

**HEARD COUNTY SCHOOL SYSTEM
SCHOOL CALENDAR
2017-2018 (180 SCHOOL DAYS)**

Preplanning	July 31, August 1,2,3
1 st Day of School	August 4
Labor Day Holiday	September 4
Progress Reports	September 6
End 1 st Nine Weeks	October 5
Professional Learning Day/Student Holiday	October 6
Fall Holiday	October 9
Report Cards	October 19
Progress Reports	November 8
Thanksgiving Holidays	November 20-24
School Level Appeals (HCHS)	December 18
System Level Appeals (HCHS)	December 19
End 1 st Semester	December 19
Christmas Holidays	December 20-January 3
Professional Learning Days/Student Holidays	January 4,5
1 st Day of 2 nd Semester	January 8
Report Cards	January 11
MLK Jr. Holiday	January 15
Progress Reports	February 7
Winter Holidays	February 16,19
End 3 rd Nine Weeks	March 8
Professional Learning Day/Student Holiday	March 9
School Holiday/Severe Weather Make-Up Day	March 12
Report Cards	March 21
Spring Break	April 32-6
Progress Reports	April 18
Last Day of School	May 25
Senior Graduation (8:00 pm)	May 25
Post planning	May 28,29
School Level Appeals	May 28
System Level Appeals	May 29
Report Cards (Mailed)	May 30



Ephesus Elementary School

Melanie Brooks

Principal

770-854-4400

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Welcome to Ephesus Elementary School, a place where all students shine. We are so excited about the upcoming school year and all the learning and fun that will take place throughout the 2017-18 year. It is our commitment to provide your child with a positive and challenging learning environment. An environment where a student can shine and grow as a learner.

It takes a whole community to ensure the success of a child and the school. Therefore it is our hope that you will partner with us to help your child reach his/her highest potential.

Thank you for taking the time to read this handbook, please note a few changes in tardy times and meal prices. Our hope is that the contents answer questions you may have and assist you in preparing for the upcoming school year. If you have other questions or concerns please do not hesitate to contact the school.

School Hours of Operation

School begins at 7:45 and dismissal begins at 3:15.

Morning Drop off

Buses will drop off in the morning around 7:00. Car riders may begin to drop off at the cafeteria doors at 7:05.

Afternoon Pick UP

Early car rider pick up will begin at 3:15.

Bus riders will be dismissed at 3:35

Late car riders will be dismissed at 3:40

Please note that all pick up in the afternoon is in the back of the building. Please do not come to the front of the building at dismissal time, come inside, and ask to have your child sent to the front. Procedures are important to the safety and assurance that your child gets home safely.

Transportation changes

If you need to make a transportation change for your child, you must contact the school or your child's teacher prior to 2:45. **NO transportation changes will be made after 2:45 except in an emergency situation.**

Safety and Security

For the safety of all students, all school visitors must first report to the front office and receive a visitor's badge. Photo ID's are required for all who sign in.

Student Attendance

In responding to student attendance issues, the Heard County School System shall comply with all requirements of state law, State Board of Education rule, and the Student Attendance Protocol that has been developed by the county's Student Attendance Protocol Committee.

Excused Absences

It is the policy of the Board to excuse students from school for the following reasons:

1. Personal illness or attendance in school that endangers a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The observance of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.
7. Registering to vote or voting in a public election, which shall not exceed one day.
8. Any other absence not explicitly defined in this policy but deemed to have merit based on circumstances as determined by the Superintendent or his/her designee.
9. The principal may in certain circumstances require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.
10. A foster care student who attends court proceedings relating to his or her foster care shall be counted Present and shall not be counted absent, either excused or unexcused, for any day or portion of a day missed from school.

School days missed as a result of out of school suspension will not be counted as unexcused for the purpose of determining student truancy, but will be counted as unexcused for all other purposes.

The principal may in certain circumstances require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

Perfect Attendance

Students who are present for at least one-half of the instructional day or four hours, whichever is greater, will be counted present for perfect attendance purposes.

Tardies

It is very important to be at school on time. Our instruction will begin daily at 7:45. Your child needs to be at school no later than 7:40. If he/she arrives at 7:45 or later they will be counted tardy. **Please keep in mind that accumulations of tardies will be reflected on your child's overall attendance. A total of 5 tardies will equal 1 unexcused absence.**

Early Check outs

Any student being removed from class and leaving the school prior to the official end of the school day.

- Excused checkout- leaving early as a result of reasons defined as excused absences
- Unexcused checkout- leaving early for reasons other than those defined as excused
- **5 early checkouts will equate to 1 absence for referral processes**
- To be considered "in attendance" for the school day the student must be present at least $\frac{1}{2}$ of the school day (documentation may be required for early checkout)

Grades and Absences

Final student course grades shall not be penalized because of absences if the following conditions are met:

- Absences are justified and validated for excusable reasons
- Make up work for excused absences were completed satisfactorily.

Policies and Procedures to Reduce Unexcused Absences

Each school shall provide to the parent of each student enrolled a written summary of possible consequences and penalties for failing to comply with compulsory attendance. The parent will be asked to sign a statement indicating receipt of such written statement. Students grades 2 or more will be asked to sign such written statement.

After 3 absences:

- Excused- The teacher will contact the parent or guardian by phone or conference regarding attendance. If contact is unsuccessful then a letter or postcard will be mailed.
- Unexcused- The school attendance officer will contact the parent or guardian by phone and mail. The letter (Appendix A) shall contain the definition of truancy and a summary of possible consequences and penalties for truancy.

After 5 absences:

- Excused- The school attendance officer will contact the parent or guardian by phone or conference regarding attendance. If contact is unsuccessful then a letter or postcard will be mailed. This letter should not be sent for a child with documented illness unless the school administration determines it necessary.
- Unexcused- The school attendance officer will contact the parent or guardian by phone or mail (Appendix B) and schedule a conference with the parent or guardian regarding attendance and possible consequences and penalties for truancy. As part of the conference an Attendance Success Plan (Appendix C) should be completed.

After 8 absences:

- Excused- The school attendance officer will confer with the school counselor and school nurse to determine if a referral is warranted at this time.
- Unexcused- The school attendance officer will make a referral to the system attendance officer requesting a home visit. The system attendance officer with the assistance of law enforcement and child services staff will make a home visit to conference with the parents regarding attendance and the possible consequences and penalties for truancy. (Appendix D)

After 10 absences:

- Excused- The school attendance officer will confer with the school counselor and school nurse to determine if a referral is warranted at this time and to discuss hospital homebound service options as needed.
- Unexcused- The school attendance officer will make a referral (APPENDIX E) to the system attendance office requesting the case go before the attendance protocol committee. The system attendance officer will invite the parent (APPENDIX F) to the attendance protocol committee meeting. The committee will meet with the parent to discuss attendance and strategies to improve. The possible consequences and penalties for truancy will be addressed. The committee and parent will develop a plan of improvement. If the conditions of the plan are not met, the system attendance officer shall make a referral to the court (APPENDIX G).

**Local Attendance Checklist
(Steps to be taken prior to Court referral)**

1. Before any court referral is considered, casework should have been initiated with students and their families, including a **minimum** of one home visits and at least two other forms of direct contact (phone call) with the family (where a home visit is not possible or appropriate).
2. For families where there has been little or no direct contact, court referrals should be considered where the family has consistently failed to comply with appointments or refused to work with school personnel.
3. Court referral should also be considered
 - in cases where students are not attending school at all and no resolution can be reached;
 - in cases where poor attendance is ongoing over a period of time and no sustained improvement is seen
4. The case should then be discussed with the district attorney and/or department of juvenile justice for parent and/or student complaints.
5. If it is agreed that court referral is suitable, the system attendance office should complete the court referral sheet, which is countersigned and passed to the district attorney/department of juvenile justice who will issue a “Court Warning” letter. A copy of the court warning letter shall be sent to the system attendance officer. It is the responsibility of the system attendance officer to ensure that copies of the letter are filed, and sent to school.
6. If, following a period of approximately 2 - 4 weeks, during which time work with the family is ongoing, and there is no improvement, the system attendance officer should re-submit the Court referral.

7. The system attendance officer should provide a brief written report detailing the circumstances and work undertaken. This report should be given to the Court.
8. The school and system attendance officers are expected to attend hearings at the designated Court.
9. Throughout the course of any legal action being taken, school system work with the family should continue because it is critical, particularly in cases where students are completely out of school, that truancy does not go unattended.

Attendance Protocol Members

- o System Attendance Officer
- o School Attendance Officer, Centralhatchee Elementary
- o School Attendance Officer, Ephesus Elementary
- o School Attendance Officer, Heard County Elementary
- o School Attendance Officer, Heard County Middle
- o School Attendance Officer, Heard County High
- o District Attorney or Designee
- o Magistrate Judge or Designee
- o Representative of Heard County Sherriff's Office
- o Representative of Franklin Police Department
- o Representative of Department of Juvenile Justice
- o Representative of Heard County Board of Health
- o Representative of Department of Family and Children Services
- o Representative of Heard County Baby Braves EChO

HCSS Code of Conduct Policy

Distribution of the Code of Conduct

The Heard County Schools Student Code of Conduct will be distributed to each student upon enrollment and to the parents and guardians of each student and may solicit the signatures of students and parents or guardians in acknowledgment of the receipt of such student codes of conduct. Student codes of conduct will be available in each school and classroom.

It is the purpose of the Heard County Board of Education to operate each school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy which requires all schools to adopt codes of conduct which require students to conduct themselves at all times in order to facilitate a learning environment

for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district.

The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in the Code of Conduct.

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

- At school or on school property at any time;
- Off school grounds at any school-related activity, function or event and while traveling to and from such events;
- On school buses and at school bus stops.

Also, students may be disciplined for conduct off campus which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board Rule 160-4-8-.16, UNSAFE SCHOOL CHOICE OPTIONS.

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

AUTHORITY OF THE PRINCIPAL

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided any such action does not violate school board policy or procedures.

AUTHORITY OF THE TEACHER

The Superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to O.C.G.A. § 20-2-738, including establishing and disseminating procedures.

Each teacher shall comply with the provisions of O.C.G.A. § 20-2-737 which requires the filing the student's parents or guardian a copy of the report and information regarding how the student's parents or guardians may contact the principal or designee.

The principal or designee shall notify in writing the teacher and the student's parent(s) or guardian(s) of the discipline or student support services which has occurred as a result of the teacher's report within one school day from the imposition of discipline or the utilization of the support services. The principal or designee shall make a reasonable attempt to confirm that the student's parent(s) or guardian(s) has received the written notification, including information as to how the parent(s) or guardian(s) may contact the principal or designee.

Student Behavior at EES

At Ephesus Elementary School part of our daily instruction is to teach students problem resolution in a positive manner, reinforcing appropriate behavior. The following system discipline procedures will be enforced should it become necessary.

PROGRESSIVE DISCIPLINE PROCEDURES

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors. It is the preferred policy of the board that disruptive students are placed in alternative education settings in lieu of being suspended or expelled.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from the Georgia Character Education Program.

The following disciplinary actions may be imposed for any violation of this Code of Conduct:

- Warning and/or Counseling with a school administrator, counselor, or other school resource persons
- Confiscation of inappropriate materials and/or devices
- Behavior Contract
- Loss of Privileges

- Isolation or Time Out
- Temporary removal from class or activity
- Notification of Parents
- Parent conference
- Corporal punishment (if consent has been given by parent or guardian)
- Detention

Temporary placement in an Alternative Education Program of a report by a teacher who has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his or her class or with the ability of such student's classmates to learn, where such behavior is in violation of the student code of conduct. Such report shall be filed with the principal or designee on the school day of the most recent occurrence of such behavior, shall not exceed one page, and shall describe the behavior. The principal or designee shall, within one school day after receiving such a report from a teacher, send to

- Short-term Suspension
- Assignment to the Alternative Education Program
- Referral to a tribunal for long-term suspension or expulsion
- Suspension or expulsion from the school bus
- Referral to Law Enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.
- Permanent expulsion from school in accordance with 20-2-751.6.
- Referral to juvenile court with a request for a petition alleging delinquent behavior.

The maximum punishments for an offense include long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined only by a disciplinary tribunal as outlined in the Heard County Board of Education policies unless State Law mandates that the punishment is to be determined by the board of education.

Bus Conduct

A school bus driver represents the school authority and is responsible for the safety of passengers on the bus. The driver has supervision and authority over the passengers and must require passengers to follow rules of behavior. All school discipline rules also apply on the bus. Misbehavior on the bus may result in detention, suspension or expulsion from school, and/or loss of the privilege of riding the bus.

The principal or his/her designated person(s) has the authority to deny a student the privilege of riding a schoolbus based on the misconduct of the student. This action will be for a reasonable and specified period of time.

“DON’T LOSE YOUR RIDING PRIVILEGE!”

Follow These Rules

1. The bus driver is authorized to assign seats.
2. Boys shall be seated on one side and girls on the other.
3. Students shall **always** sit with their backs against the back of the seat and their legs in front of the seat.
4. Students shall observe the same conduct as expected in the classroom.
5. Students shall remain seated as long as there are seats available and the bus is in motion.
6. Students must cooperate, obey, and respect the driver at all times and realize that the driver is the sole one in charge of the bus.
7. Students shall **NOT**:
 - a. Leave the bus between home and school, unless they have a written request from a parent or guardian and the principal’s approval
 - b. Hold head, arms, or any object out of the window
 - c. Eat, drink or use tobacco
 - d. Yell, use bad language, or tussle
 - e. Throw paper on the floor, or abuse the bus in any way
 - f. Interfere with or endanger the safety of or well-being of others
 - g. Use reflective devices including laser pointers, mirrors, etc.

Dress code

Students should be dressed appropriately for the weather. Tennis shoes should be worn on PE days. Clothing displaying alcohol, tobacco, profanity or obscenities may NOT be worn. Torso areas for girls and boys must be appropriately covered. Appearance should be clean, neat, and well groomed.

Illness and Medication at School

Students who are sick should remain at home until they are fever and symptom free. If your child is running a fever he/she should be fever free for 24 hours without the help of medication before returning to school.

If a student should need to take medication at school the following procedures should be followed.

- All medications must be brought to school by a parent or guardian. Prescriptions and over the counter medications must be in the original container and properly labeled.
- Medication forms are available in the clinic and must be completed before medications can be given at school.
- Except for specific emergency medications, all medications will be kept locked in the school clinic.
- If your child takes a regular prescription here at school, you will be notified when the medication is 10 days from being empty. It will be the expectation that you as the parent or guardian ensure that the medication has been refilled and brought to the school before the medication is out. This will ensure that your child does not have a lapse in the consistency of the support the medication provides for him/her.

Immunizations

- Georgia Law states that all students in a public school must have completed the immunization requirements. Parents/Guardians must submit proof of immunizations on the Certificate of Immunization – FORM 3231. This is the only acceptable proof that immunization requirements have been met. If a student fails to have all immunizations before entering school or by the end of a 30-day grace period, the student will be withdrawn from school. There are requirements for students entering school in Pre-K and Kindergarten and in 6th grade. The forms may be obtained from the student's healthcare provider or the local Health Department.

Hospital Homebound Services

- Hospital Homebound refers to those students who have a medically diagnosed injury or illness which is non-communicable which restricts them to their homes or hospital, and will be unable to attend school for a minimum of ten (10) consecutive school days or has a chronic health condition causing him/her to be absent for intermittent periods of time during the school year, and that he/she is able to receive and profit from home instruction. The absence must not be due to a communicable disease, expulsion, suspension, or uncomplicated cases of pregnancy. Any student employed in any capacity, or regularly participating in extracurricular activities is not eligible for Hospital Homebound services. Complete guidelines and request forms for services may be requested from the student's school H/H designee. Hospital Homebound instruction may not begin until all required forms are completed appropriately and has been received by the school designee.

Lice

Lice are highly contagious and can quickly be transmitted from person to person, especially in group settings like school. If discovered that your child has lice, you will be contacted

immediately to come pick up your child from school. Your child may NOT return until his/her hair has been treated. **You must provide evidence that you have treated your child's hair on the day the child returns to school.** (Box top of lice treatment used)

Nutrition

It is very important for our growing elementary students to receive a very well balanced breakfast and lunch. Research shows that a balanced meal increases brain productivity and academic success. Our school provides a well balanced breakfast and lunch each day. The prices of lunch and breakfast for the 2017-18 school year are as follows:

LUNCH

ELEMENTARY \$2.50

MIDDLE/HIGH \$2.75

REDUCED .40

BREAKFAST

STUDENT \$1.25

REDUCED .30

VISITOR

LUNCH \$4.00

BREAKFAST \$2.00

EXTRA MILK .50

If you need assistance with meal cost for the year, please fill out the meal plan form during open house to ensure that your child does not incur meal charges.

If your child is bringing lunch from home, please ensure that it is very nutritionally balanced and provide a drink other than a soft drink.

Inclement Weather

Occasional severe weather conditions may make it necessary to close school. In the event that this decision is necessary, announcements will be made through the school's robo call/text system, and will be broadcast on local radio and TV stations.

Computer/Internet Resources Acceptable Use Policy

The Heard County Board of Education recognizes the importance of making computer technology readily available for students and employees and providing access to resources on the Internet. The Internet is an electronic network of computers throughout the world enabling students and employees to access information from a wide variety of resources, such as ERIC, the Library of Congress, college and university libraries, NASA, and many more. As resources permit, employees and students will be able to use e-mail to communicate with each other and with professionals, astronauts, authors, and many other interesting people. In Heard County schools, these Internet services will be limited to educational purposes, such as classroom activities, research and career development. The school access to the Internet will not be used by employees or students for their personal gain, entertainment or personal communication.

Due to the complexity of computer technology and the nature of materials available from the Internet, the Board believes that guidelines are warranted; therefore, students and employees of the Heard County School System who utilize the school Computer/Internet Resources will abide by the Board's Acceptable Use Policy which reflects the Board of Regents Acceptable Use Policy for PeachNet. In order to gain access to the Computer/Internet Resources in Heard County Schools, the student and the student's parent/guardian must sign a *Student Computer/Internet Resources Agreement*. Employees must sign an *Employee Computer/Internet Resources Agreement*.

The Board makes no guarantees regarding the use of the Internet by students. Although some regulations are in place to help avoid inappropriate use of the Internet, there is no complete assurance that users will not find ways to access inappropriate materials. The Board also denies responsibility for the accuracy of information gained from Internet resources. Individual users must be responsible for following the rules of network etiquette and for determining the accuracy of information sent or received.

REF: Board of Regents Office of Information and Instructional Technology (OIIT)
PeachNet Acceptable Use Policy

CELL PHONES

The Heard County School System realizes that many families feel it is important for their children to carry cell phones for a variety of reasons. However, having a cell phone at school is a privilege and any student bringing a cell phone to school must abide by the following rules. **The signature of the student and parent to this handbook indicates agreement to these rules:**

1. The cell phone should not be turned on at any time during the instructional day without the specific permission and approval of a school administrator.
2. Any student violating this rule will have their cell phone confiscated and it will be returned only to the parent of the student with the student not being allowed to possess a cell phone at school again for the remainder of the school year.
3. Further, the School System reserves the right to inspect any and all information contained on a cell phone which has been used in violation of these rules, including phone numbers, inappropriate pictures, voice and text messages.

Students violating these rules will be punished in accordance with the code of conduct.

NOTIFICATION

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal 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 setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;

- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information or technical assistance, you may call (202) 260-3887 (voice). Or you may contact us at the following address:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-5920

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and

It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student and his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;

5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred. For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Title I

Title I of the Elementary and Secondary Education Act provides the financial assistance to state and local educational agencies to meet the needs of at-risk children. The goal of Title I is to provide instructional services and activities which support students in meeting the state's challenging performance standards. Title I is to provide instructional services and activities which support students in meeting the state's challenging performance standards. Title I Part A funds are currently spent to support the following initiatives:

- Teachers
- Opportunities for professional growth for teachers
- Additional teaching materials which supplement the regular instruction
- Parenting activities and family nights
- Provide instructional tools for parents to use at home with their child

As a parent of a child in a Title I school, you have the right to:

- See progress reports on your child and school
- Request information about your child's teacher qualifications
 - **TEACHER QUALIFICATIONS**
 - Parents or guardians may request information regarding their children's teachers, including information on completion of state requirements for licensure and certification; emergency or provisional status; educational background; and whether paraprofessionals

are serving the child, and if so, the paraprofessional's qualifications. If you are interested in obtaining this information, please contact the principal of your child's school.

- Offer suggestions on how Ephesus Elementary can improve the services offered through Title I Part A at the annual stakeholders meeting.

Intradistrict Transfer Option

(The Heard County BOE has waived this option in its Strategic Waiver System)

Acknowledgment of Out of District

Your child currently resides outside of the district in which you have enrolled him/her for Prekindergarten. Prekindergarten residency requirements are very broad and only mandate that you live within the state of Georgia. However, when your child moves to Kindergarten the policies and procedures of the Heard County Board of Education must be followed. For all children living in Heard County, but outside of the elementary school district they wish to attend, the parent must apply for and be approved for an attendance zone transfer. For all children living in the state of Georgia but outside of Heard County, the parent must apply for and be approved for open enrollment. Open enrollment requires a \$300 tuition payment. Information and required forms will be available in the spring.

Parent Right to Know

At Ephesus Elementary School, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we are required to meet federal regulations under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001 (NCLB) related to teacher qualifications. In compliance with the requirements of the ESEA/NCLB, you have the right to request information about your child's teachers' training and credentials. The following information may be requested:

- Whether the teacher met the Georgia Professional Standards Commission requirements for certification for the grade level and subject area in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration; and
- Whether your child is provided services by paraprofessionals, and if so, their qualifications.

Please rest assured that our staff is committed to helping your child reach his or her maximum academic potential throughout their school career. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled and delivering quality instruction to your child. If you have any questions or would like information outlined in this section please contact Melanie Brooks principal of Ephesus Elementary School, 770-854-4400.

Parent Involvement

You can influence the success of your child in school. It is imperative that parents partner with the school to help your child reach his/her highest potential. As a parent you can:

- Ensure that your child is here and on time at school each day .
- Make sure homework is complete and agendas are check nightly.
- Be involved in school/family activities and family events.
- Stay informed about your child's academic progress by communicating with the teacher and attending parent/teacher conferences.
- Read school and classroom newsletters, webpages, and social media.
- Be a part of stakeholder meetings and the family engagement team.
- Follow guidelines in the school/parent compact.

Title I Helpful resources and Links

Ephesus Elementary will provide helpful resources throughout the year through our school web page, class and school newsletters, family nights, school/parent compacts, and family engagement plan. You may also visit the Georgia Department of Education Parent Guide at

[Information for Parents - GaDOE](#)

<http://www.gadoe.org/School-Improvement/Federal-Programs/Partnerships/Pages/Parent-Engagement-Program-For-Parents-Links.aspx>