSELING

Counseling is available for all students experiencing difficulty in any of the following areas: behavior, social or emotional conflicts, or family crisis. The counseling program includes small group counseling. The counselor provides classroom guidance lessons in the areas of self-esteem, accepting responsibility, peer pressure, decision making, social skills, personal safety and drug/alcohol abuse prevention.

FIELD TRIPS

All field trips will be carefully planned to insure instructionally sound learning experiences and adequate supervision of students. Advance approval by the School Governance Team is required for any field trip. The request is then forwarded to the central



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office for approval. Before a student can participate, he/she is required to secure a parent/guardian permission form that will be provided by the school.

FRONT DOOR SECURITY

At the Barrow County School System, we are continually looking for ways to enhance our safety and security measures. Enhancing front entrance security has been on our radar for a few years now and we have a system that will allow us to enhance access control at the front entrance. Our school utilizes an electronic buzz-in system for our front door between the hours of 7:30 am and 3:30 pm. During this time visitors will press a button on the intercom at the front door to alert a staff member of your presence. The staff member will check your ID and buzz you in. While this change may create a mild inconvenience at the point of entry to the school, we believe that it will enhance safety and security for our students and staff.

GRADING REPORTS/GRADING SYSTEM and PROMOTION REQUIREMENTS

All elementary schools in Barrow County are on quarterly grading periods. Elementary report cards will be available on the Parent Portal of Infnit Campus. Care should be taken to understand your child's report card, as well as the promotion requirements. If you have any questions about our grading system, please do not hesitate to contact the school to make an appointment to see your child's teacher. A conference with the teacher is the best method of learning how your child is progressing and behaving in school; therefore, we ask that parents come in for a conference at least twice a year.

PROMOTION REQUIREMENTS

Although the Barrow County Board of Education strongly believes that students should advance to the next highest grade level annually, promotion within Barrow County schools is based primarily on student achievement and is not an automatic process. It is recognized that under certain circumstances retention may be considered for some students. Parents will be invited to a conference regarding the school's decision to retain their student.

HOMEWORK

Homework will be assigned to reinforce skills that have been introduced at school. If homework is too difficult or takes your child an excessive amount of time to complete, parents and/or students are urged to discuss this with the teacher. Parents and Guardians can best assist their child by providing a defined time and a quiet, well-lit place for homework. This place should be free from distractions such as radio, TV, telephone, and visitors. Parents are encouraged to supervise the homework and ask questions to help reinforce the learning, but please allow your child to complete homework assignments independently. It is the responsibility of the student to complete the assigned homework and return it to school on time. Students are encouraged to read for a few minutes every night. We hope your child develops a love for reading that lasts a lifetime!

Illness/Fever Policy

Per recommendations from Children's Healthcare of Atlanta, a child with a fever higher than 100.4 degrees will be sent home, and the child may not return to school until fever-free (without medicine) for 3 days.

Students suffering from diarrhea or vomiting should be kept at home, and if these conditions occur at school, parents will be called to pick up their child.

LOST AND FOUND

There are always a large number of jackets, sweaters and other articles of clothing left at school each year. Therefore, please write your child's name on the labels of garments so that if found they can be returned to the rightful owner. Also, have his/her first and last name on as many of his/her school supplies as possible. It helps to provide your child with a labeled coin purse or wallet to carry his/her lunch money. If an item cannot be identified, it is placed in the "Lost and Found Collection." Parents are welcome to look through the collection of lost and found garments at any time. At the end of each month, all lost and found items not claimed are given to charitable organizations.

MEDIA CENTER/LIBRARY

We are fortunate to have a great collection of materials in our Media Center. We encourage students and teachers to use this resource. Individual students may come in the Media Center at any time during the school day (with their teacher's permission) to check out books, study, do research, play quiet games, or read for pleasure.

Media Center Rules:

- **Quiet voices** (to show respect for others).
- **Walking Feet** (to keep yourself and your friends safe)
- **Use your Book-Buddies** (to put books back where they belong).

Student Checkout Policy:

All books are checked out for **two weeks**. Items may be renewed, unless there is a waiting list. Students (with the help of their families) are responsible for the care and return of library books. Students with overdue books may not check out again until the books are returned or paid for. NO fines are charged for overdue books.

Checkout Limits:



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Pre-K: 1 book at a time (to stay in classroom)

K-1st grade: 1 book at a time

2-5th grade: 2 books at a time

Overdue Notices:

Overdue notices will only be sent out at the end of the school year. The notices are reminders that books need to be found and returned or paid for so that accounts can be cleared BEFORE the end of the school year. Without a cleared account, students cannot receive their end of the year report card nor check out books the following year.

MENTOR PALS

Mentor Pals is Yargo's mentoring program. If your child is in need of a mentor, contact the School Counselor.

PARENT VISITS

For your child's protection and for the efficient operation of the school, all parents and other guests are to report to the office upon each visit to the school and will be issued a guest tag to wear. In the interest of our students' safety, staff members have been asked to question guests without a tag and to direct them to the office. Failure to comply with a request to report to the office will result in trespassing charges.

In order to maximize our instructional time with your children, teachers are not to be interrupted during class time to talk with parents or other guests. While we want parents to visit and become involved in our school, we want to be sure that we minimize classroom disruptions and maximize learning for our students. Therefore, teacher conferences or classroom observations will be allowed by appointment only.

Lunch Guests: Parents and other guests are encouraged to come eat lunch with their children at any time. Parents are to sit with their child at the designated parent table or may eat with their child outside at the picnic tables. They are not allowed to bring another child with them to eat in a separate location. Parents are to inform the lunch duty Monitor if they are going outside to eat. **It is preferred that foods from restaurants not be brought in; however, if they are, they are not allowed in the lunchroom unless it is repackaged in plain paper.** No restaurant names are allowed. Students are also not allowed to drink soft drinks while in the lunchroom. Students may purchase milk with food brought in by parents or brought from home. After lunch, we ask that parents say goodbye to their child at the front atrium, rather than walking their child back to class.

Necessary items for students, which are brought during the school day, are to be left in the office. School personnel will deliver them to the student at times which will least affect classroom instruction, or notify the teacher by email that the items are ready to be picked up.

Liability mandates that NO guests are allowed on the playground when students are present.

PARTIES

To protect valued instructional time, class parties are limited to two per year and are limited to one hour in length. The teachers and the room parent(s) plan the parties. Grade level teams will select common dates and times for the parties. Parents should always check with your child's teacher before bringing in food items for the class.

All food items for a party must be store bought. No homemade items will be allowed due to student allergies. The nutritional label for store bought items must be visible on the product.

PHYSICAL EDUCATION

This is an important part of the education program at Yargo Elementary School. It is required for every student. Physical Education is graded in accordance with any other academic subject. If a student has been ill, he/she will be allowed to sit out of movement activities when they present the P.E. teacher with a note from home stating they are sick/have been sick. A maximum of one day is allowed without a doctor's written excuse. The P.E. teacher will plan appropriate non-movement activities during this time. Special arrangements are made for students with physical handicaps, rheumatic fever, etc. Adaptive P.E. is substituted in these cases. **Students are required to wear tennis shoes to participate in P.E. activities.**

Students that wish to change shoes for PE may bring their shoes and change them at the beginning and end of PE class. Shoes will not be changed within the classroom as it takes away from instructional time.

PARENT TEACHER ORGANIZATION (PTO)

We encourage all parents to attend and become active members of our PTO. Parents are also welcome to attend monthly PTO Executive Board Meetings. Please watch the weekly parent email from administration for dates and times.

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PTO has provided many things to promote quality education at Yargo. This group of parents volunteer countless hours to the support of activities and functions at our school. Notices concerning PTO sponsored events will be sent via e-mail blasts or through flyers in Wednesday Folders. Come join the fun, get involved, and learn more about our school! Your support of the PTO's fundraising projects is greatly appreciated. All funds raised by PTO directly benefit our school.

SCHOOL MATERIALS AND FINES

Textbooks, library/media materials, and equipment are the property of the Barrow County Board of Education and are issued to students for their use free of charge. The return of these materials to the school for further use shall be the sole responsibility of the students and their parents/guardians. Students who lose or damage materials and equipment shall reimburse the Barrow County Board of Education for the cost of replacement/repairs.

SCHOOL SUPPLIES

Students are to come to school every day with the supplies needed to do their assignments. The teachers will notify you of specific items they would like for their students to have. A supply list is also available on the school website: <http://www.barrow.k12.ga.us/yes> Supplies may also be purchased from the School Tool Box company at www.schooltoolbox.com. The school does provide money back to the school from their sales.

SNACKS

Since a good breakfast and lunch are served, items such as gum, candy and soft drinks are not allowed. Snacks such as fresh fruit or something of nutritional value are permissible in classrooms. Check with your child's teacher for specific classroom snack guidelines. PLEASE DO NOT SEND DRINKS WITH RED, ORANGE, BLUE OR OTHER BRIGHTLY COLORED DYE WHICH WILL STAIN CARPET.

STUDENT DRESS CODE

The purpose of this dress code is to assist administrators, teachers, students, and parents in fulfilling the mission of Barrow County Schools to provide all students quality educational opportunities that enable them to become successful, responsible, and contributing citizens. To accomplish this mission, the learning environment must be one that is safe, disciplined, and free of distractions. Therefore, the dress code regulations that follow are not designed to inhibit personal taste but to encourage learning, good behavior, and safety.

1. Any clothing, hairstyle, jewelry, chains, or attire that is distracting or causes a disruption or constitutes a safety issue will not be permitted at school.
2. Shorts, skirts, dresses, and spirit wear must be of reasonable length; e.g., mid-thigh if they are to be worn at school. (All shirts, dresses, and blouses must have moderate sleeves.)
3. Clothing such as skirts, pants, trousers, etc., must be worn at the waist. Clothing shall not be poorly fitted or oversized or extremely baggy. Clothing that exposes underclothing or impedes walking will not be permitted. (Jeans, etc., with holes not permitted.)
4. Clothing and/or jewelry, which advertises or displays any insignia of alcohol, illegal drugs, or tobacco is not permitted.
5. Clothing and/or jewelry with words or symbols which are offensive, insulting, embarrassing, sexually suggestive, obscene, gang-related, or promote violence, terrorism, or abusive behavior will not be permitted at school.
6. Clothing that distracts by exposing or accentuating the body, such as spandex pants, see-through garments, halter or tube tops, backless dresses, muscle shirts, bare midriff outfits, or shirts, blouses, etc., that are tied at or may rise above the waist will not be permitted at school (*Yargo teachers and administrators view age and development as an important factor when determining appropriateness of dress. What is appropriate attire for a Pre-K or Kindergarten student may not be appropriate attire for a 4th or 5th grade student.*)
7. Sunglasses, caps, hats, and other head-coverings such as bandannas and hoods will not be worn inside the school building.
8. Appropriate shoes must be worn at all times at school. Due to safety concerns, flip-flops are not allowed at Yargo Elementary.
9. Tops with hoods otherwise known as "hoodies" may be worn to school. However, hoods will not be accepted to be worn on the student's head upon entering the building. Students must be prepared, alert, and ready to learn each day. Alleviating all distractions, including wearing a "hoodie", is paramount to preparing a student's body and mind to learn.

Discretionary Statement:

The Principal/Site Administrators have the authority to interpret the dress code and make a case-by-case determination for appropriateness of dress and appearance, which is or is not covered in these dress code standards. Principals/Site Administrators may make occasional, school-wide exceptions to these standards for such events as "hat days" or "spirit days."

TELEPHONE USE

Students will not be called to the telephone, nor will they be allowed to use the school phone or personal cell phones to call out, except in unusual circumstances. Telephone messages from parents to students will be handled by the school office. Such calls should be reserved for emergency situations.

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Realizing that some parents provide cell phones for their child to be able to reach them upon arriving home in the afternoons; please be aware that if your child is using the phone at school during the school day, it will be confiscated and you will be requested to come and pick it up. We do have some classrooms that have become BYOT (bring your own technology) rooms. In these cases cell phones and other devices are acceptable to have out and in use (for educational purposes only) during the times specified by their teacher. We are not responsible for lost, damaged or stolen phones. However, when phones are not being used for educational purposes, they should be turned off and placed in the student's book bag. Phones are also not permitted on the school bus.

TRANSPORTATION

Car Transportation

Car riders will be released at 2:00 pm. Car riders may be picked up through the driveway on the side of the building. Please obtain a car tag from the front office and put the sign inside your windshield. Each family will be provided with two car tags. Anyone picking up in the car line must have the name visible through the front windshield when coming to pick up a child. Lost or damaged tags must be replaced at a fee of \$5 per tag. Children should be picked up promptly. **Failure to pick your child up by 2:30 pm will result in an afterschool drop-in fee of \$10 per child due when the child is picked up.**

Change in Transportation

If there is a change in the regularly scheduled mode of transportation, please make arrangements with your child before he/she leaves home in the morning. Please send a WRITTEN note, dated and signed by the parent/guardian, on the day of the change so that the school will have a record of the change in the student's regular schedule. The student is responsible for obtaining the school's signature on the day for which the permission to change is granted. The student must bring the note to the office so that front office staff may verify the note. If these protocols are not followed, then the child will be sent home using the normal mode of transportation. Teachers will not accept emails for transportation changes.

This is intended to prevent children from deciding during the day, on their own, to go home with friends. **We will accept a fax or email attachment including parent/guardian picture ID regarding transportation changes, ONLY in emergency situations, but no changes will be made after 1:15 pm.**

Afternoons are generally a very busy time in the office, which can result in messages not being delivered in time to make the necessary changes. It works best if you have transportation arrangements worked out and understood each morning. Unless your child has a note signed by you requesting a change in his/her usual transportation arrangements, he/she will be transported in the usual manner.

VOLUNTEERS and VIPs (Very Important Parents)

Once the Covid restrictions have been lifted all volunteer opportunities will resume with the following policy:

Parent volunteers are always welcome at Yargo! Please see our school's volunteer coordinator (Ms. Samantha Eskew) for a list of classrooms, other locations, or events needing additional adult help. Sometimes, volunteering in your own child's classroom can be distracting for your child and might interfere with the learning process for your child or others in the class. If this happens, you will be reassigned to another location in need of extra assistance. Volunteers are asked not to be on our school playground while students are present and to limit your visit to the assigned area in which you are helping.

All volunteers who will be working within the school, chaperoning a field trip, working directly with children, or aiding a teacher will be required to participate in volunteer training. Training will take place at the school at least once a month from August through March. Please check the school calendar or weekly parent emails from administration for dates and times. Parents and volunteers are required to attend training each year.

WITHDRAWAL PROCEDURES

If possible, a parent/guardian should notify the school office at least two days before the student is expected to withdraw from the school. A withdrawal form must be completed and a photo ID provided by the parent completing the request. On the child's final day of school, we will provide, if requested, the parent with copies of the following documents to take to the child's new school:

- Withdrawal form
- Report Card
- Birth Certificate/Immunization Certificates

Copies of all records will be mailed to the new school after we receive a written request for the records.