



HANDBOOK

2023 - 2024

In addition to the following school-specific items, we adhere to the Barrow County School System’s Student Handbook guidelines, which can be found here:

<https://www.barrow.k12.ga.us/families/students/student-handbook>

Table of Contents

A Note From the Principal..... 1

General School Information2

 Administration/Office Staff2

 Contact Information2

 School Hours2

 Academic Calendar4

 Barrow County Code of Conduct5

Positive Behavior Intervention & Support (PBIS).....5

Corresponding with Teachers and Administrators5

 Red Communication Folder.....5

 Remind App5

 Visits to School by Parents.....5

Attendance6

 Tardies and Early Check-Out Procedures6

 Make Up Work6

Student Records7

 Response To Intervention (RTI)/Student Support Team (SST)/Multi-Tiered System of Supports (MTSS).....7

Student Enrollments/Transfer/Withdrawals7

 Student Withdrawal/Transfer Procedures8

Transportation8

 Car Riders8

 Bus Riders.....8

Dress Code.....9

Physical Education (PE)9

Personal Belongings10

 Items Not Permitted10

Phones and/or Other Electronic Communication Devices 10

Lost and Found 10

Clinic Procedures 10

 Student Illness 11

 Medication 11

 Head Lice Policy 11

Nutrition Information 11

Evening Events and PTO Activities 12

Incident Weather 12

Barrow County School District Handbook 13

 Parent’s Right to Request a Teacher’s and a Paraprofessional’s Qualifications 13

 Student/Parent Policy Understanding Acknowledgement 15

A Note From the Principal

Dear Families,

With heartfelt enthusiasm, I welcome all of you to the beginning of the 2023-2024 school year at Winder Elementary. It is my pleasure to extend an especially warm welcome to our new Bullpup families. This will be my fourth year leading Winder Elementary, and I am honored to serve as principal.

At Winder Elementary School, our goal is to make sure every child experiences at least a year's growth during the school year. Our faculty and staff are caring and motivated, and want to make Winder Elementary the very best it can be for all students. Leading by example, we strive to inspire a genuine love for learning. By working together, we can accomplish all of these goals, and look forward to a positive and productive year together.

Thank you for all you do to support your child's learning. Please feel free to contact me at 678-425-2914 or andrea.neher@barrow.k12.ga.us.

Here's to a wonderful year at Winder Elementary School!

Sincerely,

Andrea P. Neher
Principal

General School Information

Administration/Office Staff

Principal	Dr. Andrea Neher
Assistant Principal	Eric Frazier
Instructional Coach	Melissa Kurtz
Receptionist	L.D. DeKatch
Registrar	Patricia McMillan
Bookkeeper/Secretary	Natalie Hodge
Counselor	Dana King-Wiley
Nurse	

Contact Information

Address: 194 McNeal Road
Winder, GA 30680

Phone: 678-425-2914

Fax: 678-425-2915

Website: www.barrow.k12.ga.us/wes/

School Hours

Elementary school hours are 7:30 a.m. to 2:00 p.m. Doors will be kept locked until 7:00 a.m. No students may be dropped off before 7:00 a.m.

Winder Elementary School offers a Before Care and After School Program. Space for these programs is limited and all students must be registered to attend. For more information, please contact the ASP Coordinator, Ms. Patricia McMillan.



2023-2024 STUDENT CALENDAR

IMPORTANT INFORMATION

All students start school on Tuesday, August 1.

NEW Bell Schedule Times

- Pre-K & Elementary 7:30 a.m. - 2:00 p.m.
- Middle Schools 9:00 a.m. - 4:00 p.m.
- High Schools 8:15 a.m. - 3:15 p.m.
- Arts & Innovation Magnet 9:30 a.m. - 3:30 p.m.

Digital Learning Days

On the two planned Digital Learning Days (Nov 7 and Feb 12) all students will learn from home. Teachers will provide assignments through Microsoft Teams or Canvas. K-2 grade assignments or materials may be sent home with students as needed (ex. packets).

Early Release Days are held twice a year at the end of each semester.

Early dismissal times are listed below.

- Pre-K & Elementary: 10:45 a.m.
- Middle Schools: 12:30 p.m.
- High Schools: 11:45 a.m.
- Arts & Innovation Magnet: 12:30 p.m.



Here Comes The Bus®

Track your student's school bus from door to door!
Download the app at bit.ly/hcsshctb

Inclement Weather

If bad weather causes school to be delayed, canceled, or dismissed early, public announcements will be made on the school system's website (www.barrow.k12.ga.us); on Facebook, Twitter, and Instagram; through Parentlink with calls and emails; using Remind SMS Text message; and via metro-Atlanta radio and television stations. Unscheduled full-day cancellations are usually announced by 6 a.m.

*Note: This calendar does not include designated inclement weather make-up days. BCSS may make up any inclement days by using the February and/or March breaks and/or extending the school day or year.



Professional Development Center

179 West Athens Street
Winder, GA 30680

770-867-4527

www.barrow.k12.ga.us

August 2023

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 First Day of School

September 2023

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1, 4 Labor Day Holiday - No School

October 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6 Teacher Work Day
6, 9-13 Fall Break - No School
18 Report Cards

November 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

7 Digital Learning Day at home
7 Teacher Work Day
20-24 Thanksgiving Break - No School

December 2023

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20 Early Release
21-22, 25-29 Winter Break - No School

Call or text the Tip Line at 678-786-2144. Report emergencies through 911.

Barrow County Schools
are **YOUR** schools.
Help keep them **SAFE!**

If you **know** something,
say something!

SAFETY FIRST

The health and safety of our students and staff is our highest priority.

At the beginning of the school year, school and district administrators update the School Emergency Operations Plan for each campus.

BCSS is prepared to keep our students and staff safe with: access control measures; a video intercom system at main entrances; Visitor Management System with built-in sex offender registry check; security cameras—interior, exterior and classroom cameras; safety drills (Fire, Lockdown, Severe Weather); Emergency Preparedness Guides in all classrooms; School Resource Officers throughout the District; and AEDs located in all schools.

HOW CAN YOU AND YOUR STUDENT BE PREPARED?

- Keep your contact information and emergency contact information current to ensure timely notifications.
- Keep all medical information up to date.
- During an emergency, please do not call or come to the school. Instructions and updates will be provided via phone call, text, email, and website.
- Speak with your child about following teachers' directions and stress the importance of why we conduct school safety drills.
- If you have specific concerns about your child's safety, contact your school's principal and/or the safety and security office.


STAY IN THE KNOW

- **Update your email address and phone number** on our Parent Update Website. Easily make changes at bit.ly/BCSSInfoUpdate.
- Attend School Board meetings, typically on the first Tuesday of each month at 6 p.m. Watch live or catch recordings on the BCSS YouTube channel.
- Watch BOLD TV on Xfinity channels 21 or 24 for live and on-demand content.
- Connect with your child's school and our school district on social media for daily stories and updates.

 **Facebook**
@BarrowCountySchools

 **YouTube**
@BarrowCountySchools

 **Twitter**
@BCSchools1

 **LinkedIn**
@BarrowCountySchools

 **Instagram**
@BarrowCountySchools

January 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-5 Winter Break - No School
4-5 Teacher Work Day
8 First Day of Semester
10 Report Cards
15 MLK Holiday - No School

February 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

9 Feb Break* - No School
12 Digital Learning Day at home
12 Teacher Work Day

March 2024

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

14 Teacher Work Day
14-15 March Break* - No School
20 Report Cards

April 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1-5 Spring Break - No School

May 2024

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

22 Early Release - Last Day of School
23-24 Teacher Work Day
22 BASA Graduation
23 WBHS Graduation
24 AHS Graduation
25 Graduation Makeup Day

Academic Calendar

This calendar and other important information can be found on the Barrow County Schools website at www.barrow.k12.ga.us.

Barrow County Code of Conduct

Barrow County Schools Code of Conduct is included in this document. Parents should review the Code of Conduct with their children in order for students to understand expectations for behavior.

Winder Elementary School has implemented Positive Behavior Intervention Support or PBIS. This program promotes school wide behavior expectations that are taught and reinforced in a positive manner. While good behavior is rewarded, the Code of Conduct is still enforced.

Positive Behavior Intervention & Support (PBIS)

Positive Behavior Intervention & Support (PBIS) is a framework used by Barrow County Schools to reduce disciplinary incidents, increase safety, and improve academic outcomes. More information is included under the Student Code of Conduct in the Barrow County Schools Handbook section of this document.

Corresponding with Teachers and Administrators

Communication is key to the success of your student. Teachers and Administrators will gladly welcome your phone calls, emails, and Remind messages. Please note that during the school day instruction is the top priority so while they may not be available immediately our staff will make every effort to respond to you as quickly as possible; typically, the response time is within 24 hours.

Red Communication Folder

Every student at Winder Elementary School will be provided with a red communication folder. These are to be used as tools to communicate with the school and the teacher. Please check the red folder whenever your child brings it home. If sending in a note, a transportation change, or any other documentation, please place them securely in the appropriate place. Encourage students to take responsibility to ensure items are turned in quickly.



Remind App

All WES teachers and staff use an app called Remind to communicate with families. Remind is a free, safe messaging app that keeps families up to date with what's happening in the classroom. Students and parents can receive Remind messages from WES teachers and staff by text, phone, email, and push notifications in the app. Teachers will share each class' "class code," to connect.

Visits to School by Parents



We LOVE having visitors at Winder Elementary School and welcome all families to be an integral part of their child's education! You are welcome to visit our school at any time, including having lunch with your child, as long as it does not interfere with instruction. Parents and family members may eat with their child. We ask that you call at least a day in advance to "make a reservation" so we know who we'll be expecting.

All visitors must come through the front doors at Winder Elementary School and check-in at the front office. Visitors will be asked to provide a form of picture identification. Please let the office staff know the reason for your visit. We have an electronic sign-in system, which requires you to type your name and reason for visit. You will get a "Visitor" sticker printed with your name and the date on it. When you leave, please check out using the same system. Our office staff will be happy to help you with any of this.

To minimize disruptions to the instructional day, students arriving late walk themselves to class, or walk to class with a staff member, rather than a parent. Parents bringing items to their children after the instructional day has begun will be asked to leave those items at the front desk for later distribution by staff.

If you would like to meet with your child's teacher, or visit during instruction, please make an appointment with the teacher. This helps to minimize the disruption to instruction. Exceptions may be approved by Dr. Neher or Mr. Frazier.

Attendance

Attendance is an important factor in a student's classroom success. Please try to keep absences to a minimum by scheduling appointments for non-school days and after school hours when possible. In the event that you must schedule an appointment during the school day, be aware that your student will not only be missing valuable instructional time but will also be marked as either tardy or absent depending on the amount of time missed for the day.

Tardies and Early Check-Out Procedures

Students must be on time for class in order to minimize disruptions of the instructional day. Tardy is defined as arriving to school or class after the designated start time or leaving school or class before the designated end time. If a child arrives at school at 7:30 or later, he/she must be brought to the front door by a family member and must be checked in by the office staff. When checking in after 7:30, the student will be 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 2:00 will also be considered tardy. Students who arrive late on buses will not be marked as tardy as this is due to circumstances beyond their control. Students may be counted present for the day if at least one half of the instructional day is spent in school.

Early dismissals will be granted for the same reasons available for excused absences. Students who need to leave early must have a parent or guardian sign them out at the front door by office staff (No students will be allowed to check out between 1:30 p.m. and 2:00 p.m. unless for a doctor's appointment or an emergency). Parents can expect the staff to ask to see an appointment card from the doctor when asking to check students out after 1:30 p.m. Please make appointments (doctor, dental, etc.) for after school hours or as late in the day as possible to minimize lost instructional time.

Make Up Work

Make up work for students absent for three or more consecutive days may be requested by calling the school. It can take up to 24 hours to gather and prepare the materials. Students absent less than three consecutive days will receive necessary make up work upon their return.

Student Records

Student records include a copy of the birth certificate, all health records/immunization records, test scores, and grades. All information is kept in a digital format. This information is important when used to determine needs for special services and to record the student's progress. The documents should be kept up to date and if additional documentation is requested it should be provided as quickly as possible. Records may be reviewed by a parent/guardian upon request.



Student contact information is highly important. In the event that there is an emergency, the most current information should be kept on record. If at any time you have a phone number or address change, please have this information updated at the school. A Parent/Guardian needs to come to the front office to update phone numbers. A change in address may be done at the Barrow County Schools Professional Development Center.

If you have questions about your student's records please contact the Registrar, Ms. Ryane Lee.

Response To Intervention (RTI)/Student Support Team (SST)/Multi-Tiered System of Supports (MTSS)

These are processes used when a student is not making the expected level of academic progress through differentiated instructional strategies presented in the classroom. Each involves defining the area(s) of difficulty, planning an intervention, implementing the intervention, and evaluating the student's progress. Monitoring for proper implementation of the research-based intervention is also a part of the process.

Students needing additional support may be referred to the Student Support Team. The RTI/SST team is a group of professionals identified for the specific purpose of reviewing student performance and providing support for the student who is having difficulty. Parents are urged to be active participants in this process.

Areas of difficulty may include behavior, learning, speech, or hearing among other concerns. The group may, or may not, lead to a request for further assessment, classroom observations, or a recommendation for referral for the school psychologist to assess for possible eligibility for special education programs. If such a referral is made, the Student Support Team will inform the parents and request formal written permission before proceeding with such referrals. Special services are only available if the child is found to be eligible.

Student Enrollments/Transfer/Withdrawals

Georgia State law requires that a child must be five-years-old on or before September 1st to enter kindergarten or six-years-old on or before September 1st to enter first grade. Under certain provisions, an exception can be made for students who move from another state and have documentation that they had previously been attending school at an age earlier than allowed in Georgia.



Students are enrolled at the Professional Development Center (PDC). To enroll a student in a Georgia public school, a birth certificate, social security card, Georgia immunization certificate, and proof of residency must be presented. Current immunization records can be obtained from the Barrow County Health Department or from a private physician. They are required for all students and must certify immunization against whooping cough, tetanus, diphtheria, mumps, chicken pox, measles, polio, and hepatitis B.

Student Withdrawal/Transfer Procedures

A student **withdrawal form must be completed** for any student transferring to another Barrow County School or school system. Parents will be issued a copy of the birth certificate and immunization record if the receiving school requires these records before the student can be enrolled. Children must attend school in their identified attendance zone unless they are given permission by the Superintendent of the Barrow County School System to attend a school outside of their attendance zone. This request is made in writing to the superintendent through the principal's office.

Transportation

At the beginning of each school year, transportation choices are made for students. Transportation options are Walker, Car Rider, or Bus. Once selected, the mode of transportation can only be changed with written notification from the parent or guardian of the student.

Any transportation change request should be turned into the front office in writing prior to 10:00 a.m. on the morning of the change. If you send a note with your student, please communicate with them the importance of notifying their teacher and turning in the proper documentation. Phone calls and emails from the parent will not be allowed.

Car Riders

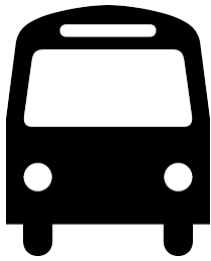
Our Car Rider line is in the back of the school and can be accessed by the Russell Middle School entrance off of West Candler Street. For safety reasons, we ask that students are not dropped off at any other location, including the front parking lot and bus loop.



Staff will be present to assist with both the arrival and dismissal of students in the car rider line. In the mornings, students will be greeted and allowed to enter the school after 7:00 a.m. It is important to remember that students are considered tardy if not in their classrooms prior to 7:30 a.m. Once the doors are closed, students must be brought to the front and accompanied inside by an adult for check in.

Please remember that safety is our number one priority. We ask that all parents abide by the speed limits when entering and leaving the property. Please refrain from talking on your cell phone during this process to allow clear communication with those working the car rider line. The car rider line will be single file and there is absolutely no passing. Following the instructions of those working car rider line is extremely important.

Bus Riders



All students should abide by the same rules while on the bus that are required when in the school building. It is important that students stay seated, talk in quiet voice, and listen to instructions from the bus driver at all times while on the bus.

Transportation can be reached by calling 770-867-2783. For more information on Barrow County Schools Bus Requirements and Discipline, please see the Bus Discipline section of the Barrow County Schools Handbook. To find the correct page number please refer to the Table of Contents.

Dress Code

Winder Elementary School promotes an environment for learning where students feel safe and free of distractions. Students should dress in appropriate ways to encourage learning, good behavior, and respect.



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.
3. Clothing such as skirts, pants, trousers, etc., must be worn at the waist. Clothing shall not be poorly fitted, oversized, or extremely baggy. Clothing that exposes underclothing or impedes walking will not be permitted. (Jeans, etc. with holes are 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.
7. Sunglasses, caps, hats, and other head-coverings such as bandanas and hoods will not be worn inside the school building.
8. Appropriate shoes must be worn at all times at school. 9. No flip flops or shoes with wheels will be permitted

Further dress code requirements can be found in the Student Code of Conduct.

Physical Education (PE)

Our physical education program (PE) provides opportunities for students to build skills in movement activities, rhythmic and dance activities, games, and sports. Students will also participate in physically challenging activities designed to improve their level of fitness. Safety

practices will be emphasized at all times.



One of the most important ways to help your student succeed in PE is by making sure your student is dressed appropriately on PE days. This means **TENNIS SHOES** and comfortable clothing, including shorts underneath dresses or skirts.

Take an interest in your student's fitness level and physical skills by asking about PE class and ask your student to show you what he/she learned. Encourage physical activities at home as a family. Let your student know that you value fitness and a healthy, active lifestyle.

Personal Belongings

Students are responsible for items brought to school. Winder Elementary School is not responsible for personal items that are damaged or lost.

Items Not Permitted

Items such as toys, electronic games, trading or playing cards, etc. are not allowed at school. Any such items brought to school without prior approval from your student's teacher may be confiscated and kept by the teacher or an administrator until a parent comes to get them, and/or until the end of the year. We ask parents to please check their children's book bags, pockets, etc. in an effort to make sure that such items are not brought to school.

Any item that is or resembles a weapon is strictly prohibited. The possession of such items could result in disciplinary action including suspension.

Phones and/or Other Electronic Communication Devices



Students are not allowed to have cell phones or other electronic communication devices during class. Students involved in the Bring Your Own Technology (BYOT) program may only have phones out during planned and approved instructional activities. The full BYOT requirements and expectations are included in this handbook. Please refer to the Table of Contents for page numbers.

Teachers and administration may request all devices be turned off and/or collected during the school day for any reason. If a student does not obey by the classroom rules, disciplinary actions may include a parent conference or confiscation of device.

Lost and Found

Winder Elementary School will operate a Lost and Found program for personal belongings located in the vestibule in the front of the building. It is important that all personal belongings be clearly marked with your student's name. Any item placed in Lost and Found will remain there until claimed. Any items not claimed in a reasonable amount of time will be donated to a charitable organization.

Clinic Procedures

Winder Elementary has a full-time nurse devoted to our students. During the school day if a student has an injury or illness they may be sent to the clinic. For further information or if you have any questions please contact our nurse, Aleisha Croy.

Student Illness

Instructional time is important, and we want students to attend school whenever possible; however, in the event that a student has a fever or is considered contagious, it may be necessary for the student to be picked up. The nurse or other trained staff will make a decision and notify the parent using the information on file. Please remember to update information anytime there is a change. If student pick up is requested, a parent or guardian or another approved emergency contact should pick up the student in a timely manner.

IMPORTANT: Any student with a fever must be fever free for 24 hours without medication in order to return to school.

Medication



Medication may be administered by trained school staff, if it is required during the school day. This should be limited to instances when a parent, guardian, physician, or other authorized person is unable to administer the medication. A permission form must be completed and on file in the clinic for medication to be administered.

Medication should never be sent to school with a student. All medications should be brought to the front office or clinic by a parent or guardian in the original packaging.

Head Lice Policy

The Barrow County School System and Winder Elementary take the prevention of the spreading of head lice very seriously and ask for parent support in our efforts. Head checks will be carried out periodically and more often when a problem is found.

Students who are found to have head lice will not be allowed to attend class. A case of head lice is defined as the presence of live lice.

No student will be allowed to return to class until he or she is free of all live lice. Upon returning to school the student must be walked into the school by an adult to be rechecked by the nurse and should provide proof of treatment.

IMPORTANT: If a student is continuously infested with head lice and misses 3 days from school, he or she will be referred to the school social worker who will provide additional health care information.

Nutrition Information

More information about the school nutrition program can be found in the Barrow County School District Handbook that follows. It is important, however, to note that outside food from restaurants is discouraged. If you choose to bring in items from a local restaurant, you should put the food in plain packaging from home.

Snacks

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. Winder Elementary School's snack rules are:

- No sticky foods are allowed for snack.
- No spicy foods are allowed for snack.
- The portion size of the snack should be for 1 day, ie., no large bags of chips.
- Only non-sparkling, non-flavored water may be in water bottles that are used during class times.

Evening Events and PTO Activities

During the school year there may be events held after regular school hours. These events may include events sponsored and hosted by our Parent Teacher Organization (PTO). During such events, students are expected to maintain the same behavior requested of them during the school day.



For the safety of the students, all children should be accompanied by an adult at all times. Please remind students and other children that they should remain in the area the event is taking place. Roaming the building will not be permitted, including trips to classrooms that are not directly being used for the event.

Inclement Weather

In the event of inclement weather or other emergencies it may be necessary to close school. If this occurs the decision will be made by the Barrow County School System Administrative Offices. Notifications will be sent out on social media pages, the school and district website, and local media outlets.

Please help us keep our lines open. Assume the school is open unless otherwise announced.

Barrow County School District Handbook

[BCSS Student Handbook](#)

-Parents and Guardians-

Please go to this [link](#) to review the BCSS Student Handbook which has important information related to the Student Code of Conduct, Parent Rights & Responsibilities and other Required Notifications for families that are the same for every school.

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 the Principal, at 678-425-2914 or Meggan McNally, Barrow County School System Director of Planning and Personnel at 770-867-4527.

Student/Parent Policy Understanding Acknowledgement

The **Winder Elementary** Student Handbook 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 678-425-2914. 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 student'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.

I have read and understand the 2023-2024 **Winder 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: _____

