



Student Handbook 2019-2020

*Title I School
Integrating the Arts into the
Georgia Standards of Excellence*

HALL COUNTY SCHOOLS
“Character, Competency, Rigor for ALL”

McEver Arts Academy
3265 Montgomery Drive
Gainesville, GA 30504
770-534-7473
Cell: 770-561-9814
Fax: 770-531-3055
<http://www.hallco.org/McEverES>

Welcome to another year at McEver! Our students have had opportunities to learn in many different ways through the use of arts-based strategies in the classroom, integrated units, and CREATE Classes. In addition, most of our students have been involved in an afterschool or before school activity like Dance, Guitar, Drama, Scouting, Ukulele, Violin, Running, or YMCA Afterschool Program. Getting children involved in school and truly enjoying to learn is our goal at McEver Arts! A wide variety of experiences will help students determine interests and promote lifelong learning. This year promises to be just as exciting!

Congratulations to the McEver Arts Community! The Alliance for a Healthier Generation announced that McEver Arts Academy has achieved the 2016 Silver National Recognition Award. We were able to earn this award with additional instructional minutes in health, safety, and fitness and making

healthy food choices a focus for our students. Teaching children at a young age all about healthy life choices has been our focus! Way to go McEver!

You are your child’s first teacher and continue to make a major impact on their academic success. We need your help and hope that you get involved with our school. Get active with the PTO by attending meetings and events. Attend the grade level SNACK & LEARNS. These are quarterly meetings to address what the students will need to know by the end of the nine weeks. Parents who attended last year found the meetings very helpful for them and their children prospered as a result. It also provides a place for parents to come together and become a part of the McEver TEAM.

We are proud of the progress our students have made over the past several years! The CCRPI score for our school (which is the way the state of Georgia grades our school) continues to improve which is an indicator of the progress we have made across the boards. This indicator measures student growth in academic achievement, student attendance, as well as school and teacher effectiveness. We are making steady gains!

We believe that by working together, we can make a difference! On behalf of the entire McEver Staff, we look forward to working with you and providing another exciting year for the children of McEver! Thank you for your support and the opportunity to serve you and your children!

OUR MISSION
Mustangs LEAD

OUR VISION
Mustangs LEAD
Through-Language, Exploration, Art, Diversity

OUR BELIEFS
We believe in the development of the whole child through multiple teaching frameworks emphasizing arts-based strategies and dual language instruction.

We believe that learning targets must be established and clearly communicated.

We believe that collaboration and open communication creates a community of invested stakeholders.

We believe in fostering an environment, which creates respectful citizens that celebrate and honor our school’s cultures and backgrounds.

SCHOOL POLICIES

In order to affect a better understanding of certain phases of the school program, a statement of school policies is published from time to time. Policies may change as the need arises. When all persons abide by the policies, there are few misunderstandings and more efficiency in the smooth operation of the school. Often little things contribute much to the harmony and well-being of all concerned in school operations. Please assist in carrying out these policies.

These policies are in accordance with and in addition to the Code of Conduct and Discipline procedures of the Hall County Board of Education. Please review these policies carefully with your child.

BE A MCEVER VOLUNTEER MAKE A DIFFERENCE, GET INVOLVED!

Be part of the TEAM!

We encourage all parents to get involved at McEver, involvement is the key to the success of your child! Adults in the McEver community contribute hundreds of hours of volunteer services that add immeasurably to the quality of our school. If you have any talents or skills and time to volunteer, we are interested in hearing from you. We especially need adults interested in listening to children read, playing games, and helping our teachers during the school day.

HELP YOUR CHILD SUCCEED IN SCHOOL

Parents are their child's first teacher and play an important role in helping their child succeed in school by taking an active interest in the student's school experiences and helping the child develop self-confidence.

1. Show an interest in your child's schoolwork and homework.
2. Make only positive comments about your child's school, program, and teacher in front of your child.
3. Set aside a special time for your child to do homework. Provide a quiet place and proper tools.
4. Assist with homework when necessary, but do not do it for your child.
5. Avoid comparing one child with another...we are all unique individuals with different learning styles and rates.
6. Build confidence and self-esteem in your child through praise and encouragement.
7. Share the insights you have about your child with the teacher at parent/teacher conferences. This will help the teacher better understand your student.

THE SCHOOL DAY FOR STUDENTS

1. School hours are from 7:45 a.m. until 2:25 p.m. No child should arrive before 7:15 a.m. or left outside the school unsupervised. **Students have breakfast and morning work to complete before instruction begins at 7:45. The Morning Show and Announcements will begin at 7:45. INSTRUCTION begins PROMPTLY at 7:45! Please help us by getting students here ready to get started between 7:15-7:30...INSTRUCTION STARTS at 7:45!**
2. Students must be in their seats ready to start the instructional day at 7:45a.m. If a child is tardy to school, then a parent must come into the office to sign-in the child. Repeated tardiness will require a conference.
3. Car riders are dismissed at 2:25 p.m. and should be picked up promptly.
4. You must sign your child in and out through the office. Afternoon check-outs must be before 2:00.

EMERGENCY SCHOOL CLOSINGS

In emergency situations such as snow or ice, lack of heat or power, etc, the school may close early. The official radio station for school closing is WDUN-AM (550). Please make sure we have the correct phone numbers and email message as well so you can receive messages from Infinite campus.

SCHOOL ATTENDANCE

The school year includes 180 days of instruction. Students are expected to be at school on time each day that school is in session except for approved absences.

1. Legal tardiness or absences are identified in Georgia law and Hall County policy as the following:
 - The child is ill.
 - There is a death in the child's immediate family.
 - The child is observing a religious holiday.
 - The child is a Page in the Georgia General Assembly.
 - Weather conditions prevent the child's attendance.
 - The child has a pre-arranged medical appointment.
2. **Please call the school nurse whenever your child is absent from school.** Upon return to school after each absence, parents must send a note explaining the reason for the absence otherwise the absence from school is considered UNEXCUSED.
3. Students will be provided an opportunity to make up work missed due to excused absences.
4. Parents will be contacted by letter when their child misses 5 days. Letters are sent after 5 and 10 absences. If a student misses over 10 days, the parent must make arrangements for a conference with the principal or designee to discuss ways to improve attendance.
5. Disregard for attendance warnings will be turned over to the Social Worker for review and which may result in possible court action.
6. Any student arriving after or departing before 11:15a.m. will be counted absent. Being late to school or checking out early should be avoided because it interrupts the school day.

CODE OF CONDUCT

The Code of Conduct and Discipline Procedures adopted by the Hall County Board of Education is strictly enforced at McEver Arts Academy. All students receive a copy of the code at the beginning of the school year. Parents should carefully review the Code of Conduct with their children. The Code of Conduct provides and supports a nurturing learning environment, which will enable learners to meet high expectations. Parents are required to sign a statement verifying they have reviewed the Code of Conduct with their children.

STUDENT RULES

The student will be expected to abide by the following rules:

- ✓ ALWAYS RESPECT YOURSELF, OTHERS, and SCHOOL PROPERTY
- ✓ ALWAYS COME TO SCHOOL READY TO LEARN
- ✓ ALWAYS DO YOUR BEST
- ✓ ALWAYS KEEP HANDS, FEET, AND OTHER OBJECTS TO SELF
- ✓ ALWAYS BE HONEST AND TRUSTWORTHY
- ✓ ALWAYS USE YOUR MANNERS AND APPROPRIATE LANGUAGE
- ✓ ALWAYS WALK INSIDE THE SCHOOL

SCHOOLWIDE DISCIPLINE

McEver has a schoolwide discipline plan. This plan sets expectations for appropriate student behavior in the classroom, lunchroom, playground, bus, specials, and everywhere on the McEver campus. Appropriate behavior in school makes for a safe learning environment. We expect students to follow the school rules from the time they get to the bus stop or dropped off at school until they are back in their parent's care at the end of the day.

The teachers will set up a classroom behavior management plan that provides visual reminders (rules/consequences posted) and rewards for expectations for student behavior. This plan will consist of the rules for creating a safe, productive, and caring learning environment in the classroom. When children disrupt in the classroom or violate school rules, the teacher will address the situation with the child, and depending upon the frequency or degree of infraction, the teacher might contact parent and/or may involve the administration to handle the situation. The discipline plan will be progressive depending on the age of the child and the violation to include loss of recess or special activities, detention, silent lunch, in-school suspension, or out of school suspensions. Working together will make a difference for our children.

STUDENTS ARE EXPECTED TO:

1. Act respectfully in the classroom, hallways, lunchroom, playground, on the bus, and at specials.
2. Use quiet voices and walk in the hallways and lunchroom.
3. Use appropriate language. NO profane or vulgar language allowed. The student who uses offensive language will be required to call their parents to repeat what has been said.
4. Wear appropriate school uniform daily.
5. Treat others the way you want to be treated. NO fighting, pushing, shoving, hitting, pinching, etc. **Bullying or making threats of any kind will not be tolerated.** Students will be subject to suspension and/or referral to a hearing tribunal by the principal for continuous violation of this rule.
6. Take responsibility for your actions.
NO throwing of objects, food, rocks, sticks, etc.
7. Bring only what you need for learning to school.
NO personal toys, radios, and electronic equipment of any kind at school or on the bus. The school will not be responsible for any loss or damage of personal items brought to the school. Special assignments may be made by the teacher concerning these items.
8. Treat property with respect. NO vandalism- lost or damage to school property. Such damages must be paid for by the student causing the damage.
9. Know the actions that are against the law and will not be tolerated. NO smoking or other use of tobacco, alcoholic beverages and/or any other illegal or restricted substances. NO knives, guns, fireworks, or any other weapons of any description are allowed on campus in accordance with state law. Students will be subject to suspension, referral to law enforcement, and/or possible referral to hearing tribunal by the principal for violation of these laws.

TRANSPORTATION INFORMATION

Students must behave appropriately on the school bus so that the bus driver can safely drive the bus. It is critically important that each adult and each child clearly understand that unsafe bus behavior can result in a loss of bus transportation. Please refer to the pamphlet "School Bus Guide" for information concerning

riding the bus. Parents are asked to carefully review the procedures with their children. If your child needs to ride a different bus or go home with another child or adult, please send a note to the school with your instructions. Questions relating to transportation can be answered by calling the Transportation Department at (770) 287-0942.

SCHOOL UNIFORMS

McEver Elementary students are required to wear uniforms as outlined in the Uniform Dress Code, approved by the Hall County Board of Education and voted on by the McEver PTO for the next three school years. This uniform dress code will be required for all students. The uniforms consist of the following:

TOPS- COLORS

RED, BLACK, WHITE, OR GRAY

1. short sleeved collared "polo" shirt (3 button)
2. long or short sleeved solid t-shirt
3. long or short sleeved collared "polo" shirt (3 button)
4. solid long sleeved sweatshirt
5. solid long sleeved fleece pullover

BOTTOMS –KHAKI or NAVY BLUE (twill fabrics; no denim)

1. shorts (no more than 2 inches above the knee)
2. long pants
3. skorts and skirts (no more than 2 inches above the knee)
4. capri length pants
5. solid colored jumpers

FOOTWEAR- Sneakers or sandals with straps

LOST AND FOUND

Please make sure your child's name is on each item of clothing that could be lost at school. Unclaimed articles found at school are brought to the office and centrally located pending claim by the proper owner. Students who have lost articles are encouraged to check lost and found. At the end of the year, all unclaimed items are donated to charity.

EMERGENCY PROCEDURES

The Hall County School System publishes a "Safe Schools" handbook outlining procedures to follow in the event of an emergency. All schools are required to have an emergency management plan. Staff members are trained and procedures are reviewed frequently. The handbook and the emergency management plan are available for review in the principal's office. Monthly fire drills and periodic tornado drills are held. In the event of a real emergency, all precautions will be taken to give your child the best protection possible. Children will be closely supervised in a safe area.

At the beginning of the school year, you will be asked to complete an emergency school closing form. This will outline for the teacher how your child should get home if school were to close early due to bad weather, etc. Please review these procedures frequently with your child and update the form if changes occur. Keep in mind the After School Program would not be open if school closes due to an emergency.

MEDICATION CONTROL

All medication brought to school for administration at school must be in the original pharmaceutical container, clearly labeled with the student's name, name of medication, appropriate dosage, and the time for each dose. Parents are required to complete a **Medication Permission Form** for any medication

administered at school. If the above procedures are not followed, the medication will not be administered.

IMMUNIZATION/ COMMUNICABLE DISEASES

All new students to the Hall County School System must present an immunization certificate and a copy of student's birth certificate before entry. Parents are responsible for maintaining adequate immunization. Parents should immediately report the health status of their child to the school if a physician diagnoses a communicable disease.

ACCIDENTS AND SUDDEN ILLNESS

1. Children who become ill or injured during school hours will be sent to the school nurse.
2. Parents will be notified, whenever possible, if their child is seriously injured or becomes ill at school. Such instances must be reported to the office. All telephone calls will be made by the teacher, secretary, principal, or school nurse. **Emergency numbers are required for each child's records and it is the responsibility of the parent to update all numbers throughout the school year by contacting the school nurse.**
3. Children who have a fever should not be sent to school.
4. Any student who is allergic to bee stings or has any known allergies should have the allergy noted on his/her school records. Parents must notify Teachers of this information.
5. All medications will be administered in the nurse's office according to medical control regulations.

PEDICULOSIS

Head lice are an unpleasant reality of elementary schools. We will do all we possibly can to curtail the spread from child to child. The school nurse will check the scalp of a child who requests that we do so or of a child who is constantly scratching. If head lice are found in your child's hair, you will be called. If head lice are found on the head of a classmate, you will be sent written notification. Children sent home with pediculosis must have proof of treatment and be "nit free" in order to return to school.

HOMEWORK

Homework is needed to reinforce the skills taught in the classroom, to nurture responsibility, and to help develop self-confidence. Supplementary reading in language arts and practice work in mathematics are extremely valuable.

WHY READ 20 MINUTES AT HOME?

We hope all children read at least 20 minutes of reading each night. Together we want to grow strong readers and writers.

VISITORS AND DELIVERIES

Parents are invited and encouraged to visit the school. Please make the office your first stop when you visit to sign in and receive a visitor's badge. All visitors in the building must present a photo identification (Driver's License, Passport, or Immigration Card) to get a visitor's badge. In order to limit class interruptions and for school safety, parents are asked to make arrangements with the teacher and principal in advance when visiting the classroom. Children who are not enrolled in McEver Elementary are not allowed to attend school as a visitor with a McEver student. Deliveries of baked goods (including cakes), flowers or balloons are not permitted for students.

IMPORTANT- OUR CAMPUS MUST BE A LATEX AND NUT FREE ENVIRONMENT!

PARTIES

Two authorized parties are approved for all grades...each grade level decides on when these parties will be. **Juice, ice cream purchased from the school, and fruit snacks are the only refreshments allowed to be brought into our school for celebrations of a student's birthday due to the number of children with dairy and nut allergies.**

PARENT CONFERENCES

Conferences are an effective way of communication between parents and the school. Teachers and administrators are available for conferences before 7:30 a.m. and after 2:30 p.m. Please arrange conferences by phone or note to assure that all school personnel needed for the conference can be in attendance.

TELEPHONE

Messages to students during the school day should be of an emergency nature only. Please do not ask that a student be called to the telephone. Emergency messages will be delivered to the child. We ask that children leave home in the morning knowing where to go and how to get there at the end of the day. **Parents must send a signed and dated note if a child is to go home in a way different than is usual.** If you must change dismissal plans for your child, please call the office before 1:45 p.m. If you need to contact a teacher, teachers are available to come to the phone between the hours of 7:15-7:30 and 2:15-3:15 or leave messages on the voice mail system. Students are not allowed to receive calls on cell phones at school or text messages or make calls or send text messages during school hours.

INSURANCE

As a service to the students, the Hall County Board of Education offers a student insurance package through an independent company. Payment and claims are made directly to the company.

SCHOOL BREAKFAST AND LUNCH PROGRAM

The school serves breakfast and a hot lunch each day for all students. If a child qualifies for free or reduced price lunches, they also qualify for free or reduced price for breakfast as well. Students who bring their lunches may purchase milk. **Please do not send soft drinks to school. Commercial lunches may not be consumed in the lunchroom area.** A child must eat a lunch before having the extra fruit drinks, chips, and ice cream that can also be purchased on a daily basis. The following are the prices (have gone up this year) for meals:

Student	
Lunch	\$1.85
Breakfast	\$1.05
Milk	\$.40
Reduced breakfast	\$.30
Reduced lunch	\$.40
Visitor Lunch	\$3.60
Visitor Breakfast	\$2.55

We encourage students to pay for lunches on Monday of each week. Parents, grandparents, family, and friends are invited to

eat with us anytime. Please notify us by 8:30 a.m. on the day you will be coming.

YMCA AFTER SCHOOL PROGRAM

We build strong kids, strong families, and strong communities.

The YMCA provides the after school program for students at McEver from 2:20-6:00 PM. This program is designed to help your child develop physically, socially, and emotionally in a safe and secure environment. Activities included: snacks, supervised homework time, skill classes, arts & humanities, science & discovery, games, and arts & crafts. The staff consists of experienced and qualified individuals. Parents pay on a sliding scale depending on their income. Payment is required in advance. To enroll your child in the After School Program, stop by the office and fill out a registration form or call Hall County YMCA at 770-287-YMCA.

AFTER SCHOOL IS REALLY COOL!

STUDENT RECOGNITION AND LEADERSHIP OPPORTUNITIES

We recognize students' outstanding work, perfect attendance, and/or great performance each 9 weeks. The following activities and organizations are opportunities for students to develop leadership skills:

GUIDANCE AND COUNSELING PROGRAM

McEver Arts Academy provides counseling services for all students. The counselor serves students through a variety of activities including classroom guidance and social /conflict resolution skills. Small groups are conducted throughout the year on specific topics such as study or friendship skills, changing family situations, or stress management. Short-term individual counseling is also available to address a child's specific needs. Feel free to contact the office if we can be of service to you.

COMMUNICATION

Regular communication with parents includes teacher letters, parent conferences, PTO Meetings, homework information, folders, Agendas, and newsletters. Lunch menus, PTO information, and news about upcoming events will be broadcast. The school website can be accessed through www.hallco.org under elementary schools. Quick news on that site will provide you with the latest information about upcoming events. Please arrange for a Parent Conference with your child's teacher during the first semester of the school year. It will help the teacher to meet your child's needs. A great way to contact the staff throughout the year is email. All Hall County School System employees have e-mail first name.last name @hallco.org for example the principal is matthew.alexander@hallco.org.

GIFTED PROGRAM

The Hall County School System is committed to the belief that every student (K-12) has a right to receive an education based on individual needs. The student identified as gifted receives instruction based on a differentiated curriculum consisting of courses of study in which the content, the teaching strategies, and expectations of student mastery are appropriately modified.

Referrals of students for consideration for the gifted program may be made by the classroom teacher, special area teacher, counselors, administrators, parents or guardians, student peers, or by the student himself/herself. A student will automatically be referred for consideration if he/she scores at, or above, the 90th

percentile in Total Reading or Total Math on a nationally normed achievement test if the score is within two calendar years. The identification process includes evaluation in ability, achievement, creativity, and motivation. For more information about the gifted program, please call the school office.

PARENT-TEACHER ORGANIZATION (PTO)

Every community member is warmly invited and encouraged to be an active member of the PTO. The events sponsored by the PTO include The Art Festival, Family Fun Nights, Arts in School Performances, The Student Talent Show, The Musical, The Mustang Mile, and The Family Work Day. Plan on getting involved with these activities and make a difference in the lives of the children of McEver!

SCHOOL COUNCIL

The McEver Arts Academy members for the 2018-2019 school year will be determined in August.

PARTNERS IN EDUCATION

There are different partnerships that will be part of our school this year. These partnerships include North Georgia University (NGU), Brenau University, Quinlan Visual Arts Center, The Gainesville Arts Council, CHS, , WHHS Spartan Players, and Chestatee HS with their Career Readiness presentations. We are part of the Professional Development Community for student interns from NGU Teacher Education Department. We are in the planning stages with these partnerships and have discussed many different possibilities to include internships, visiting artists, artists-in-residencies, complimentary performances, scholarships for summer art camps for students, and opportunities to showcase student work. In addition, a partnership with Brenau University using student interns to expand our afterschool offerings for our students is also in the planning process.

McEver Arts Academy has established partnerships with businesses in our community are always looking for additional businesses to be Partners in Education with our school. These businesses provide volunteer time, services, and all kinds of support to our faculty and students. They include: Chik-Fil-A, Pleasant Hill Baptist Church, McDonalds on Dawsonville Highway and SKF. Please show your appreciation by supporting these businesses!

ELEMENTARY AND SECONDARY EDUCATION ACT (formerly No Child Left Behind)

In compliance with the requirements of the Elementary and Secondary Education Act statute the Hall County School District informs parents that you may request information about the professional qualifications of your child's teacher(s). This includes information concerning the grade levels and subject areas in which the teacher is certified, the major fields and degrees held by the teacher, and the qualifications of any paraprofessional who provides services to your child.

The following information may be requested:

1. whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;

2. whether the teacher is teaching under an emergency or provisional status through which Georgia qualifications or certification criteria have been waived;
3. the college major and any graduate certification or degree held by the teacher;
4. whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher, please contact the principal.

We are committed to continually seeking to improve instruction for our students. We encourage you to get to know your child's teacher and the class routines and expectations. We are proud of the professional credentials of our teaching staff and will furnish to you, upon request, the professional qualifications of your child's teacher.

ASBESTOS MANAGEMENT PLAN

The Hall County School System AHERA Management Plan is available for public inspection upon request at the Hall County School System Board of Education Office, 711 Green Street, Gainesville, Georgia. This notification is provided to fulfill the requirement of section 763.93(4) of the Asbestos Hazard Emergency Response Act, 40 CFR Part 763, October 30, 1987. This plan will be available for public inspection at the schools and at the Superintendent's office. It contains the following information:

1. Location, amounts and type of asbestos-contained materials in all schools and support buildings.
2. Response actions to the asbestos-contained materials, selected by the Hall County Schools.
3. Plans for re-inspection, periodic surveillance and operation and maintenance programs.
4. Public notification procedures.

Anyone interested in reviewing this plan should contact the Hall County School System at 770-534-1080.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Notice to Parent/Guardians and Eligible Students of Rights Under F.E.R.P.A.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Hall County School System receives a request for access.

Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Hall County School System to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify

why it is inaccurate or misleading, or otherwise in violation of the student's privacy or other rights.

If the School System decides not to amend the record as requested by the parent or eligible student, the System will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Generally, schools must have written permission from the parent or eligible student before releasing information from a student's record. However, FERPA allows schools to disclose records, without consent, to the following parties:

- School employees who have a need to know;
- Other schools which a student is transferring;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for the school;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in case of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to Georgia law.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed of the Hall County School System as an administrator, supervisor, instructor, or other support staff member (including health or medical staff and law enforcement until personnel); a person serving on the School Board; a person or company with whom the System has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the System discloses, and forwards if necessary, education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

Parents or eligible students may request, in writing, that the Hall County School System not disclose directory information about them. They should make this request annually by September 30th.

5. The right to file with the U.S. Department of Education a complaint under 20 C.F.R. 99.64 concerning alleged failures by the Hall County School System to comply with

requirements of the Family Educational Rights and Privacy Act or the regulations promulgated there under.

*The Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605*

HALL COUNTY SCHOOLS

Acceptable Use of Electronic Media for Students

The Hall County Board of Education (HCBOE) recognizes that electronic media, including the Internet, provides access to a wide variety of instructional resources. Use of electronic resources must be in support of, and consistent with the vision, mission and goals established by the HCBOE and for the purpose of instructional support. All users of the district wide area network and/or other electronic informational services must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access. The purpose of these guidelines is to ensure that all Hall County Schools (HCS) technology users share the HCS technology resources in an effective, efficient, ethical and lawful manner. HCS technology should be used for legitimate educational reasons only, and not for personal use. All users of HCS technology resources and facilities must agree to and sign the terms of this acceptable use agreement.

Strict compliance with all applicable ethical and legal rules and regulations must be maintained by all users of the wide area network and/or other electronic informational services including electronic mail (e-mail). Users must respect intellectual property rights and understand that school system data accessible over the network, regardless of the computer or device being used, constitutes property. All electronic, telephonic, and communications transmitted by, received from or stored in these systems are property of the Hall County Schools. Users of such systems should have no expectation of privacy when using HCS computers, network, or equipment.

It is important to note that with a global network, it is impossible to control or predict all materials a user may accidentally or purposefully discover on an electronic resource. HCS personnel will make every effort to educate and guide all users in the proper use of electronic media, including the Internet. Because access to the Internet provides connections to other computer systems located all over the world, users (and parents of users) must understand that neither the HCS nor any district staff member controls the content of the information available on these other systems. Some of the information available is controversial and sometimes may be offensive. HCS does not condone the use of such materials. Therefore, it is imperative that the user be held accountable for the appropriate utilization of this technology. All HCS computers are filtered in compliance with the Children's Internet Protection Act.

Login information, usernames and passwords are confidential. The student is responsible for keeping logins secure. At no time should anyone log in with your user name or password, nor should you use someone else's information. Students should never log into a teacher or staff member's computer; this must be done by the teacher or staff member.

Access to technology resources is a privilege, not a right. Inappropriate use will result in a cancellation of these privileges as well as possible assignment of disciplinary action consistent with the policies and procedures of HCS. Individual schools may establish additional regulatory guidelines for use of electronic resources that include, but are not limited to, guidelines established by this system-wide procedure. Building administrators shall establish a process for informing students and staff about the district and local school Acceptable Use Procedures.

The definition of HCS information and data resources includes, but is not limited to, any computer (including handheld devices), server or network, or access provided or supported by HCS, including the Internet. Use of the computer facilities includes the use of data/programs stored on HCS computing systems, data/programs stored on magnetic tape, floppy disk, jump drives, USB devices, CD-ROMs, DVD-ROMs,

computer peripherals or other storage media, that is owned and maintained by HCS. The user of the system is the student using HCS technology. HCS technology and electronic resources must not be used to:

- Harm other people (including cyber bullying and harassment).
- Interfere with other people's work.
- Steal property.
- Gain unauthorized access to other people's files or programs.
- Gain unauthorized access to online resources by using another individual's password.
- Make changes to the hardware or software configuration of any machine, including installing or deleting any software.
- Improperly use the network, including introducing software viruses and/or bypassing local school or office security policies.
- Steal or damage data and/or computers and network equipment.
- Download copyrighted software, music, or images, or violate any copyright laws.
- Access, upload, download, or distribute pornographic, hate-oriented, profane, obscene, sexually explicit material,

or any material or sites not approved by your teacher.

Under no circumstances are students to upload/install any materials, program, files, or applications onto HCS computers, network equipment, or any computer systems without obtaining prior written consent of a HCS technology coordinator.

Students are responsible for ensuring that any computers or computing devices, diskettes, CDs, memory sticks, USB flash drives, and/or other forms of storage media that they bring in from outside the school are virus free and do not contain any unauthorized or inappropriate files. Students are not permitted to use their own computer or computing devices to connect to the HCS network nor are they permitted to access the internet via personal Wi-Fi accounts, anonymous proxy sites, or by any other manner while on HCBOE property or functions.

Failure to follow these guidelines may violate the Official Code of Georgia, O.C.G.A., Codes 16-9-90, 16-9-91, 16-9-93, and 16-9-93.1 as well as Title XVII of United States Public Law 106-554, known as the Children's Internet Protection Act and 20 USC 1232g, known as the Family Educational Rights and Privacy Act. Such actions can also lead to disciplinary actions, up to and including loss of access to HCS technology resources and further disciplinary actions as defined by existing HCS policies or student code of conduct.

All HCS technology use is subject to auditing, as well as live and archived monitoring where appropriate.