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## Student Handbook 2022-2023

*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**

**Fax: 770-531-3055  
mcever.hallco.org**

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, 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! We hope we are able to offer as many of the classes list above as possible.

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 in the past 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 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-CREATE**  
(Connect-Reflect-Explore-Apply-Think-Experience)

**OUR VISION-**Our vision is to build a diverse family where each child has the opportunity to CREATE and grow in the academics and arts.

**OUR BELIEFS**  
We believe McEver Arts Academy to be a solid foundation; one that prepares our students to meet the demands of a technologically driven global society by challenging them in the areas of academics, physical fitness, and good character.

We believe McEver Arts Academy to be a platform for developing curricula that are significantly different among all learners by enhancing all students learning through artistic creations.

We believe McEver Arts Academy to be a platform for the recognition of outstanding student achievement, regardless of the arena.

### **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 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 Announcements will begin at 7:45. INSTRUCTION begins PROMPTLY at 7:50! Please help us by getting students here ready to get started between 7:15-7:30...INSTRUCTION STARTS at 7:50!**
2. Students must be in their seats ready to start the instructional day at 7:50a.m. If a child is tardy to school, then a parent must walk the child to the door 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 school wide 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.

## **DRESS CODE**

Please check to be sure that your child is dressed appropriately for school each day. Please follow these guidelines for your child's attire:

1. Shoes must be worn at all times. No cleats, flip-flops or shoes with wheels are permitted. Tennis shoes should be worn on days students have PE.
2. Halters, spaghetti straps, and tube tops should not be worn; even in the hot days of late summer.
3. T-shirts advertising alcoholic beverages, tobacco products, drugs, gang affiliation or inappropriate content are not allowed.
4. Hats may not be worn inside the building except on designated "hat days".
5. Jeans cannot have holes or slits above the knee unless a patch is behind the opening.
6. Shorts must be at fingertip length and/or no more a dollar bill high.

If a student's clothing/appearance disruptions the learning environment or is in violation of any of the above stated rules, he/she will be asked to call parents to bring something more acceptable. If the parents cannot be reached, the child will change (if clinic clothing is available) or remain in the front office.

## **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 "Code of Conduct" 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.

## **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, periodic tornado drills and lockdown 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.

**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.**

2. Children who have a fever should not be sent to school.
3. 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.
4. All medications will be administered in the nurse's office according to medical control regulations.
5. We will follow Hall County guidance regarding COVID.

## **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 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.

## **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., during the teacher's planning time, 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 you child, please call the office before 2:00 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 2:30-3:15 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**

<b>Elementary-\$1.10</b>	<b>Elementary 1.95</b>
<b>No Visitors for Lunch</b>	<b>No Visitors for Lunch</b>

## **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!*

## **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 REMIND messages, teacher letters, parent conferences, PTO Meetings, homework information, folders, Agendas, and newsletters. Lunch menus, PTO information, and news about upcoming events will be sent through REMIND. The school website can be accessed through [www.hallco.org](http://www.hallco.org) under elementary schools or mcever.hallco.org. 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 [brittney.bennett@hallco.org](mailto:brittney.bennett@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 90<sup>th</sup> 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. PTO sponsors events throughout the year for students, families and the community. 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 2022-2023 school year will be determined in August. The School Council meetings will be combined with the PTO leadership meetings and will meet a minimum of four times throughout the year.

## **PARTNERS IN EDUCATION**

There are different partnerships that will be part of our school this year. These partnerships include University of North Georgia (UNG), Brenau University, Quinlan Visual Arts Center, The Gainesville Arts Council, Pleasant Hill, WHHS Spartan Players, and Chestatee HS with their Career Readiness presentations. We are part of the Professional Development Community for student interns from UNG Teacher Education Department.

McEver Arts Academy has established partnerships with businesses in our community. We 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. Please show your appreciation by supporting these businesses!

## **RECESS**

It is the goal of the Hall County School System that students have a scheduled recess time each day. Recess can be withheld from students for disciplinary and or academic reasons.

## **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:

- 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;
- whether the teacher is teaching under an emergency or provisional status through which Georgia qualifications or certification criteria have been waived;
- the college major and any graduate certification or degree held by the teacher;
- 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 Board of Education Department of Facilities. 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. All interested parents, teachers, employees or other persons are invited to review the plan, which includes the following items:

1. Location, amounts and types of asbestos containing materials.
2. Response actions to the asbestos containing materials.
3. Plans for re-inspection, and periodic surveillance.
4. Public notification procedures.

Anyone interested in reviewing the plan please call the Department of Facilities at (770) 534-1291. Ask for Pam Cravero.

## **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 30<sup>th</sup>.

**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

### Student Device Acceptable Use and Checkout Agreement

The Hall County School District [HCSD] is a 1:1 school district where every student is assigned a device that provides learning resources and applications for use on and off campus. The intent for loaning students a dedicated mobile device, most often a Chromebook, is to ensure they have every opportunity to access educational resources and appropriate digital content anytime and anywhere. The device and resources are intended to be the student's personal learning device in order to enable learning and shall not be used for any other purpose. The use of the device and applications is a privilege and may be revoked at any time. The device must be returned to the school upon request or when the student withdraws or graduates from the school district. Students are issued the same Chromebook every year.

All devices and networks are monitored and filtered in compliance with the Children's Internet Protection Act while on any HCSD campuses. No filtering or monitoring is provided off HCSD campuses. Students/parents must understand that the HCSD, nor any district staff member, controls the content of the information on the Internet. Devices may be inspected at any time. Students should have no expectation of privacy of materials found on the computing device or application. The device is not for commercial use.

Login information, usernames and passwords are confidential. The student is responsible for keeping login information secure. At no time should anyone log in with another individual's user name or password. Appropriate use of digital devices and applications is governed by the HCSD Code of Conduct, all HCSD Board of Education Policies, and items in the student handbooks.

Parents that allow their child to bring privately-owned computers/other technology devices to school are personally responsible for the equipment. Responsibility for the maintenance and repair of the equipment rests solely with the student/parent. Any damage or theft to the equipment is the responsibility of the student/parent. District technicians and/or school-based personnel will not service or repair hardware or software owned by the student/staff member. No internal components belonging to the district shall be placed in any personal equipment, whether as enhancements, upgrades or replacement.

### Parent/Student Financial Responsibility

If a device is damaged, other than maintenance required from normal usage, students/parents are responsible for all costs for repairing damaged mobile computing devices. Only HCSD technicians utilizing approved parts may make repairs to devices. Replacement devices purchased by students/parents will not be accepted in lieu of full device replacement cost. Below are the costs associated with the repair or replacement of Chromebooks. Determination of damage will be made by HCSD employees.

Part	Replacement Cost
Power Adapters	\$45 (if the asset tag is removed from the brick, full replacement cost of \$45 will be charged)
LCD screen	\$50
DC Power port	\$80
Keyboard	\$10
Palmrest	\$25
Bottom Case	\$15
Top Plate	\$15
Webcam	\$10
LCD bezel	\$10
Daughter card	\$15
Motherboard	\$85
Whole Unit	\$395
Computer Label Removal/Destruction (Asset, Title, Serial)	\$5/label

### Technical Support & Repairs

1. In the event the device needs repair, it must be reported to the local school designee, most often the media specialist.
2. All repairs will be performed or coordinated by HCSD's Technology Department.
3. Parents, guardians, students or designees are not allowed to attempt repairs themselves or contract with any other individual or business to repair any school owned computerequipment.

### Loss or Theft

Upon notice of loss or theft, the assigned student and/or their parent/guardian must immediately file an official police report. Incidents of loss or theft occurring off campus must be reported to the police the day that the loss or theft occurs or when the loss or theft is first discovered. Copies of the police report must be given to the media specialist or designee the next day that school is in session. Any loss or theft occurring on school grounds must be immediately reported to an administrator.

Students whose parents do not sign this form are opting out of receiving a HCSD device. By not signing this form, parents are agreeing to provide a device with similar functionality to the issued student device for school and home use. Please note that HCSD cannot provide any technical support for non- HCSD devices.

## HCSD Guidance for Book Collections

Media Center Collections	Assigned Reading
Media Center Collections should represent and reflect student population (ethnicity, culture, student interests) and be age and grade level appropriate.	Assigned reading materials designated as primary resources should: <ul style="list-style-type: none"> <li>-directly support learning objectives correlated to the Georgia Standards of Excellence;</li> <li>-be previewed by teachers prior to being shared with students;</li> <li>-promote thoughtful, respectful discussion;</li> <li>-provide a variety of viewpoints and opinions (balance is key);</li> <li>-represent and reflect student population (ethnicity, culture, student interests) and be age and grade level appropriate;</li> <li>-be listed on course syllabi posted on teacher Canvas pages.</li> </ul>

### Further Guidance/Information

- Titles of collections located in media centers are accessible to stakeholders via the Destiny website ([destiny.hallco.org](http://destiny.hallco.org)).
- The media specialist should be consulted when building classroom collections.
- The HCSD will continue its practice of providing an alternative reading assignment at parent/guardian request