



Student–Parent Handbook

2023-2024

Mr. Shannon Moss, Principal
Mrs. LaTisha Usher, Assistant Principal
Dr. Darren Berrong, Superintendent

1150 Konahetah Road
Hiawassee, Georgia 30546
(706) 896-4131

www.towns.k12.ga.us

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****Please complete and return all forms to the homeroom teacher.**

Towns County Elementary Faculty and Staff

<u>Administrative Office</u>	<u>Extension</u>	<u>Certified Personnel:</u>	<u>Extension</u>
Mr. Shannon Moss, Principal	2112	Peter Byrne, Speech	2124
Mrs. LaTisha Usher, Asst. Principal	2111	Gloria Cartee, Special Ed.	2122
Felisea Shook, Bookkeeper/Registrar	2110	Patty Dayton, Reading Rescue	3210
Angela Waters, Secretary	2106	Sondra George, Special Ed.	2250
Becky Sams, Attendance	2000	Julie Harkins, Special Ed.	2162
<u>Kindergarten Teachers:</u>		Tammy Lott, Special Ed.	2246
Victoria Barrett	2217	Audrey Moss, Special Ed.	3109
Jessica Berrong	2209	Cheryl Peebles, Special Ed.	2145
Susan Poston	2215	Chase Phillips, Physical Ed.	1239
Lexy Woodard	2208	Stacy Roberts, Reading Specialist	2214
<u>First Grade Teachers:</u>		Jordan Trotman, Music	2233
Kelley Denton	2243	Chad Shook, Physical Ed.	1300
Chelsey Byers	2235	Hailey Silvey, School Counselor	2141
Maddie Thomas	2245	John Butler, Math Specialist	2207
Samantha Reynolds	2236	Julie Thompson, Media Center	2139
<u>Second Grade Teachers:</u>		Amber Vickroy, Art	2201
Missy Moss	2118	Debi Williams, STEM	2117
Kimberly Petty	2123	Jessica Wade, Gifted	3206
Jessica Walls	2125		
Deena Weaver	2131	<u>Classified Personnel</u>	
<u>Third Grade Teachers:</u>		Amanda Coggins, Para	
Christy Giles	2146	Jessica Coleman, Para	
Kim McClure	2161	Kayla Deyton, Special Ed. Para	
Candice Thompson	2147	Patty Doche, Special Ed. Para	
Julie Wilson	2160	Bonnie Durham, Special Ed. Para	
<u>Fourth Grade Teachers:</u>		Tamra Eller, PBIS Learning Center	
Hannah Benedict	3211	Sherry Ellis, Special Ed. Para	
Amy Engert	2154	Danielle Forrester, Para	
Tammy Jackson	2156	Kaylea Gaines, Para	
Connie Marshall	2157	Desiree Gonzalez, Media Assistant	
<u>Fifth Grade Teachers:</u>		Liz Grimsley, Para	
Misty Jones	3207	Brooke Harden, Special Ed. Para	
Laura Moses	3205	Cara Hasper, Special Ed. Para	
Lisa Sutton	3201	Mary Hicks, Special Ed. Para	
Lisa West	3202	Kristy Kell, Para	
<u>Family Connection:</u>		Kimberly Laird, Para	
Amy Gibby-Rosser	1233	Adrian LaShomb, Special Ed. Para	
<u>Technology:</u>		Sonya Ledford, Para	
Trena Stroud, Director	1021	Donna Manus, P.E. Assistant	
Gary Pyrlik, Supervisor	1214	Lisa Marshall, Special Ed. Para	
Nick McDonald, Technician	1527	Kayla Nelson, Para	
<u>Nutrition:</u>		Alli Patterson, Para	
Becky Mullins, Elem. Nutrition	1020	Susan Reilly, Special Ed. Para	
<u>Attendance System Wide:</u>		Myra Tallent, Para	
Lynne Abernathy	1235	Rebecca Willard, Special Ed. Para	
<u>School Nurse:</u>		Amanda Woodward, Special Ed. Para	
Jennifer Barrett, Nurse's Assistant	2227		
Jessica Beck, Nurse	2227		
Rebecca Flanagan, Nurse	2228		

Communication for Parents/Students

If you Need

Call/Email

Infinite Campus/Parent Portal (For Student Grades Info)	Trena Stroud – Email: tstroud@townscountyschools.org
Online Learning Days	Teacher
School Counseling	Hailey Silvey-Burrell – ext. 2141
Attendance	Becky Sams – ext. 2000
Enrollments/Withdrawals	Front Office
Bookkeeping	Felisea Shook – ext. 2110
Secretary	Angela Waters – ext. 2106
Sports	Towns County Recreation Dept. (706)896-2600
Lost and Found	Near the Nurse’s Station/Cafeteria
Cafeteria/Free-Reduced Forms	Becky Mullins – ext. 1020
Medical Attention / Medications	Nurse Station, 2227
Discipline Information	Mr. Moss – Principal ext. 2112 Mrs. Usher – Assistant Principal ext. 2111
Grievance	Administrator, Teacher
Transportation Changes	Front Office – ext. 2106
Transportation Director	Scott Hamilton – (706)970-9600



TOWNS COUNTY SCHOOLS

STUDENTS REACHING THEIR HIGHEST POTENTIAL

2023 – 2024

School Calendar

Teacher Pre-Planning	July 31 - August 3, 2023
Open House	August 1, 2023
First Day of School	August 4, 2023
Labor Day Holiday	September 4, 2023
Progress Reports	September 6, 2023
Teacher Work Day	September 22, 2023
End of 1st Nine Weeks	October 4, 2023
Progress Reports	October 11, 2023
Fall Break	October 18 - 20, 2023
Progress Reports	November 8, 2023
Teacher Work Day	November 10, 2023
Thanksgiving Holidays	November 20 - 24, 2023
End of 2nd Nine Weeks	December 15, 2023
End of 1st Sem./Early Release	December 15, 2023
Christmas Holidays	Dec 18, 2023 - Jan 1, 2024
Teacher Work Day	January 2, 2024
Students Return	January 3, 2024
MLK Day	January 15, 2024
Progress Reports	February 7, 2024
Teacher Work Day	February 16, 2024
President's Day	February 19, 2024
Winter Break	February 20 - 21, 2024
End of 3rd 9 Weeks	March 13, 2024
Progress Reports	March 13, 2024
Teacher Work Day	March 15, 2024
Teacher Work Day	April 5, 2024
Spring Break	April 8 - 12, 2024
Progress Reports	April 17, 2024
End of 4th Nine Weeks	May 24, 2024
End of 2nd Sem./Early Release	May 24, 2024
Graduation	May 24, 2024
Teacher Post-Planning	May 28 - 29, 2024

Board Approved February 6, 2023

SCHOOL ADDRESS AND PHONE NUMBERS

Address and phone:

Towns County Schools

1150 Konahetah Road

Hiawassee, Georgia 30546

Phone: (706) 896-4131 FAX: (706) 896-9872

Victoria Stroud, Director of Special Education Ext 1050

Stephanie Moss, Curriculum, Personnel, & Testing, 706-896-2279

OTHER DIRECT TELEPHONE NUMBERS:

Board of Education..... (706) 896-2279

Board of Education FAX..... (706) 896-2632

Bus Shop..... (706) 896-3843

Elementary School Gym..... (706) 896-4131 Ext 1239

NON-DISCRIMINATION

In the operation of the Towns County School System no person shall, on the grounds of race, color, age, national origin, disability, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in educational programs, activities, or employment practices. The following staff persons have been designated to field questions, comments, and complaints regarding instances of alleged discrimination:

Title II Coordinator	Mrs. Stephanie Moss 896-2279
Title VI Coordinator	Mrs. Erica Chastain 896-4131 ext. 1134
Title IX Coordinator	Dr. Darren Berrong 896-2279
Americans with Disabilities Act Coordinator	Mrs. Victoria Stroud 896-4131 ext. 1050
Carl Perkins Act Coordinator	Mrs. Melissa McConnell 896-4131
Gifted Education Coordinator	Mrs. Stephanie Moss 896-2279
Section 504 Coordinator	Mrs. Erica Chastain 896-4131 ext. 1134
Equity in Sports Act Coordinator	Dr. Darren Berrong 896-2279

Mission Statement

The mission of the Towns County Elementary School is to nurture, guide, and challenge all students in a safe environment which develops life-long learners, creative problem solvers and competent decision makers.

Vision Statement

- We envision a school where each child's physical, social, emotional and intellectual needs are met through instructional practices differentiated for their individual learning styles
- We envision a school where students are engaged in problems solving activities that require reasoning and critical thinking.
- We envision a school in which all stakeholders are actively engaged in student learning and
- We envision a school where faculty and staff are professionally prepared to deliver quality education.
- We envision a school where faculty members challenge students by providing problem solving activities that encourage higher order thinking skills.

Belief Statement

Every child is a valued individual with unique physical, social, emotional, and intellectual needs. They should be engaged in the learning process with instructional learning styles and needs to develop life-long learning. A key purpose of schooling is to ensure that each child is successful by learning to think, and reason to reach his or her own potential. Student learning and performance is a shared responsibility of the students, educators, parents, and community. Students will receive a quality education due to the professional growth of faculty and staff. Teachers should guide students to actively engage in problem solving and higher order thinking skills. (Know-Understand-Do)

Positive Behavior Interventions & Support – PBIS

Positive Behavioral Intervention and Supports (PBIS) is an approach to teaching and supporting positive behaviors and meeting the needs of all students. As a part of PBIS, teachers, administrators, counselors, and support staff will have the responsibility to **Teach** positive behavior expectations to students. PBIS means that students will know exactly what is expected of them. Students who take responsibility to behave positively will be recognized and rewarded in a variety of ways. Students will also know the consequences that will result when they choose not to meet the school-wide expectations. They will receive ongoing instruction from staff to ensure that they are respectful, responsible, and safe. The PBIS Learning Center is used for further evidence-based behavioral support. Students needing additional support will be referred to Tier II interventions and supports.

Daily School Schedule

7:30 – 7:55 AM – Student Arrival/Breakfast

7:45 AM – Students released to classrooms

7:45-8:00 AM - Homeroom

8:00 AM – Student will receive a tardy slip

8:00 AM - 2:55 PM – Instructional Time

2:45 PM – After this time, students will not be called up to sign out

3:05-3:20 PM – Buses leave school and parent pick-up begins between buildings

Safety is the primary concern during parent pick-up. To avoid congestion in the front foyer while our administrative staff is communicating to/between the transportation director, classroom teachers and the student pick up staff, **please do not sign your child out after 2:45 PM except in an emergency or other circumstance.** Plan to pick-up your child in the designated area.

Parent Drop-Off:

Parent drop-off is in front of the elementary building. One line of traffic is formed to avoid congestion and to keep vision clear for staff opening car doors. **Classes begin at 8:00 AM and doors are locked. A tardy note will be required for students entering after 8:00 AM. Please plan drop off prior to 7:55 AM to avoid receiving a tardy slip.**

Parent Pick-Up Line:

The parent pick-up line is between the buildings beginning after buses load and leave campus. Plan to be in the pickup line by 3:00 PM. The instructional day ends at 2:55 PM. Please avoid signing your child out prior to 2:55 PM as this causes missed instruction time and disruption to the classroom.

Change in Address, Phone or Custody:

It is extremely important for the office and teacher to have a **current telephone number/address** on the student's registration/emergency student data forms so you can be notified in case of an emergency. If you do not have a telephone, please provide us with the number from a close friend, relative or neighbor. Please notify the office and the teacher if there are any changes in the custody of your child. **A legal copy of custody documents signed by a judge** must be presented to the office for the student files. Students will not be allowed to leave campus unless the biological, legal or custodial parents have designated the individual(s) on the parent pickup list on data forms.

Changes in Transportation:

Parents **must** make after-school arrangements with students **before they leave home.** Students **MUST** have a handwritten permission note for any changes in afternoon transportation.

****For safety reasons: faxes, phone calls, emails, or any Social Media are not accepted concerning transportation changes. ****

If changes in transportation have to be made during the school day, a parent or guardian **MUST** come to the office in person to make these changes.

Student Release:

For the safety of our students, anyone who comes into the school with the intention of picking up a child must be prepared to show a picture I.D. Persons NOT listed as an authorized pick-up on the student's information will NOT be allowed to leave school grounds with the child without special written permission from the child's parent/guardian. If changes need to be made to the list of people authorized for pickup, the parent/guardian needs to come to the school in person to complete new forms before your child's information can be updated.

Visitors:

For the health and safety of our students and staff, parents and guardians are not allowed/permitted in the building except for scheduled meetings and/or approval of administration. Anyone with permission to enter the building must report to the office and sign in. They must obtain a visitor's pass to enter the building. Parents/guardians **MUST** make appointments to meet with teachers. Appointments may be scheduled before or after school hours or during a teacher's planning time.

Student Telephone Access:

Students **will not** be called to the telephone in the front office, nor will they be allowed to use the phone except in emergency situations. The nurse or nurse's assistant will contact the parent/guardian if a student is ill.

Parent-Teacher Conferences:

Parent-teacher conferences may be arranged between 3:00-3:30 PM or during the teacher's planning period by sending an email or letter to the teacher.

General Curriculum Information:

Towns County Elementary School operates on the semester system. This program provides for two semesters of approximately 90 days each during the regular school year. Report cards are given to all students at the end of each nine-week grading period. Progress reports are given midway between report cards.

Accessing Student Grades:

Student grades may be accessed using Infinite Campus. For access information, please contact Trena Stroud at 706-896-4131 ext. 1021 or by email at tstroud@townscountyschools.org.

Grading Scale:

100-90=A

80-89=B

70-79=C

Grades below 70=F

I= Incomplete

Students receiving an incomplete for a semester's work will have up to ten (10) days to make up work after returning to school.

Textbooks

Textbooks are issued to students with their condition noted by the teacher. It is the responsibility of each student to take proper care of this school property. Missing or damaged textbooks will be paid for by the student based on the condition when issued.

Entrance Requirements:

Children entering kindergarten must be five (5) years old on or before September 1. A certified copy of birth certificate, immunization record form #3231, social security card, proof residence in Towns County and a Hearing, Vision, Nutrition, Dental Screening form #3300 are required before a child can enroll in Towns County Schools. Students transferring from another elementary school will be given (30) days to obtain these records from a previous school. Out of state students will be required to have their information transferred to the appropriate Georgia forms. These records are state requirements and will be placed in the student's permanent folder. In order to enter first grade, a child must be six (6) years old on or before September 1.

Promotion Requirements:

Towns County Elementary School students must pass three out of four academic subjects. For all subjects, a passing grade will be 70 or higher. Student report card grades will reflect numerical grades for academic classes.

Homework/Make-Up Work:

Homework is considered a part of the total school program. Students are expected to read every night, and other homework is a review and reinforcement of skills taught in the classroom. The amount of homework is determined by the age of the child. Wednesday is "WOW" night – (We're off on Wednesday) No homework for students.

Procedures for Withdrawal from School:

All withdrawals are handled by the office. Parents/Guardians must come to the office and sign a withdrawal form before procedures can begin.

FOOD SERVICE

The cafeteria is operated without profit for the benefit of students. Students are expected to assist in keeping the cafeteria clean; therefore, they are responsible for cleaning up their own tables and spillage. Students are expected to keep the noise level down and maintain reasonable cleanliness of the lunchroom.

Breakfast (K-12) Full Pay: \$2.00, Reduced Price: \$.30, Staff: \$2.50, Visitors: \$3.00

Lunch (K-5) Full Pay: \$2.50, Reduced Price: \$.40, Staff: \$5.00, Visitors: \$5.00

**Second meals will be \$5.00 and extra entrée will be \$2.00. Extra vegetables, fruit, or milk will be \$.75. **

Special meals are provided for any student when prescribed by a medical doctor only. This form can be found in the forms section of the Handbook.

Towns County School Nutrition Charge Procedure

Parents are strongly encouraged to submit a free or reduced meal application on or before the first day of school each school year. Parents must reapply each school year. Meal applications are available online at <https://lingconnect.com/>, and at each school's front office. You may also contact the Nutrition Department for an application.

The charge limit for all meals is \$10.00. Parents are encouraged to prepay for student meals if not approved for free meals. Students are not allowed to charge any extra items, only the meal. Once a student reaches the \$10.00 charge limit and payment has not been provided the student will receive an alternative meal. Students will receive an alternative meal until all charges are paid or the student has cash to pay daily.

Families will be notified of their student(s) charges weekly or biweekly by phone, email, text message or automated call to the phone number on file with the school. Please make sure to update all phone numbers and addresses each school year so that we may contact you. To prevent your student(s) from acquiring unwanted meal charges parents are strongly encouraged to set up online reminders and payment options at <https://lingconnect.com/>. For help with setting up the online account please contact the Nutrition Department.

Employees of Towns County School System are allowed to charge meals and extra items to their lunchroom accounts. The charge limit for employees is \$75.00. Charges need to be paid at the end of each month. If charges are not paid in full by the end of the school year the total amount owed will be deducted from the employee's paycheck.

Notice for Language and Disability Assistance for the School Nutrition Program

If you have difficulty communicating with us or understanding this information because you do not speak English or have a disability, please let us know. Contact (Becky Mullins). Free language assistance or other aids and services are available upon request.

Spanish

Español:

Si tiene dificultades para comunicarse con nosotros, o para entender esta información porque no habla inglés o tiene alguna discapacidad, por favor infórmenos. Comuníquese con (Becky Mullins). Tenemos disponibilidad de servicios gratuitos de ayuda en otros idiomas y otro tipo de asistencia y servicios cuando lo solicite.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at <https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

ICE CREAM PRICE:

Students have an opportunity to purchase ice cream each afternoon. The prices are \$0.75 cents or \$1.00.

MEDICATION and SPECIAL HEALTH NEEDS

If students need to take prescription or over the counter medications during the school day, the medication must be left with the school nurse with a consent form completed by parents authorizing the school to administer the medication as prescribed by the doctor.

An auto-injectable epinephrine is defined as a disposable drug delivery device that is easily transportable and contains a premeasured single dose of epinephrine used to treat life-threatening allergic reactions. In order for a student to carry and self-administer prescription auto-injectable epinephrine, a levalbuterol sulfate nebulizer to treat asthma, or diabetes medication, equipment and supplies prescribed for treatment under a diabetes medical management plan, the student's parent or guardian shall provide: A written statement from a licensed physician detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the student is able to self-administer such medication. A written statement by the parent or guardian consenting to the self-administration, providing a release for the school nurse or other designated school personnel to consult with the physician regarding any questions that may arise with regard to the medication, and releasing the school system and its employees and agents from civil liability if the self-administering student suffers an adverse reaction as a result of self-administration pursuant to Georgia law. The written statements shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes. Any student who is authorized for self-administration of medication pursuant to board policy may possess and use such medication; while in school; at a school sponsored activity; while under the supervision of school personnel; or while in before-school or after-school care on school operated property. To protect the safety of all students the misuse or abuse of self-administered medication will be considered a violation of the Towns County Elementary School Code of Conduct.

Students with special health needs must make these known to the principal so that a notation can be made in school records. A student health form along with a letter of explanation will be made available to parents.

FIRST AID / ILLNESS

Students who require first aid or who become ill during the school day will be treated by the school registered nurse and parents notified if necessary.

Towns County Elementary follows the Children's Healthcare guidelines for students being too sick to attend school. If your child has a fever of 100.5°F, keep your child home until there is no fever without using medicines for 24 hours.

Students with head lice, nits or scabies will be removed from the classroom and parents will be contacted to pick up their child. The school system enforces a "no nit" policy, meaning that all nits must be combed from the hair after treatment in order for a child to return to school. A student may not return until he/she has been treated and is "nit free," as verified by Towns County Health Department or the school nurse. In addition, in any classroom where lice are found, a notification letter will be sent to the parents of all students in that classroom stating that head/body lice have been detected. Parents should check their children at home when such a letter is received. Parental cooperation is a must in order to minimize the impact of lice.

MONEY AND OTHER VALUABLES

Students should leave money and other valuables at home except for that which is necessary for school. The school will not be responsible for money left in clothes, unattended in the classroom or other places on the school grounds.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

In accordance with Georgia Law, the opportunity is afforded daily for reciting the Pledge of Allegiance to the flag of the United States of America followed by a moment of silence daily.

CELL PHONES

Students must comply with the following guidelines during the regular school day from 7:30-3:30:

- Cell phones, smart watches, and other electronic devices must be stored in a backpack or locker at all times.
- Cell phones, smart watches, and other electronic devices must be turned off inside a school facility.
- Use of the Video and Camera functions on cell phones, smart watches, other electronic devices, or tablets are prohibited.

Misuse of cell phones, smart watches, and other electronic devices may result in confiscation of the device; to be released to the student at the end of the school day or to a parent for repeated violations. The use of such could be granted by the classroom teacher/administration on incentive days.

In the event of an emergency, students can be contacted through the main office of each school.

SCHOOL SPONSORED CLUB

School sponsored clubs (excluding competitive interscholastic activities or events) are those under the sponsorship, direction and control of the school that organize and meet for common goals, objectives, and purposes. State law requires that parents have the right to withhold permission for their students to participate in any school sponsored club or organization designated by them. The school sponsored clubs that will be in operation during the school year vary. Information will be provided regarding the name of each club, its purpose, faculty sponsor and a description of past or planned activities. You, as the parent/guardian, have the right to withhold in writing your permission for your student's participation in any club or organization. If a club is added during the school year, you will be provided information on the club and your written permission will be required prior to your student participation.

FIELD TRIPS

Field trips are planned to enhance the curriculum. Out of county field trips require a permission slip from the parents prior to the date of the trip. All field trips begin and end at the school site. If the student is not returning to Hiawassee, the parent must sign the student out with the teacher before leaving the site.

PERSONAL PROPERTY/LOST AND FOUND

To reduce the number of lost jackets, sweaters, gloves, school supplies, etc. Please put your child's name on each item. Please notify your child's teacher if any personal property has been misplaced. Personal athletic equipment (bats, balls, etc.), toys, stuffed animals, radios, headphones, video games, and valuable jewelry must NOT be brought to school unless authorized by the child's teacher. Found articles will be kept in the office such as jewelry, glasses, purses, while clothes are kept across from the nurse's station at **lost and found**.

MTSS/STUDENT SUPPORT TEAM

Students who experience academic or behavior difficulties, which interfere with the learning process, may be referred to the Multi-Tiered System of Supports (MTSS) or Student Support Team (SST) for assistance. MTSS processes have been designed to include support and possible services that may help the student address the issues. Parents are involved in this process.

SCHOOL COUNSELING

The school counselor works in the office, classrooms and small groups, coordinating in the classroom, career awareness classes, personalized programs, student placement, new student orientation. The counselor consults with parents in regard to social, emotional, and educational concerns experienced by their children. Consulting with teachers is necessary to help plan activities and programs for individual growth and classroom policies, curriculum and programs for individual growth and classroom management. The counselor provides support during personal crises, develops skills for individual growth and classroom problems, helps students set positive goals, exercise self-responsibility, and improve academic progress. Counseling is provided to facilitate discussions which develop communication skills that help students understand themselves and others.

GEORGIA MILESTONES ASSESSMENT SYSTEM

The Georgia Milestones Assessment System (Georgia Milestones) is an assessment program that is comprehensive and spans grades 3 through high school. This assessment program measures how well students have learned the state-adopted content standards. These standards cover the subjects of language arts, mathematics, science and social studies. An end-of grade assessment will be administered for students in grades 3 through 8 in each content area.

TITLE I SCHOOL DESIGNATION

The Elementary and Secondary Education Act (ESEA) of 1965 requires that parents or guardians who have children attending a Title I school be notified of how well their school is preparing its students for college and/or a career, as well as the school's designation status under Georgia's ESEA Flexibility Waiver. Under Georgia's ESEA Flexibility Waiver, certain Title I schools are designated as Reward, Priority, Focus, or Alert schools. Towns County Elementary School has been designated as a 2016 Reward School based on our performance! This is a very big recognition and we are excited for our school. Reward Schools are Title I schools are among the State's highest-performing schools. They are identified annually. Highest-performing Reward Schools are in the top 5 percent of all Title I schools.

MCKINNEY-VENTO HOMELESS PROGRAM OVERVIEW

Towns County Schools adhere to the guiding principle that all eligible children and youth who reside within the Towns County are entitled to a free, appropriate public education. Students identified as "homeless" or "in transition" will be given a full opportunity to meet state and local academic achievement standards and will be included in state- and district-wide assessments and accountability systems. Towns County Schools will ensure that children and youth in transition are free from discrimination, segregation, and harassment. Any information regarding each student's homeless status shall be handled in a confidential and professional manner by school and system personnel. Definitions: In accordance with the McKinney-Vento Homeless Education Act and State Board Rule 160-5-1-.28 (JBC), the term "Homeless Child and Youth" is defined as individuals who lack a fixed, regular, and adequate nighttime residence, including children and youth who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or similar reasons;
- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodation;
- Living in emergency or transitional shelters;
- Abandoned in hospitals;

- Living in cars, parks, public spaces, abandoned buildings, substandard housing, or bus or train stations, or similar settings;
- Sleeping in primary nighttime residence that is a public or private place not designed for, or ordinarily used as, regular sleeping accommodations; and,
- Migratory or living in the circumstances described above.

A child or youth shall be considered to be experiencing homelessness for as long as he or she is in a living situation described above. Unaccompanied youth; a youth not in the physical custody of a parent or guardian, who is in transition as defined above. Towns County Schools shall request proof of residency of all students enrolling in Towns County Schools. If a student is identified as homeless by definition, the school will enroll the student immediately. School personnel will contact the Homeless Liaison immediately upon enrollment of any student experiencing homelessness. Homeless students may be enrolled by a parent or the district's liaison. Enrollment may not be denied or delayed due to lack of any document normally required for enrollment including, but not limited to, the following:

- Proof of residency
- Transcripts/school records
- Immunization or immunization/health/medical/physical records
- Proof of guardianship
- Birth Certificate
- Any other document requirements
- Unpaid school fees
- Lack of uniforms or clothing that conforms to dress codes
- Any factor related to the student's living situation Services: The Towns County Schools Homeless Liaison shall coordinate with any/all local social service agencies that provide services to homeless children and youths and their families; other local school systems on the transfer of student records; and state and local housing agencies responsible for comprehensive housing affordability strategies. Children and youth experiencing homelessness shall be provided services comparable to services offered to other students in the school selected, including:
 - Transportation - Homeless students are entitled to transportation to his/her school of origin or the school where he/she is to be enrolled.
 - Title I Services- Educational services for which the student meeting eligibility criteria, including special education and related services and programs for English language learners
 - CTAE education programs and extracurricular activities
 - Gifted and talented programs
 - School nutrition programs and automatic eligibility for free meals
 - Before-school and after-school program when applicable
 - Parental Involvement Activities

If a dispute arises over any issue regarding homeless students, the child or youth in transition shall be enrolled immediately to the school in which enrollment is sought pending resolution of the dispute. The student shall also have the same rights to all appropriate educational services, transportation, free meals, and Title I services while the dispute is pending. The parent or guardian shall be informed of Towns County Schools decision and the appeal rights in writing. The System's liaison will carry

out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute. If the matter is not resolved at the local level, the parent may request to exercise the right for a review of the dispute and decision by the Georgia Department of Education in accordance with Dispute Resolution Guidelines and Procedures provided by the Georgia Department of Education which are available on the Georgia Department of Education's website.

Contact information:

Erica Chastain

Homeless Liaison

Towns County Schools

1400 Hwy 76 East

Hiawassee, GA 30546

706 896-4131 ext. 1525

echastain@townscountyschools.org

PARENT – STUDENT RIGHTS

Parent Right-to-Know Information

At Towns County 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 must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- Whether the teacher is teaching in the field of discipline of the certification of the teacher.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications. Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact Mr. Shannon Moss at Towns County Elementary School at 706-896-4131 ext. 2112 or email me at smoss@townscountyschools.org.

Parent - Student Rights

Parents and students have certain rights under Federal Law (20 U.S.C., 1232h) commonly known as the Protection of Pupil Rights Amendment. Pursuant to this law, all instructional materials, including teacher's manual, films, tapes, or other supplemental materials which will be used in connection with any survey, analysis, or evaluation shall be available for inspection by parents or guardians of the students. In addition, parents have the right upon request to review before administration or use of protected information surveys of students and instruments used to collect personal information from students for marketing, sales, or other distribution purposes. In addition, consent will be required before students are asked to submit to a survey, analysis, or evaluation funded in whole or in part by a program of the U.S Department of Education that reveals any information concerning any of the following protected areas:

Political affiliations, mental or psychological problems potentially embarrassing to the student or his/her family, sex behavior or attitudes, illegal, anti-social, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom students have close family relationships, legally recognized privileged or analogous relationships, such as those of lawyers, physicians, or ministers; or income without prior written consent of the parent.

Parents and eligible students have the right to receive notice and an opportunity to opt a student out of any other protected survey regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening provided by state law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Parents or eligible students who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5929**

Student reporting acts of sexual abuse or sexual misconduct

"20-2-751.7.(a) The Professional Standards Commission shall establish a state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities. Each local school system shall be required to implement and follow such state mandated process and shall include the mandated process in student handbooks and in employee handbooks or policies.

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

(b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.

(c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

FERPA

The Towns County School System complies with the provisions of the Family Educational Rights and Privacy Act (FERPA). The act provides that parents, guardians or eligible students have the right to:

1. Inspect and review the student's educational records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the School Principal a written request that identifies the records they wish to inspect. The School Principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. Parents or eligible students who wish to ask the school to amend a record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school 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.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that Federal Law authorizes without consent.
4. File with the U.S. Department of Education a complaint concerning alleged failures by this school or the Towns County School System to comply with FERPA.

Parents or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5929

We are required to apprise parents of the types of information that may be given out by the school system as "directory information".

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Towns County Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Towns County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Towns County School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, for example, in wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with

three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Towns County Schools has designated the following information as directory information:

- Student's name, address and telephone number
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance

Public notice is hereby given by the Towns County School System, pursuant to the Family Rights and Privacy Act, 20 U.S.C. Section 1232g (a) (5) (b), that the following information pertaining to students enrolled in the Towns County School System may be given upon request to law enforcement agencies, PTSO and school related groups, U.S. Armed Forces recruitment agencies, and schools and colleges accredited by the Southern Association of Colleges and Schools or the Commission on International and Trans-Regional Accreditation: name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height if a member of an athletic team, dates of attendance, grade level, awards received, the most recent previous educational institution attended, and other similar information. Student names may be obtained for athletic programs as well as a tentative list of graduation seniors for media publication. Parents of students under eighteen (18) years of age objecting to the release of this information should notify Mr. Shannon Moss, Principal, in writing.

Under the Family Rights and Privacy Act, Towns County Elementary School will disclose without consent to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including school nurses and school resource officers); a member of the school board; a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant, volunteer, or other party to whom the school district out-sourced services such as electronic data storage; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his or her tasks. The district allows officials to access only student records in which they have a legitimate educational interest. School officials remain under the district's control with regard to the use and maintenance of personally identifiable information (PII), which may be used only for the purpose for which disclosure was made, and cannot be released to other parties without authorization.

Upon request, Towns County Elementary School will disclose educational records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

SECTION 504

Any student or parent or guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system’s Section 504 Coordinator, Erica Chastain; however, a grievant’s failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system’s Section 504 Coordinator. The school system’s Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted by phone at 706-896-4131 ext. 1134 or by email at echastain@townscountyschools.org. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

TOBACCO FREE SCHOOL

In an effort to promote a healthy lifestyle for our young people, the Towns County School System has banned the use of tobacco on campus. This includes the use of tobacco products during all school functions by students and adults. We appreciate everyone’s help in setting a positive example for the students of Towns County. The Towns County School System does not discriminate on the basis of age, sex, race, color, religion, national origin, or disability in educational programs, activities, or employment.

EQUITY IN SPORTS ACT

In accordance with the Equity in Sports Act, O.C.G.A & 20-2-315, Towns County School System does not discriminate on the basis of gender in its athletic programs. Dr. Darren Berrong can be reached at the Towns County Board of Education Office, 67 Lakeview Circle, Suite C, Hiawassee, GA 30546 or by phone at (706) 892-2279.

HOSPITAL/HOMEBOUND

Hospital/homebound instruction is a teaching service provided to students having a medically diagnosed physical condition which prevents school attendance for a period of ten (10) days or more. Students eligible must be anticipated to be absent for a minimum of ten (10) consecutive days unless a physician certifies that the student has a chronic health condition causing the student to be absent for intermittent periods of time during the school year. Hospital/homebound services are not available in cases of expulsion or out-of-school suspension.

POLICY OR RULE CHANGES

The Towns County Board of Education and Towns County Elementary School reserves the right to change policies, rules, and procedures without prior notification. The Towns County Board of Education and Towns County Elementary School do not discriminate on the basis of gender, race, handicap, age, religion, or ethnic origin in educational programs, activities, employment, or admission to its programs.

TOWNS COUNTY SCHOOLS PROCEDURES

REGARDING WASTE, FRAUD, ABUSE, AND CORRUPTION

At the beginning of each school year the following regulations regarding fraud, waste and abuse are shared with principals and central office personnel (responsible for other areas in the school system-- technology, maintenance, etc.). They are informed that the sharing of this information is a federal requirement and the regulations are to be shared with **everyone** in their building (teachers, paraprofessionals, bus drivers, lunchroom, custodial staff, etc.). Hard copies and electronic copies are shared with leaders to disseminate and discuss with staff at a faculty meeting. Administrators are to provide the central office Title I department with a copy of the agenda and sign-in sheets from the meeting where the regulations were shared.

TOWNS COUNTY SCHOOLS

REPORTING SUSPICION OF FRAUDULENT ACTIVITIES

Purpose:

Towns County Schools adheres to the Code of Ethics for Georgia Educators. Any detected or suspected fraud, waste, or abuse must be reported immediately to the Superintendent of Schools. Such fraud, waste, or abuse applies to any fraudulent activity involving not only employees but also directors, vendors, outside agencies, and/or unknown parties. Investigations will be performed without regard to length of service, title/position, or relationship.

Definitions:

Fraud: A false representation of a matter of fact, whether by words or by conduct, or by concealment of that which should have been disclosed, that is used for the purpose of misappropriating property and/or monetary funds from federal grants.

Waste: "Waste" means the thoughtless or careless expenditure, consumption, mismanagement, use, or squandering of resources owned or operated by the school system to the detriment or potential detriment of the system. Waste also includes incurring unnecessary cost because of inefficient or ineffective practices, systems or controls.

Abuse: "Abuse" means the excessive, or improper use of something, or the use of something in a manner contrary to the natural or legal rules for its use; the intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources owned or operated by the school system; or extravagant or excessive use so as to abuse one's position or authority.

Statement of Administrative Regulations: Towns County Schools thoroughly and expeditiously investigates any reported cases of suspected fraud, waste, or abuse to determine if disciplinary, financial recovery and/or criminal action should be taken.

Confidentiality: All reports of suspect fraud, waste, or abuse must be handled under the strictest confidentiality. Only those directly involved in the investigation should be given information. Informants may remain anonymous to the extent allowed by law but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of alleged fraudulent act as possible.

Procedures and Responsibilities:

1. Anyone suspecting fraud, waste, or abuse concerning federal programs should report their concerns to the Towns County School, 67 Lakeview Circle, Suite C, Hiawassee, GA 30546.
2. Any employee of Towns County Schools (temporary staff, full-time staff and contractors) who receives a report of suspected fraudulent activity must report this information within the next business day. You are to contact Towns County Schools at 706-896-2279. Employees have the responsibility to report suspected fraud. All reports can be made in confidence.
3. Towns County Schools shall conduct investigations of employees, providers, contractors, or vendors.
4. If necessary you will be contacted for additional information.
5. Periodic communication through meetings should emphasize the responsibilities and channels to report suspected fraud, waste, or abuse.

Complaint Procedures under Elementary Secondary Education Act (ESEA)

Grounds for a Complaint Any individual, organization or agency (complainant) may file a complaint with the Towns County Board of Education if that individual, organization or agency believes and alleges that a violation of Federal statute or regulation that applies to a program under ESEA has occurred. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received unless a longer period is reasonable because the violation is considered systemic or ongoing.

Federal Programs for Which Complaints Can Be Filed

- a. Title I, Part A
- b. Title I, Part C
- c. Title II, Part A
- d. Title III, Part A
- e. Title VI, Part B
- f. McKinney-Vento Act

Complaints Originating at the Local Level

As part of its Assurances within ESEA program grant applications and pursuant to Section 9306 of ESEA, an LEA accepting federal funds must have local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore, a complaint should not be filed with the Georgia Department of Education until every effort has been made to resolve through local written complaint procedures. If the complainant has tried to file a complaint with Towns County Schools to no avail, the complainant must provide the Georgia Department of Education written proof of their attempt to resolve the issue with Towns County Schools.

Filing a Complaint

A formal complaint must be filed in writing and signed by the complainant. The complaint must include the following:

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

The complaint must be addressed to:

Erica Chastain, Director of Federal Programs
Towns County Schools
67 Lakeview Circle
Suite C
Hiawassee, GA 30546
Investigation of Complaint

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

1. The date Towns County Schools received the complaint;
2. How the complainant may provide additional information;
3. A statement of the ways in which Towns County Schools may investigate or address the complaint; and

4. Any other pertinent information.

If additional information or an investigation is necessary, the school system will have sixty (60) days from receipt of the information or completion of the investigation to issue a Letter of Findings. If the Letter of Findings indicates that a violation has been found, corrective action will be required and timelines for completion will be included. The 60-day timelines may be extended, if exceptional circumstances exist. The Letter of Findings will be sent directly to the complainant.

Right of Appeal

If the complaint cannot be resolved at the local level, the complainant has the right to request review of the decision by the Georgia Department of Education. For complaints filed pursuant to Section 9503 (20 U.S.C. 7883, complaint process for participation of private school children), a complainant may appeal to the Georgia Department of Education no later than thirty (30) days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the school system's decision and include a complete statement of the reasons supporting the appeal.

STUDENT ATTENDANCE PROTOCOL

School System Procedures

Towns County School System will monitor student attendance daily. Codes for attendance used in the student records database (Infinite Campus) will be consistent between schools to indicate excused and unexcused absences, tardies, early dismissals, and in-school and out-of-school suspensions, etc. Excused absences shall be delineated by the reason for the excuse. The Towns County Board of Education will adopt policy and procedure outlining the specific steps to be taken to monitor and address the attendance of all students. Each school will create a building level procedure in accordance with this policy based on the following definitions.

EXCUSED ABSENCE

In order for a student to have an excused absence, a written excuse from the parent or doctor must be presented to the Attendance Clerk within three days after the absence. These excuses will be maintained in the student's attendance folder. Based on State Board of Education rule, the following may be considered excused:

1. A student having a personal illness such that his or her attendance in school would endanger the student's health or the health of others. In the instance of head lice, two days will be excused for treatment. When sent home by the school nurse, that day's absence will be entered as a medically excused absence. If the student is sent home due to having a fever 100.5 or higher, the following day's absence will also be medically excused.
2. A serious illness, death, or emergency 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. Observation of religious events or holidays that necessitate absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A period not to exceed one day is allowed for registering to vote or voting in a public election.
7. Excused status can be obtained in advance for special circumstances at the discretion of the principal.
8. A student whose parent is in military service in the armed forces of the United States or the 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 shall be granted excused absences up to a maximum of five school days per school year to visit with his or her parent prior to such parent's deployment or during such parents leave.
9. Students shall be counted present when they are serving as pages of the Georgia General Assembly and/or while representing the school in an activity approved by the school and/or the Towns County Board of Education.

10. Students in foster care shall be counted present when attending court proceedings related to their foster care.

UNEXCUSED ABSENCE

A student is absent any time he or she is missing from school or from any assigned class or school activity for reasons other than those stated above and/or has not provided a valid written excuse within three days.

Parents may **provide up to seven (7) written notes for absences** for reasons listed under “EXCUSED ABSENCES”. Written notes after seven will be considered unexcused unless reviewed by the principal and excused at his/her discretion.

TRUANT Any student subject to compulsory attendance who during the school calendar year has more than five (5) days of unexcused absences in a school year is considered truant.

TARDY A student is tardy when he or she arrives at an assigned place after the designated time.

EARLY DISMISSAL An early dismissal is when a student is checked out before the end of the school day. Repeated or habitual tardiness and early dismissals are disruptive to the orderly instructional process. Teachers and/or principals shall have the discretion to take corrective action such as detention, ISS, silent lunch, etc.

ATTENDANCE RECOVERY Opportunities are provided for students to make up time missed and receive academic assistance during the regular school schedule due to tardiness and absences. Examples: before-school programs, after-school programs, and other times as designated by the principal or assistant principal.

IN-SCHOOL SUSPENSION Removal of a student from their regular classes and assignment of the student to a location isolated from their peers.

HOSPITAL/HOMEBOUND A hospitalized or homebound student who receives three hours of instruction per week from a certified hospital/homebound teacher may be counted present at the school for that week.

NOTIFICATION OF PARENTS Upon enrollment and registration each school year, parents/guardians shall be given notice of State Compulsory Attendance Law pursuant to O.C.G.A. Code 20-2-690.1 and Towns County Board of Education school attendance policy. The school will make reasonable efforts to ensure receipt and comprehension of the policy by requesting signatures from parents/guardians that this notice was received and understood. At the middle and high schools, students will also receive this notice and provide a signature. At the elementary level, this notice will be received by students who have reached age ten (10) or above by September 1 of that school year. This notice should also be included in each school’s Code of Conduct.

ATTENDANCE SUPPORT TEAM

Each school will establish an Attendance Support Team (AST) which will be chaired by the Attendance Coordinator and include one or more of the following as its members: the principal of each school or his/her designee, School Counselor, SRO/DARE officer, appropriate members of the Attendance Protocol Committee, and faculty having direct contact with the parents/guardians and/or providing direct service to the specific student(s) to be discussed. Each school’s AST will meet when deemed necessary by the attendance protocol to discuss excessive absenteeism and will be responsible for implementing and monitoring policy to reduce tardiness, early dismissals, and truancy. Parents/guardians shall be invited, as well as encouraged, to attend these meetings. For purposes of this Protocol, the term “parent” may include any adult who has charge and control over the child, including a biological, adoptive, foster, step-parent, a guardian, or any other person who has control or charge of the child’s attendance at school. In this regard, two parents residing in the same household with the child are equally responsible for the child’s attendance at school. Daily attempts shall be made to call parents of absent students. In cases known to involve joint or shared custody or guardianship of a student, efforts should be made to contact all individuals with custodial rights. This standard shall also apply to steps hereinafter.

Elementary School Attendance Procedures/ Tardy Addendum
Absences – <u>After 3-5 Unexcused</u> : The principal or his/her designee will contact the parent either by phone or in writing.
<u>After 5-7 Unexcused Absences</u> : Attendance Support Team meeting. Parent contact made by the Attendance Coordinator. Referral for attendance recovery as needed.

After 10 Unexcused Absences: Referral to Child in Need
of Service Committee

Unexcused Tardy / Early Dismissal: (5) unexcused tardies will result in attendance recovery as needed.

- At three (3) unexcused absences, the principal or his/her designee will contact the parent either by phone or in writing. This serves to notify the parent(s) of attendance to date.
- At five (5) unexcused absences the Attendance Coordinator will send a letter via certified or registered mail to the parent(s) along with a copy of the attendance law mandated by the state. This letter will request the parent contact the Attendance Coordinator to arrange an Attendance Support Team (AST) meeting and will require a signature of receipt.
- At seven (7) unexcused absences and/or ten (10) unexcused absences total the Attendance Coordinator will call the parent(s) to investigate and request an AST meeting to review the case and consider making a referral.
- At ten (10) unexcused absences, the Attendance Coordinator and School Administrator(s) will make a court referral if one has not been made previously.

Attendance Coordinator Timeline

⇒ Attendance Coordinator will meet with the student and/or attempt a home visit to explore the reasons for excessive absences and to recommend avenues to the student and family for addressing the cause of absences.

⇒ Upon review of attendance records, parent contacts made by school staff, and other pertinent information, the Attendance Coordinator will set an AST meeting to review the case and notify the parents and appropriate AST members.

⇒ After the Attendance Support Team meeting, the Attendance Coordinator will monitor the decisions/contract completed and take whatever actions were deemed necessary by the committee.

⇒ If upon further investigation and the determination of the Attendance Support Team the student's attendance has not improved and/or the decisions/contract terms not been fulfilled, the Attendance Coordinator will refer parent(s)/ guardian(s) of students ages six (6) to eleven (11) to either the Juvenile Court for Educational Deprivation, or to the Magistrate Court for Failure to comply with Compulsory Attendance, and/or (c) refer the family to the Department of Family and Children Services for deprivation/educational neglect. Students ages twelve (12) to sixteen (16) will be referred to Juvenile Court for Truancy and/or (d) notify the Department of Motor Vehicles as specified in O.C.G.A. 40-5-2 regarding denial of driving permits and/or licenses for students age fourteen and above. **NOTE: In most cases, Court referrals will be made at this point or at the next unexcused absence.**

⇒ Review end of year attendance records with each school's Principal and determine a list of active referrals for the beginning of the next school year.

Criminal Prosecution for Violation of School Attendance Law

O.C.G.A. & 20-2-690.1 requires any person in this State who has control or charge of a child between the ages of six (6) and sixteen (16) to enroll and send that child to school, including public private and homeschooling.

A child is responsible to attend school and is subject to adjudication in Towns County Juvenile Court as an unruly child for violation of the statute. If a parent, guardian or other person who has control or charge of the child causes the child's absence, then that person, and not the child, is in violation of this statute. Such a violation is a misdemeanor and carries a penalty of up to \$100 fine, community service, 30 days in jail, or any combination of these penalties for each violation. The law specifies that each day's absence constitutes a separate offense.

A. Filing Juvenile Complaints

A juvenile complaint should be filed in the Juvenile Court of Towns County against a child who is habitually and without justification truant from school. Such a child is "unruly"/truant.

For the purposes of this Protocol, habitual truancy or absence is defined as five (5) or more days of unexcused absence from school. After seven (7) unexcused absences, the child's circumstances will be reviewed by the Attendance Support Team. At this review the following options will be discussed:

1. Refer the child and/or parent(s)/guardian(s) to the appropriate community resources.
2. Request further medical documentation if appropriate
3. File an "unruly child"/truancy complaint with the Juvenile Court of Towns County
4. Make a referral to the Department of Family and Children's Services for deprivation/educational neglect.

The Attendance Coordinator will be responsible for obtaining and monitoring compliance with the recommendations of the Attendance Support Team.

B. Juvenile Justice Procedures

1. Intake Process for Juvenile Complaints

- a. The Clerk of Juvenile Court in Towns County will immediately forward a copy of all Truancy complaints to the Intake Officer of the Department of Juvenile Justice for Towns County. The intake officer will process complaints.
- b. Complaints will be entered into the Juvenile Tracing System and any past history will be assessed.
- c. The Intake Officer may contact the Attendance Coordinator for any further pertinent information.
- d. Truancy complaints will receive immediate attention and be placed on the most current Juvenile Court Calendar of arraignment.

2. Adjudication and Disposition

- a. A youth may be placed on contract and/or probation for Truancy by the Juvenile Court Judge upon receipt of a Truancy charge. At this time, the Judge and/or the Department of Juvenile Justice may request a Protective Order to ensure that the parent(s)/guardian(s) actively assist in the youth's compliance with court mandates and the youth's attendance at school.
- b. The Probation Officer will monitor the youth's attendance, at a minimum, on a bimonthly basis. Further unexcused absences from school by youth will result in immediate sanction by the Department of Juvenile Justice. Upon adjudication for Truancy-related Violation of Probation, the Juvenile Court Judge will determine what further action or intervention is appropriate.
- c. Judicial truancy reviews will be held as the judge instructs from the date of the initial Truancy Contract/Probation Order for Truancy-related cases. These reviews will assess the youth's attendance at school and effectiveness of any services that may be involved to assist youth and/or family. All parties involved should be prepared to report on youth's progress at these reviews.

A Probation Order may be terminated by the Juvenile Court Judge prior to the two-year expiration date if youth's attendance and/or progress has reached a level satisfactory to all parties involved.

C. Prosecution in Juvenile Court

When it is clear that the parent is the direct cause of the child's absence, a warrant for violation of OCGA & 20-2-690.1 should be sought against the parent. In other circumstances, the Attendance Support Team may, but is not required to, take into

account the following considerations when recommending a criminal warrant is sought for the parent of a child:

1. The child is under the age of 13 years
2. The child has an illness for which the parent has not been diligent in pursuing medical attention or in seeking financial assistance to procure the proper medical attention
3. The parent is absent from the home or neglectful to an extent that it hinders the child's willingness or ability to attend school.
4. The child is a deprived child.

The child and parent/guardian MUST comply with the Attendance Support Team's recommendations. Failure of the child or parent to comply with the recommendations, including, but not limited to, further unexcused absences from school, will result in juvenile adjudication of the child and/or prosecution of the parent/guardian. In any event, if the child accumulates ten (10) or more unexcused absences in any school year, the Attendance Coordinator will file a juvenile complaint. When a parent/guardian is prosecuted, regular school attendance will be assigned as a condition of bond.

Community Support

A. Law Enforcement

Each school in Towns County has access to an employee of the Towns County Sheriff's Office, either on-site or within minimal driving distance. These individuals are certified peace officers designated as "School Resource Officers." In support of improved school attendance, the School Resource Officers shall:

- ❖ Attend Attendance Support Team meetings, as appropriate
- ❖ Forward complaints against parents directly to the Sheriff's Office regarding compliance with mandatory attendance laws
- ❖ Honor any applicable school-related transportation basis, transport truant students to school.

B. School Health Services

Each school in Towns County has access to licensed staff available to serve students via an on-site clinic.

Our Health Services staff shall:

- ❖ Be responsible, in cooperation with other staff, for the final determination at each school regarding when a child should be sent home early for the day, due to health-related concerns, and excusing any resulting absences.
- ❖ Be available to parents for preliminary verification to the school of illness pending an appointment with a physician and advocate with physician's offices for timely appointments, as appropriate
 - ❖ Follow any orders written by students' physicians regarding medication or other medical treatment to be provided during school hours.
- ❖ Coordinate immunization evaluations for Kindergarten registration and Scoliosis screens for students provided through Public Health
- ❖ Work in conjunction with Teachers, School Administrators, and Public Health to promote general health and safety for students, school staff, and the community.

C. Public Health Services

The Towns County Health Department is an integral partner in community health related to school readiness, attendance, and success. Towns County Health Department shall:

- ❖ Continue to support and promote Towns County Health Services
- ❖ Provide immunization evaluations, immunizations, and immunization records required for school enrollment
- ❖ Provide Scoliosis screens for students
- ❖ Provide various medical, dental, and prescription services, referrals, and education to students and families in Town County to promote personal and community health.

D. Mental Health Services

Avita Community Partners offer crucial support for the mental, physical, and emotional well-being of students and their families, including individual and group sessions on-site at the schools for student clients of Towns County. In support of this Protocol, Avita Community Partners shall:

- ❖ Notify and/or refer student clients to the School Counselor or Attendance Coordinator when efforts to conduct individual or group sessions at school repeatedly fail, due to absences.
- ❖ Coordinate and host regular Emergency Staffing Committee meetings, which facilitate support and treatment planning for at-risk youth, including students who are truant.
- ❖ Attend court proceedings, when appropriate, for cases involving truancy and support any court orders for treatment of emotional or family issues contributing to absences.
- ❖ Offer clinical support, when possible and appropriate, to any truancy prevention or treatment programs instituted.

In accordance with state and federal laws related to confidentiality, Avita Community Partners and Towns County Schools shall, as appropriate, obtain releases of information to allow communication as outlined above.

E. Department of Family and Children Services

The Towns County Department of Family and Children Services often provide social services to the families of truant students. During the course of an investigation or an ongoing protective service or placement case the Towns County Department of Family and Children's Services shall:

- ❖ Accept and consider information related to school attendance, behavior, and performance in reports and investigations of other suspected abuse and/or neglect
- ❖ Address school attendance in departmental case plans and safety plans
- ❖ Ensure school enrollment and regular attendance for students in emergency shelter care, temporary guardianship arranged by the Department, or foster care

- ❖ Verify involvement of the Attendance Coordinator when available attendance information indicates more than ten (10) unexcused absences
- ❖ Attend court proceedings, when necessary, for cases involving truancy and/or complaints against parents/guardians related to mandatory school attendance.

Monitoring the Protocol

To ensure the written protocol procedures are followed, the Protocol Committee will meet bi-annually, as required by law. The Committee's goal will be to improve communication between agencies, encourage inter-agency cooperation, and update the protocol as necessary. Each participating agency shall monitor and evaluate compliance with this protocol and, as needed, recommend protocol revision and implementation that best meets the needs of the community and complies with Federal, State, and local statutes, as well as agency policy.

Steps to Prevent Truancy

Various measures are currently being explored to address truancy from a prevention perspective.

- ❖ The Family Connections Program in Towns County serves as a pre-adjudicatory measure. This program offers a strong family lever component of intervention against truancy.
- ❖ Towns County Student Attendance Protocol Signature Sheet
- ❖ Each student/parent is given a copy of the Attendance Procedures at the beginning of the school year in addition to the protocol being included in the Student Handbook.
- ❖ A signature page is kept in each student's attendance file showing that the parents and/or the student have received a copy of the protocol included in the student handbook.

DISCIPLINE PLAN

STUDENT CODE OF CONDUCT

It is the purpose of the 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 Option.

The General Assembly of Georgia requires that this code of conduct include language encouraging parents and guardians to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

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. Parents and students are required to acknowledge receipt of the code of conduct.

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.

TEACHER AUTHORITY

The Superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to provisions of state law. Each teacher shall comply with the provisions of O.C.G.A. § 20-2-737, which requires the filing 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 a 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 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 parents or guardian 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 parents or guardian has received the written notification, including information as to how the parents or guardian may contact the principal or designee.

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.

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 Georgia's Character Education Program.

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

- Warning and/or conference with a school administrator, counselor, or social worker
- Loss of privileges
- Time out
- Removal from class or activity
- Notification of parents
- Parent conference • Corporal punishment
- Detention
- In-school suspension/PBIS Learning Center
- Short-term suspension
- Placement in an alternative education program
- Referral to a disciplinary tribunal for long-term suspension or expulsion
- Suspension or expulsion from the school bus
- [Other options available to the school or district]

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.

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 or hearing officer as outlined in Code Section 20-2-754.

Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal or hearing officer. Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing officer.

Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended, the student's parents will be notified if possible. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Students' vehicles brought on campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Cell phones/multimedia/electronic devices taken from students due to possession and/or use in violation of school rules are subject to having their contents searched. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities that occur outside normal school hours or off the school campus at the discretion of administrators.

BEHAVIOR THAT WILL RESULT IN DISCIPLINARY PROCEDURES:

The degree of discipline imposed will be in accordance with the progressive discipline process unless otherwise stated.

Possession, sale, transmission, use in any amount, distribution, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, drug paraphernalia, or alcoholic beverage, intoxicant, inhalant, prescription drug not currently prescribed, or substance that creates the same effect of the items listed;

Possession, distribution, attempted sale or sale of substances represented as drugs or alcohol or any of the other items listed above

Sale, attempted sale, distribution, or being under the influence of a prescription or over the counter drug

Possession or use of a weapon, as provided for in Code Section 16-11-127.1:

A student shall not possess, use, handle, or transmit any object that reasonably can be considered a weapon. Weapons may include, but are not limited to:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nunchuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such terms shall not include any of these instruments used for classroom work authorized by the teacher.

Students who possess any weapon described in paragraph 1 will be subject to a minimum of a one calendar year expulsion. The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one-year expulsion under circumstances where the one-year expulsion appears excessive to the Superintendent. The tribunal shall also have the authority to modify such expulsion requirements on a case-by-case basis in determining the appropriate punishment.

Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to discipline as determined by the principal to be appropriate based on the seriousness of the offense, the age of the student and other relevant factors.

Verbal assault, including threats of violence or bodily harm and/or sexual assault or harassment, of teachers, administrators, other school personnel, other students, or persons attending school-related functions: Immediate suspension and automatic referral to a disciplinary tribunal if a student is alleged to have committed an assault upon a teacher or other school personnel; possible referral to a disciplinary tribunal if a student is alleged to have committed an assault upon another student or a person attending a school-related function.

Physical assault or battery, including sexual battery, of other students, or persons attending school-related functions: possible referral to a disciplinary tribunal if a student is alleged to have committed battery upon another student or a person attending a school-related function.

Physical violence against a teacher, school bus driver, or other school personnel:

(1) Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed an act of physical violence against a teacher or other school personnel: Expulsion for the remainder of the student's eligibility to attend public schools for acts of physical violence found by a tribunal to have intentionally made physical contact which causes physical harm to another unless such physical contact or physical harm was in defense of himself or herself, as provided in Code Section 16-3-21; or the Board may authorize the student to attend alternative school for the period of the expulsion; provided, however, that if such student is in kindergarten through grade six, then the Board upon the recommendation of the tribunal may permit the student to re-enroll in regular programs for grades 9 through 12; and provided further that if the Board does not operate an alternative education program for grades kindergarten through grade six, then the Board may permit the student in kindergarten through grade six who commits such an act to re-enroll in the public school system. The student shall be referred to juvenile court with a request for a petition alleging delinquent behavior.

(2) Possible punishments may include expulsion, long-term suspension, or short-term suspension for students found by a tribunal to have intentionally made physical contact of an insulting or provoking nature with the person of another.

Bus Misbehavior

The following specific provisions shall govern student conduct and safety on all school buses:

(1) All provisions of the Student Code of Conduct apply to behavior on the school bus, including but not limited to, acts of physical violence as defined by Code Section 20-2-751.6, bullying as defined by subsection (a) of the Code Section 20-2-751.4, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior;

(2) A meeting of the parent or guardian of the student and appropriate school district officials must be held to form a school bus behavior contract whenever:

- A student is found to have engaged in bullying; or
- A student is found to have engaged in physical assault or battery of another person on the school bus.

The school bus behavior contract shall provide for age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Provisions may include, but are not limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus.

These provisions regarding use of a bus behavior contract are not to be construed to limit the instances when other code of conduct violations may require use of a student bus behavior contract.

(3) Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus; and

(4) Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

Disrespectful conduct, including use of vulgar or profane language, toward teachers, administrators, other school personnel, other students, or persons attending school-related functions

Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature, up to and including sexual harassment as used in connection with Title IX of the Education Amendments of 1972

Transmitting sexually explicit or suggestive material to other students at school or circulating such material at school through electronic devices or in any other manner

Violating the school's/school system's acceptable use of the Internet/electronic resources agreement/policy

Possession or use of tobacco in any form or electronic cigarettes

Damaging or defacing personal property, including the property of another student or any person legitimately at the school, or school property (vandalism or graffiti) during school hours or off-school hours

Theft

Extortion or attempted extortion

Possession and/or use of fireworks or any explosive

Activating a fire alarm under false pretenses or making a bomb threat

Insubordination, disorderly conduct, disobeying school rules, regulations, or directives;

Disobeying directives given by teachers, administrators, or other school staff

Classroom and school disturbances

Violation of school dress code

Use of profane, vulgar, or obscene words or indecent exposure

Use during prohibited times of cell phone or other electronic communication device, except for reasons approved by an administrator or teacher

Inappropriate public displays of affection

Gambling or possession of gambling devices

Driving or parking permit violations

Giving false information to school officials

Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student Any student (or parent or friend of a student) who believes a student has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

Cheating on school assignments or other academic dishonesty

Unexcused absence, chronic tardiness, skipping class, leaving campus without permission, failure to comply with compulsory attendance law

Bullying is defined as follows: An act that is

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - A. Causes another person substantial physical harm within the meaning of Code Section 16-5- 23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
 - B. Has the effect of substantially interfering with a student's education;
 - C. Is so severe, persistent, or pervasive that it creates an intimidating or threatening education environment; or
 - D. Has the effect of substantially disrupting the orderly operation of the school

The term "bullying" applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication

1. is directed specifically at students or school personnel
2. is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and
3. creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic, or photo optical system.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the; offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

Inciting, advising, or counseling of others to engage in prohibited acts.

Willful and persistent violations of the student code of conduct.

Criminal law violations/Off-campus misconduct: A student whose conduct off campus 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 may be subject to disciplinary action, including in-school suspension, short-term suspension or referral to a disciplinary tribunal.

DEFINITION OF TERMS

Assault: Any threat or attempt to physically harm another person or any act which reasonably places another person in fear of physical harm. (Example: threatening language or swinging at someone in an attempt to strike).

Battery: Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person.

Bullying: In accordance with Georgia law, bullying is defined as an act which occurs on school property, on school vehicles, at school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

- (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- (3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - (A) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
 - (B) Has the effect of substantially interfering with a student's education;
 - (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - (D) Has the effect of substantially disrupting the orderly operation of the school.

Chronic Disciplinary Problem Student: A student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.

Corporal Punishment: Physical punishment of a student by a school official in the presence of another school official.

Detention: A requirement that the student report to a specific school location and to a designated teacher or school official to make up work or time missed.

Detention may require the student's attendance before school or after school.

Disciplinary Tribunal: School officials appointed by the School District to sit as fact finder and judge with respect to student disciplinary matters.

Dress Code: Acceptable standards of dress code as explained in the student handbook or through other means.

Drug: The term drug does not include prescriptions issued to the individual, aspirin or similar medications and/or cold medications that are taken according to product use recommendations or that are allowed under board policy or school rules. Caffeine pills are considered drugs.

Expulsion: Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by a disciplinary tribunal or hearing officer in accordance with Code Section 20-2-754.

Extortion: Obtaining money or goods from another student by violence, threats, or misuse of authority.

Fireworks: Any combustible or explosive composition or any substance or combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

Gambling: Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

In-School Suspension/PBIS Learning Center: Removal of a student from class(es) or the regular school program and assignment of that student to an alternative program isolated from peers.

Physical Violence: Intentionally making physical contact of an insulting or provoking nature with the person of another: or intentionally making physical contact which causes physical harm to another.

Suspension: Removal of a student from the regular school program for a period not to exceed 10 days (short-term) or for a period greater than 10 days (long-term, which may be imposed only by a disciplinary tribunal or hearing officer). During the

period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events, and/or activities sponsored by the school or its employees.

Theft: The offense of taking or misappropriation of any property, of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

Waiver: A waiver is an agreement not to contest whether a student has committed an infraction of the code of conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.

STUDENT SUPPORT PROCESSES

The Board of Education provides a variety of resources that are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Student Support Teams, attendance support teams, school counselors, and chronic disciplinary problem student plans.

PARENTAL INVOLVEMENT

This Towns County Elementary School Student Code of Conduct is based on the expectation that parents, guardians, teachers, and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that a two-way communication through personal contact is extremely valuable; therefore, they provide information to parents as well as on-going opportunities for school personnel to hear parents' concerns and comments. Parents and students should contact the principal of the school if specific questions arise related to the Towns County Elementary School Student Code of Conduct. The Towns County Elementary School Student Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan. Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend the conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

STUDENT DRESS CODE

Appropriate dress is essential to success in school and in the work-place; however, students are allowed a measure of freedom in choosing appropriate clothing to wear in school. Clothing should not be distracting or disruptive to the orderly and professional operation of the school. Students with inappropriate apparel will be sent to the office to correct the dress code violation.

Appropriate dress includes but is not limited to the following:

1. Dresses, skirts and shorts should be at a length below your fingertips while standing.

2. All wearing apparel with obscene or suggestive language, pictures or language that promote alcohol, drugs, tobacco, racism or hatred are not permitted.
3. Tank tops are not permitted.
4. Students must wear shoes.
5. Hats, hoods, stocking caps, bandannas and other headgear may not be worn unless permitted.
6. Sunglasses may not be worn.
7. No student should dress in such a way that his/her underwear is partially or totally visible. Waist and top portions of boxer shorts and briefs, panties, bra straps and bra sides may not be shown.
8. No student may wear clothes with holes anywhere above the knees.
9. Blouses, dresses, skirts, or shirts which expose areas of the stomach, side, or back are not permitted.
10. Low cut, see through, strapless, or backless dresses/shirts may not be worn.
11. Girl's sleeveless tops must be as wide as your palm at the shoulder.
12. Compression pants or tight leggings may not be worn without shorts or a skirt finger-tip length covering them.
13. Cheerleaders may wear uniforms on game days.

NO APPAREL CAN BE WORN WHICH THE ADMINISTRATION DETERMINES TO BE UNACCEPTABLE BY COMMUNITY STANDARDS OR WHICH IS DISRUPTIVE TO NORMAL SCHOOL OPERATIONS.

CONSEQUENCES FOR VIOLATION OF DRESS CODE:

1. The student will be asked to modify his/her attire without leaving campus or will be offered something furnished by the principal to wear to class
2. If the attire cannot be modified to be in compliance, parents will be notified and asked to bring acceptable clothing to school. The student will be placed in ISS to complete schoolwork while awaiting the clothing.
3. The student may (with permission of a parent) return home to correct their attire. Any absence from class is unexcused and the student may not receive credit for work made up upon their return.

GENERAL STUDENT INFORMATION

PARTIES/HOLIDAY CELEBRATIONS

Two holidays will be celebrated at school, Christmas and Easter. The lunchroom may be used for these parties starting at 1:30 PM. Other holidays (including a birthday treat) may be celebrated throughout the year coordinated with the homeroom teacher. No deliveries of flowers, balloons or other presents are permitted to students. Students are **NOT** allowed to dress-up for Halloween.

LOCKERS

A locker is assigned to every student in grades 4 and 5. The lockers are furnished with a padlock rented for \$5.00. This prevents students from having to carry their notebooks and textbooks all day long. Students must keep lockers locked at all times and not give combinations to anyone. Student lockers are considered the property of Towns County Schools and may be searched by the

Administration at any time during the school year. The school does not assume responsibility for the contents of a student's locker if the items are stolen or lost.

DRUG FREE SCHOOL ZONE ACT

It is illegal to engage in drug activity in a school safety zone. An individual convicted will be guilty of a felony and imprisoned for up to 20 years and/or fined up to \$20,000 for a first offense.

SCHOOL BUS TRANSPORTATION

The Towns County School District provides bus transportation to those locations which buses may access safely. Students are expected to observe all rules appropriate in school while on the bus in addition to the following:

1. Any problems on the school bus should first be reported to the bus driver.
2. Only ordinary conversation is permitted. No loud talking or yelling.
3. Students must refrain from throwing anything.
4. Students must not put any part of their body out of the windows.
5. Only administrators or bus drivers may assign seats.
6. No eating or drinking is allowed.
7. Vandalism may result in bus suspension until damages are paid for.
8. A student who sets off the emergency alarm or opens an emergency door may be assigned ISS and/or face other disciplinary consequences.
9. A student who opens an emergency door on a moving bus may be assigned OSS.
10. Students may only be picked up and dropped off at their homes unless a Transportation Request form is signed by the parent in the office in advance. Serious disciplinary problems on the school bus may result in the suspension of bus riding privileges. This does not excuse the student from attending school.

CHANGE IN ADDRESS OR TELEPHONE NUMBER

It is critical that the school knows how to contact parents in an emergency. If a change in address or phone number occurs, the school should be contacted immediately.

INTERNET AND E-MAIL USE

ACCEPTABLE USE AND INTERNET SAFETY GUIDELINES FOR THE

COMPUTER NETWORK OF THE TOWNS COUNTY SCHOOL SYSTEM

The Towns County School System is pleased to make available to student's access to interconnected computer systems within the District and to the Internet, which provides various means of accessing significant educational materials and opportunities.

In order for the Towns County School System to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the

school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below are the Acceptable Use and Internet Safety Guidelines of the Towns County School System and the Data Acquisition Site that provides Internet access to the school district. Upon reading the guidelines and signing and returning the Student's Agreement as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the guidelines. If a student is under 18 years of age, he or she also must have his or her parents or guardians read the guidelines and sign the agreement. The Towns County School System will not provide access to any student who, if 18 or older, fails to sign and submit the agreement to the school as directed or, if under 18, does not return the agreement as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the Technology Director and/or the Principal of the school in which your child attends. If any user violates the guidelines, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

I. PERSONAL RESPONSIBILITY

By signing this agreement, you are agreeing not only to follow the rules in these guidelines, but are agreeing to refrain from any other misuse of the network that is not included in the guidelines, but has the effect of harming another or his or her property.

II. TERM OF PERMITTED USE

A student who submits to the school, as directed a properly signed agreement and follows the guidelines to which she or he has agreed will have computer network and Internet access during the **course of the student's enrollment in the school.**

III. ACCEPTABLE USES

A. Education Purposes Only. The Towns County School System is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the **Technology Director and/or the Principal of the school in which your child attends** to help you decide if a use is appropriate.

B. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of the guidelines are the following:

1. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer or sale or use any substance the possession or use of which is prohibited by the school system student code of conduct; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

2. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.

4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

C. Network Etiquette. All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

2. Avoid language and uses which may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

3. Do not assume that a sender of email is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her email address to third parties. This should only be done with permission or when you know that the individual would have no objection.

4. Be considerate when sending attachments with email (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

IV. INTERNET SAFETY

A. General Warning: Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network or Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the **Technology Director and/or the principal of the school in which your child attends**.

B. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

C. "Hacking" and Other Illegal Activities. It is a violation of these guidelines to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet such as home addresses, home telephone numbers, or particularly credit card numbers or Social Security numbers.

E. Active Restriction Measures. The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

V. PRIVACY

Network and Internet access is provided as a tool for your education. The Towns County School System reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of Towns County School System and no user shall have any expectation of privacy regarding such materials.

VI. FAILURE TO FOLLOW GUIDELINES

The user's use of the computer network and Internet is a privilege, not a right. A user who violates these guidelines shall, at a minimum, have his or her access to the computer network or Internet terminated, which Towns County School System may refuse to reinstate for the remainder of the student's enrollment in the school system. A user violates these guidelines by his or her own action or by assisting another user in violating these guidelines or by concealing another user's involvement in such activities. Further, if passwords are assigned, a user violates this agreement if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The Towns County School System may also take other disciplinary action in any of the above-mentioned circumstances.

VII. ASSURANCES

The Towns County School System cannot provide an absolute assurance that students will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. However, the district will ensure that all practicable precautions will be taken to keep students safe from illegal and/or inappropriate material. The district shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under these guidelines.

MEDIA CENTER

The purpose of the Media Center is to serve the students, faculty and staff as a resource center, supporting and enriching the curriculum with a variety of materials and providing the opportunity for reading and research. Students may check out materials from the Media Center at any time during its operating hours. Students must have a hall pass to visit the Media Center. They must sign in when entering the center. The staff will sign and record each student's departure time on the hall passes as the student leaves to return to class. Books at all grade levels are checked out for 1-2 weeks. Notices are given to teachers informing them of students with overdue books. Students are expected to pay full replacement price plus \$2.00 processing fees for books that are lost or not returned to the Media Center. Students are expected to be quiet while in the Media Center, to be respectful to the staff, to take care of property and materials, to return materials on time, and to pay for damaged or lost items. Standard behavior expectations are enforced.

EMERGENCY PROCEDURES

In the event of emergency drills or an actual emergency, students are to follow the instructions of the teacher. Emergency procedures are posted in every room. Students should familiarize themselves with these procedures.

FIRE DRILLS AND OTHER EMERGENCIES - REQUIRING EVACUATION OF SCHOOL BUILDINGS

Evacuation of the building will proceed in an orderly fashion. Students must remain together with their class so that teachers can report any missing students to the principal.

SNOW AND OTHER EMERGENCY CONDITIONS

When there are snowy or icy conditions, the following radio and television stations will announce school closings: The Power Announcement Call System is used to call all student primary contact numbers, TV and Radio Stations:

Fox 5 Atlanta News, Channel 2 Action News Atlanta, 11 Alive News Atlanta, 46 CBS, WJUL 97.5FM and 1230 AM – Hiwassee Radio.

School closing information may also be obtained by calling 896-2279 or by connecting to the school's web site at www.towncountyschools.org

Towns County Schools

Acceptable Use Agreement: Student Email Accounts and Drive Space

In an effort to promote educational excellence and facilitate resource sharing, innovation, and communication, Towns County School's students are being provided a school email account and personal drive storage space. These valuable resources, however, are **provided as a privilege and not a right**. Accordingly, students are expected to use these resources with good judgement and assume responsibility for any and all of his/her actions and activities involving the computers, the network, any provided resources, and Internet usage as a whole.

Towns County Schools' student email accounts are filtered for content at all times by the email host and notification will be sent to the student's administrator for any email account or Acceptable Use violations. Violators will be either suspended (able to receive emails only!) or banned (no inbound or outbound emails allowed) from email access, depending on severity of violation.

- Emails are retained for one year from the time the email is received. Thus, important documents should be saved to the student's network drive.
- Student accounts are locked to our district domain @townscountyschools.org and are only able to send and receive emails from within the @townscountyschools.org domain.
- Students are not allowed to change account passwords. If there becomes an issue that warrants the email password being changed, notify the technology department. A "forced password change" may be implemented at any time during the school year.
- Suggested uses:
 - Correspond with teachers about course assignments.
 - Correspond with extra-curricular groups/teams or organizations.
- Students agree to:
 - Use the Intranet/Internet network for appropriate educational purposes and research.
 - Use the Intranet/Internet only with permission of the appropriate staff.
 - Be considerate of other users on the network and use appropriate language for school situations.
 - Not intentionally degrade or disrupt Intranet/Internet and network services or equipment. This includes but is not limited to tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
 - Not divulge personal information such as addresses and telephone numbers over the Internet.
 - Immediately report any security problems or breaches of these responsibilities to appropriate school staff.

I understand that I have no right to privacy when I use the Intranet/Internet, and I consent to staff monitoring of my communications. I also understand that any conduct that is in conflict with these stated responsibilities is inappropriate and may result in termination of network access, disciplinary action, or criminal prosecution. Furthermore, I affirm that I have read, understand, and will abide by the Use of Electronic Media, Accountability, Internet Use Permission, and Enforcement of Policy sections found in the Towns County Parent-Student Handbook. The school's administration will make the determination as to what constitutes unacceptable use, and their decision is final.

Student's Printed Name	Student's Signature	Date
------------------------	---------------------	------

Parent of Record's Printed Name	Parent of Record's Signature	Date
---------------------------------	------------------------------	------

Please remove and return to the homeroom teacher

TOWNS COUNTY ELEMENTARY SCHOOL

1150 KONAHEAH ROAD

HIAWASSEE, GA 30546

HANDBOOK RECEIPT FORM

Thank you for taking the time to read the 2023-2024 Towns County Elementary School Student-Parent Handbook. It is important that you are aware of the rules, regulations, procedures and services at Towns County Elementary School.

Please indicate your permission and/or acknowledgement of reading this handbook by placing a check on the line next to each statement. Please sign, date, and return the form to your child's homeroom teacher. The remainder of the handbook is yours to keep and use as a reference. If you have any questions or concerns, please do not hesitate to ask a teacher, counselor or principal. Thank you for your continued cooperation and assistance.

Mr. Shannon Moss

Principal

_____ I have read and understand the State Compulsory Attendance Law and the School Attendance Protocol.

_____ I have read the handbook and I am aware of the rules, regulations and services.

Print Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____ Date: _____

Print Student's Name _____

Student's Signature _____

May your students name, work or photograph be electronically displayed or published by the Towns County School System?
(Please Circle Below)

YES

NO

Parents may request that their student not participate in a particular school club or organization. If you wish to decline permission for your student to participate in a particular club or organization, please complete below.

My student MAY NOT participate in the following school club(s) and/or organization(s):

Please remove and return to the homeroom teacher.

Georgia Home Language Survey

Notice to Parents and Guardians:

Georgia school systems are required¹ to collect your responses² to questions about your preferred language for school communication and your child’s primary or home language. Information from the first question is used to identify your need for an interpreter or for translated documents. Information from the three *Home Language Survey questions* and the additional language information help us determine whether to screen your child’s level of English language proficiency. The screening process will identify if your child qualifies for English learner status and services in our language instruction educational program.

Purpose of Questions	Questions & Parent/Guardians Responses
<p>Communication Preferences</p> <p>This question helps the school provide you with an interpreter or translated documents, free of charge, should you want them.</p> <p>This question is for informational purposes only. It is not used to identify your child for English language proficiency screening.</p>	<p>Parent Communication Language (Required)</p> <ul style="list-style-type: none"> In which language would you prefer to receive school communication? <p style="text-align: center;">_____</p>
<p>Identification of Potential English Learners</p> <p>These three questions help schools identify if your child should be screened for eligibility to participate in their language instruction educational program.</p> <p>When the response to any of these questions is a language other than English, schools may be required to screen your child’s level of English language proficiency. If you respond with more than one language, the school will need additional information from you before making this decision.</p>	<p>Home Language Survey (Required)</p> <ol style="list-style-type: none"> Which language does your child <u>best</u> understand and speak? _____ Which language does your child <u>most</u> frequently speak at home? _____ Which language do adults in your home <u>most</u> frequently use when speaking with your child? _____
<p>Additional Information from Multilingual Families</p> <p>If you indicated that your child and other adults in the home <i>understand and use English and another language</i> or languages, schools will ask you to provide additional information to decide if your child should be screened for English proficiency.</p> <p>If you respond that your child understands and uses English more than the other home language, or that your child understands and uses both English and the other home language equally, the school will not screen your child for English language proficiency.</p>	<p>Additional Information from Multilingual Families. Choose <u>only one sentence that best describes your child’s primary language.</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> My child understands and uses only the home language and no English. <input type="checkbox"/> My child understands and uses mostly the home language and a little English. <input type="checkbox"/> My child understands and uses the home language and English equally. <input type="checkbox"/> My child understands and uses mostly English and only a little of the home language. <input type="checkbox"/> My child understands and uses only English.

¹ [U.S. Department of Justice, Civil Rights Division, and U.S. Department of Education, Office for Civil Rights, 7 January 2015, Dear Colleague Letter: English Learner Students and Limited English Proficient Parents, p. 10.](#)

² The Home Language Survey should be given to first time enrollees to United States public schools.

School District: _____

Date: _____

Parent Occupational Survey

Please complete this form to determine if your child(ren) qualify to receive supplemental services under Title I, Part C

Name of Student(s)	Name of School	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- Has anyone in your household moved in order to work in another city, county, or state, in the last three (3) years? Yes No
- Has anyone in your household been involved in one of the following occupations, either full or part-time or temporarily during the last three (3) years? Yes No

If you answer "yes", check all that applies:

- 1) Planting/Picking vegetables (tomatoes, squash, onions, etc.) or fruits (grapes, strawberries, blueberries, etc.)
- 2) Planting, growing, cutting, processing trees (pulpwood), or raking pine straw
- 3) Processing/Packing agricultural products
- 4) Dairy/Poultry/Livestock
- 5) Packing/Processing meats (beef, poultry, or seafood)
- 6) Commercial fishing or fish farms
- 7) Other (Please specify occupation): _____

Names of Parent(s) or Legal Guardian(s) _____

Current Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Thank You! Please return this form to the school

Please maintain original copy in your files.

MEP funded school/district: Please give this form to the migrant liaison or migrant contact for your school/district.

Non-MEP funded (consortium) school/districts: When at least one "yes" and one or more of the boxes from 1 to 7 is/are checked, districts should fax occupational surveys to the Regional Migrant Education Program Office serving your district. For additional questions regarding this form, please call the MEP office serving your district:

GaDOE Region 1 MEP, 201 West Lee Street, Brooklet, GA 30415
Toll Free (800) 621-5217 Fax (912) 842-5440

GaDOE Region 2 MEP, 221 N. Robinson Street, Lenox, GA 31637
Toll Free (866) 505-3182 Fax (229) 546-3251

Family Contacted/Attempt Date: _____

Sent to Regional Office on: _____

1854 Twin Towers East • 205 Jesse Hill Jr. Drive • Atlanta, GA 30334 • www.gadoe.org

Richard Woods, Georgia's School Superintendent

An Equal Opportunity Employer



Please remove and return to the homeroom teacher.

Health Form for School Year 2023-2024 (School Nurse)

Student: _____

Grade: _____ Teacher / Homeroom: _____

Dear parents / guardians,

In preparation for the 2023-2024 school year, it is very important to have accurate health information in order to best serve your child. **Please fill out both pages of this school health form and return to the school.**

Parent of Headstart/Pre-K, Kindergarten and First Grade: Always send extra change of clothes in case of accidents or spillage. Please make these clothes available at all times.

Special medications / prescription medications given to student at school is possible but you must follow certain guidelines:

- 1) Students may not transport medication to school.
- 2) **Medication must be in the original container**, no baggies, or foil. Your pharmacist can duplicate the prescription bottle for you, at no charge, one for home and one for school.
- 3) The parent / guardian must come to the clinic and sign a form to give us authorization to give the medication.

Towns County School District provides some over the counter medications / generic brands in the clinic for use by the students. Indicate **yes** or **no** if you authorize us to treat your child with these medications. The goal is to save time and prevent phone calls to you while giving them the best possible care while at school.

Tylenol _____ Zyrtec _____ Tums antacid _____ Ibuprofen _____

Oragel (gum pain) _____ Benadryl _____ Cough Drops _____

Neosporin, Aquaphor topical ointments _____ Burn Cream _____

Caladryl (topical use for rash / insect bites) _____

Parent/Guardian Signature

Date

Please remove and return to the homeroom teacher.

Health Information for School Year 2023-2024

High School Middle School Elementary School Head Start

Grade: _____ Teacher/Homeroom: _____

Student: _____ Male Female DOB: _____

Address: _____

Allergies: explain what kind of reaction and how to treat, such as Epi-pen or Benadryl

No drug, food, seasonal or any known allergies

Drug or Medication allergies _____

Food allergies _____

Seasonal allergies _____

Bee or Insect allergies _____

Health / Medical Issues

Physical Handicaps (explain) _____

Diabetes

Seizure Disorder

Hemophilia Disorder

Asthma (Has your child ever needed inhalers or breathing treatments? Explain how often and possible triggers, like exercise, grasses, smoke, and such.) _____

Any other health concerns _____

Medications: (taken daily or frequently, dosage and why) _____

EMERGENCY CONTACT INFORMATION

Father / Guardian: _____

Home phone _____ Cell phone _____ Work phone _____

Mother / Guardian: _____

Home phone _____ Cell phone _____ Work phone _____

If parents cannot be reached, list two nearby persons who will assume care of your child.

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

**Student's Doctor / Healthcare Provider _____ Phone _____

School clinic personnel have my permission to contact my child's physician for further medical information. In case of serious illness / injury, the school will telephone 911 / Emergency Medical Services for immediate transportation to the closest hospital. I, the parent / legal guardian, authorize the transport of and treatment by the hospital emergency staff for my child (as named above)

Signature _____ Date _____

Please remove and return to the homeroom teacher.

Towns County School System Student Residency Statement

Your child may be eligible for additional educational services through Title X, Part C, Federal McKinneyVento Assistance Act. Eligibility can be determined by completing this questionnaire.

NOTE: Only one form needs to be completed per family!

<p style="text-align: center;">Information provided on this form is confidential. Where does the <u>STUDENT</u> currently stay at night?</p> <ul style="list-style-type: none"> • We rent or own our own home • Temporarily staying with another family because we can't find affordable housing • Staying with mother family due to convenient living arrangement. Staying with an adult that is not the parent or legal guardian, or staying alone without an adult, • Staying in a hotel/motel, campground, or similar setting. • Staying in emergency 01' transitional shelters such as domestic violence or homeless shelters or transitional housing. • Has a primary nighttime residence that is a place that is not designed for or ordinarily used as a regular sleeping accommodation for humans. • Staying in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar. 	<p style="text-align: center;"><u>For School Use Only;</u></p> <ul style="list-style-type: none"> • Double-Up • Double “up/ Unaccompanied Youth • Hotel/Motel • Unsheltered • Sheltered • Unknown
---	---

	Student Name	Grade
First	Last	

The undersigned certifies that the information provided above is accurate.

Parent of Record/Adult Caring for Student (Print)	Signature	Date
--	-----------	------

(Area Code) Phone Number	Street Address	City	State Zip
--------------------------	----------------	------	-----------

PREGUNTAS FRECUENTES ACERCA DE LAS COMIDAS ESCOLARES GRATIS O A PRECIO REDUCIDO 2023-2024

Estimado/a padre/madre o tutor/a:

Los niños necesitan comidas saludables para aprender. Towns County ofrece comidas saludables todos los días escolares. El desayuno cuesta \$2.00 y el almuerzo \$2.50. **Sus niños podrían tener derecho a solicitar comidas gratis o a precio reducido.** El precio reducido es **.30** el desayuno y **.40** la comida. Este paquete incluye una solicitud para comidas gratis o a precio reducido, e instrucciones detalladas. A continuación, algunas preguntas y respuestas comunes para ayudarle con el proceso de solicitud.

1. ¿QUIÉN PUEDE RECIBIR COMIDAS GRATIS O A PRECIO REDUCIDO?

- Todos los niños de familias que reciben prestaciones de **[State SNAP], [Food Distribution Program on Indian Reservations (FDPIR)]** o **[State TANF]** tienen derecho a comidas gratis.
- Los niños en régimen de acogida bajo la responsabilidad legal de una agencia de acogida o tribunal tienen derecho a recibir comidas gratis.
- Los niños que participan en el programa Head Start de su colegio tienen derecho a recibir comidas gratis.
- Los niños que encajan en la definición de personas sin hogar, fugados o emigrantes tienen derecho a recibir comidas gratis.
- Los niños pueden recibir comidas gratis o a precio reducido si los ingresos familiares están dentro de los límites de Federal Income Eligibility Guidelines (Guía federal de selección por ingresos). Sus hijos pueden tener derecho a comidas gratis o a precio reducido si sus ingresos familiares están dentro o por debajo de los límites de esta lista.

FEDERAL ELIGIBILITY INCOME CHART for School Year 2024			
Household size	Annual	Monthly	Weekly
1	26,973	2,248	519
2	36,482	3,041	702
3	45,991	3,833	885
4	55,500	4,625	1,068
5	65,009	5,418	1,251
6	74,518	6,210	1,434
7	84,027	7,003	1,616
8	93,536	7,795	1,799
Each Additional Person	+9,509	+793	+183

2. ¿CÓMO SÉ SI MIS NIÑOS ENCAJAN EN LA DEFINICIÓN DE SIN HOGAR, EMIGRANTE O FUGADO? ¿Los miembros de su familia no tienen una dirección permanente? ¿Se alojan todos en un refugio, hotel u otro alojamiento temporal? ¿Su familia se traslada de forma estacional? ¿Alguno de los niños que viven con usted decidió dejar su familia anterior? Si cree que los niños de su familia encajan en estas descripciones y no le han informado de que recibirán comidas gratis, llame o envíe un correo electrónico a **Erica Chastain**.
3. ¿ES NECESARIO RELLENAR UNA SOLICITUD POR CADA NIÑO? No. *Rellene una solicitud para comidas escolares gratis o a precio reducido para todos los estudiantes de su familia.* No podemos aprobar una solicitud que no esté completa, así que asegúrese de incluir toda la información requerida. Devuelva la solicitud rellena a Becky Mullins, 1400 Hwy 76, Hiawassee, Ga. 30546, 706-896-4131.
4. ¿DEBO RELLENAR UNA SOLICITUD SI HE RECIBIDO UNA CARTA ESTE AÑO ESCOLAR DICIENDO QUE HAN APROBADO QUE MIS NIÑOS RECIBAN COMIDAS GRATIS? No, pero lea la carta que ha recibido y siga las instrucciones. Si faltara algún niño de su hogar en la notificación de selección, póngase en contacto con Becky Mullins 1400 Hwy 76 Hiawassee, Ga. 30546, 706-896-4131, bmullins@townscountyschools.org inmediatamente.

5. ¿PUEDO REALIZAR LA SOLICITUD EN LÍNEA? Sí. Le animamos a rellenar una solicitud en línea en lugar de una en papel si puede. La solicitud en línea tiene los mismos requisitos y le pedirá la misma información que la de papel. Visite <https://lingconnect.com> para empezar o PARA saber más sobre el proceso de solicitud en línea. Póngase en contacto con Becky Mullins, 1400 Hwy 76 Hiawassee, Ga. 30546, 706-896-4131, bmullins@townscountyschools.org **si tiene alguna pregunta sobre la solicitud en línea.**
6. LA SOLICITUD DE MI NIÑO FUE APROBADA EL AÑO PASADO. ¿TENGO QUE RELLENAR UNA NUEVA? Sí. La solicitud de su niño solo es válida para ese año escolar y los primeros días de este año escolar hasta **9/15/23**. Debe enviar una nueva solicitud, a menos que el colegio le haya dicho que su niño tiene derecho este nuevo año escolar. Si no envía una nueva solicitud aprobada por el colegio o no se le ha notificado que su niño tiene derecho a recibir comidas gratis, se le cobrará el precio completo de la comida.
7. PARTIPO EN WIC. ¿PUEDEN MIS NIÑOS RECIBIR COMIDAS GRATIS? Los niños de familias que participan en WIC pueden recibir comidas gratis o a precio reducido. Envíe una solicitud.
8. ¿SE COMPROBARÁ LA INFORMACIÓN QUE PROPORCIONE? Sí. También podemos pedirle que envíe prueba escrita de los ingresos familiares que ha declarado.
9. SI AHORA NO CUMPLO LOS REQUISITOS DE SELECCIÓN, ¿PUEDO VOLVER A ENVIAR LA SOLICITUD MÁS ADELANTE? Sí. Puede enviar la solicitar en cualquier momento durante el año escolar. Por ejemplo, los niños con un padre o tutor que se quede sin empleo pueden tener derecho entonces a recibir comidas gratis o a precio reducido si los ingresos familiares son inferiores al límite de ingresos.
10. ¿QUÉ PASA SI NO ESTOY DE ACUERDO CON LA DECISIÓN DEL COLEGIO SOBRE MI SOLICITUD? Debe hablar con los funcionarios del colegio. También podría solicitar una audiencia ya sea llamando o escribiendo a: Dr. Darren Berrong, 67 Lakeview Circle Hiawassee, 706-896-2279, dberrong@townscountyschools.org
11. ¿PUEDO ENVIAR LA SOLICITUD AUNQUE ALGUIEN DE MI FAMILIA NO SEA CIUDADANO ESTADOUNIDENSE? Sí. Usted, sus niños u otros miembros de la familia no tienen que ser ciudadanos estadounidenses para solicitar comidas gratis o a precio reducido.
12. ¿QUÉ PASA SI MIS INGRESOS NO SON SIEMPRE IGUALES? Indique la cantidad que recibe normalmente. Por ejemplo, si normalmente recibe 1,000 \$ al mes, pero no trabajó unos días el mes pasado y solo recibió 900 \$, indique que recibe 1,000 \$ por mes. Si normalmente hace horas extras, inclúyalas, pero no las incluya si solo las hace de manera esporádica. Si ha perdido un trabajo o han reducido sus horas o salario, indique sus ingresos actuales.
13. ¿QUÉ PASA SI ALGUNOS DE LOS MIEMBROS DE LA FAMILIA NO TIENE INGRESOS QUE DECLARAR? Los miembros de la familia pueden no recibir algunos de los tipos de ingresos que pedimos que declare en la solicitud o puede que no reciban ingreso alguno. Cuando esto suceda, escriba un 0 en el campo. Sin embargo, si un campo de ingresos queda vacío o en blanco, también contará como cero. Fíjese bien cuando deje campos de ingresos en blanco porque supondremos que lo ha hecho con conocimiento de causa.
14. ESTAMOS EN EL EJÉRCITO. ¿TENEMOS QUE DECLARAR NUESTROS INGRESOS DE OTR FORMA? Su salario básico y bonos en efectivo deben declararse como ingresos. Si recibe prestaciones de valor en efectivo por vivir fuera de la base, alimentación o ropa, también se debe incluir como ingresos. Sin embargo, si su vivienda forma parte de Military Housing Privatization Initiative (Iniciativa de privatización de la vivienda militar), no incluya el subsidio para vivienda como ingresos. Cualquier pago de combate adicional resultante por despliegue también se excluye de los ingresos.
15. ¿QUÉ PASA SI NO HAY SUFICIENTE ESPACIO EN LA SOLICITUD PARA MI FAMILIA? Enumere a los miembros adicionales de la familia en una hoja de papel separada y adjúntela en su solicitud. Póngase en contacto con Becky Mullins, 1400 Hwy 76, Hiawassee, 706-896-4131, bmullins@townscountyschools.org **para recibir una segunda solicitud.**
16. MI FAMILIA NECESITA MÁS AYUDA. ¿HAY OTROS PROGRAMAS QUE PODAMOS SOLICITAR? Para averiguar cómo solicitar **SNAP** u otras prestaciones de ayuda, póngase en contacto con su oficina local de ayuda o llame al **1-877-423-4746**.

Si tiene otras preguntas o necesita ayuda, llame al 706-896-4131.

Atentamente,
Becky Mullins

CÓMO SOLICITAR COMIDAS ESCOLARES GRATIS O A PRECIO REDUCIDO 2023-2024

Siga estas instrucciones para ayudarle a rellenar la solicitud de comidas gratis o a precio reducido. Solo tiene que presentar una solicitud por familia, incluso si sus niños asisten a más de un colegio de Towns County Schools. La solicitud debe rellenarse por completo para garantizar a sus niños comidas gratis o a precio reducido. Siga estas instrucciones en orden. Cada paso de las instrucciones sigue el orden de los pasos de la solicitud. Si en algún momento no está seguro de qué hacer a continuación, póngase en contacto con Becky Mullins, 706-896-4131, bmullins@townscountyschools.org.

UTILICE UN BOLÍGRAFO (NO UN LÁPIZ) PARA RELLENAR LA SOLICITUD Y ESCRIBA LO MÁS CLARAMENTE POSIBLE.

PASO 1: ENUMERAR A TODOS LOS MIEMBROS DE LA FAMILIA QUE SEAN BEBÉS, NIÑOS Y ESTUDIANTES HASTA EL 12.º GRADO INCLUSIVE

Díganos cuántos bebés, niños y estudiantes de colegio hay en su familia. NO tienen que estar emparentados con usted para formar parte de su familia.

¿A quién debo enumerar aquí? Al rellenar esta sección, incluya a TODOS los miembros de su familia que sean:

- Niños de 18 años o menores, Y dependientes económicamente de los ingresos familiares;
- A su cuidado en régimen de acogida o que no tengan hogar, sean emigrantes o jóvenes fugados;
- Alumnos de Towns County Schools independientemente de su edad.

A) Enumerar el nombre de cada niño.

Escriba el nombre de cada niño. Utilice una línea de la solicitud por niño. Al escribir los nombres, ponga una letra en cada cuadro. Pare si se queda sin espacio. Si hay más niños que líneas en la solicitud, adjunte una segunda hoja con toda la información requerida de los niños adicionales.

B) ¿El niño es alumno de Towns County Schools? Marque "Sí" o "No" en la columna titulada "Estudiante" para indicar que los niños asisten a Towns County Schools. Si ha marcado "Sí", escriba el nivel de grado del estudiante en la columna "Grado" a la derecha.

Marque "Sí" o "No" en la columna titulada "Estudiante" para indicar que los niños asisten a Towns County Schools. Si ha marcado "Sí", escriba el nivel de grado del estudiante en la columna "Grado" a la derecha.

C) ¿Tiene algún niño en régimen de acogida? Si alguno de los niños enumerado está en régimen de acogida, marque la casilla "Niño en régimen de acogida" junto al nombre del niño. Si SOLO realiza la solicitud para niños en régimen de acogida, después de terminar el **PASO 1**, vaya al **PASO 4**.

Los niños en régimen de acogida que viven con usted cuentan como miembros de su familia y deben enumerarse en la solicitud. Si manda la solicitud tanto para niños en régimen de acogida como para niños que no estén bajo dicho régimen, vaya al **PASO 3**.

D) ¿Alguno de los niños no tiene hogar, es emigrante o se ha fugado? Si cree que algunos de los niños que ha enumerado en esta sección encaja en esta descripción, marque la casilla "Sin hogar, emigrante, fugado" junto al nombre del niño y rellene todos los pasos de la solicitud.

Si cree que algunos de los niños que ha enumerado en esta sección encaja en esta descripción, marque la casilla "Sin hogar, emigrante, fugado" junto al nombre del niño y rellene todos los pasos de la solicitud.

PASO 2: ¿ALGÚN MIEMBRO DE LA FAMILIA PARTICIPA ACTUALMENTE EN SNAP, TANF, O FDPIR?

Si alguien de su familia (incluido usted) participa actualmente en uno o más de los programas de asistencia que se indican a continuación, sus niños puede solicitar comidas escolares gratis:

- Supplemental Nutrition Assistance Program (SNAP - Programa de asistencia de nutrición complementaria)
- Temporary Assistance for Needy Families (TANF - Asistencia temporal para familias necesitadas)
- Food Distribution Program on Indian Reservations (FDPIR)

A) Si nadie de su familia participa en ninguno de los programas enumerados anteriormente:

- Deje el **PASO 2** en blanco y vaya al **PASO 3**.

B) Si alguien de su familia participa en alguno de los programas enumerados anteriormente:

- Escriba un número de expediente en SNAP o TANF. Solo tiene que proporcionar un número de expediente. Si participa en uno de estos programas y no sabe su número de expediente, póngase en contacto con: DFCS 877-423-4746.
- Vaya al **PASO 4**.

PASO 3: DECLARAR LOS INGRESOS DE TODOS MIEMBROS DE LA FAMILIA

¿Cómo declaro mis ingresos?

- Utilice las listas tituladas "**Fuentes de ingresos de adultos**" y "**Fuentes de ingresos de niños**", impresas en la parte de atrás de la solicitud para determinar si su familia tiene ingresos que declarar.
- Declare todas las cantidades SOLO EN INGRESOS BRUTOS. Declare todos los ingresos en dólares en números enteros. No incluya centavos.
 - Los ingresos brutos son los ingresos totales recibidos antes de impuestos
 - Mucha gente piensa en los ingresos como la cantidad que se "llevan a casa" y no el total, la cantidad "bruta". Asegúrese de que los ingresos que declara en esta solicitud NO se han reducido para pagar impuestos, primas de seguros o cualquier otra cantidad que se deduzca de su paga.
- Escriba un "0" en cualquier campo donde no haya ingresos que declarar. Cualquier campo de ingresos que quede vacío o en blanco también contará como cero. Si escribe "0" o deja algún campo en blanco, está certificando (prometiéndolo) que no hay ingresos que declarar. Si los funcionarios locales sospechan que sus ingresos familiares se han declarado incorrectamente, se investigará su solicitud.
- Marque con qué frecuencia recibe cada tipo de ingresos mediante las casillas a la derecha de cada campo.

PASO 3: DECLARAR LOS INGRESOS DE TODOS MIEMBROS DE LA FAMILIA

3.A. DECLARAR LOS INGRESOS DE LOS NIÑOS

A) **Declarar todos los ingresos ganados o recibidos de los niños.** Declare los ingresos brutos combinados de TODOS los niños de su familia enumerados en el PASO 1 en la casilla marcada "Ingresos totales del niño". Solo cuente los ingresos de los niños en régimen de acogida si realiza la solicitud incluyéndolos con el resto de su familia.

¿**Cuáles son los ingresos del niño?** Los ingresos del niño son el dinero recibido fuera de su familia y pagado DIRECTAMENTE a sus niños. Muchas familias no tienen este tipo de ingresos.

3.B. DECLARAR LOS INGRESOS DE LOS ADULTOS

¿**A quién debo enumerar aquí?**

- Al rellenar esta sección, incluya a TODOS los miembros adultos de su familia que vivan con usted y compartan ingresos y gastos, aunque no estén emparentados y aunque no reciban sus propios ingresos.
- **NO incluya a:**
 - Las personas que vivan con usted, pero que no dependan económicamente de los ingresos familiares NI contribuyan con sus ingresos a la familia.
 - Los niños y estudiantes ya enumerados en el PASO 1.

B) Enumerar los nombres de los miembros adultos de la familia. Escriba el nombre de cada miembro de la familia en las casillas marcadas "Nombres de los miembros adultos de la familia (nombre y apellido)". No incluya a ningún miembro de la familia enumerado en el PASO 1. Si alguno de los niños enumerado en el PASO 1 tiene ingresos, siga las instrucciones del PASO 3, Parte A.

C) Declarar los ingresos profesionales. Declare todo lo que gane en su actividad profesional en el campo de la solicitud "Ingresos profesionales". Normalmente, se trata del dinero recibido trabajando. Si es autónomo o posee una granja, tendrá que declarar sus ingresos netos.

¿**Qué pasa si soy autónomo?** Declare los ingresos netos de su trabajo. Esto se calcula restando los gastos operativos totales de su empresa de sus ingresos brutos.

D) Declarar los ingresos por ayuda pública/manutención infantil/pensión alimenticia. Declare todos los ingresos que correspondan en el campo de la solicitud "Ayuda pública/manutención infantil/pensión alimenticia". No declare el valor en efectivo de ninguna prestación de ayuda pública que NO aparezca en la lista. Si recibe ingresos de manutención infantil o pensión alimenticia, solo declare los pagos ordenados por el tribunal. Los pagos informales regulares deben declararse como "otros" en la siguiente parte.

E) Declarar ingresos por pensión/jubilación/otros. Declare todos los ingresos que correspondan en el campo de la solicitud "Pensión/jubilación/otros".

F) Declarar el tamaño total de la familia. Escriba el número total de miembros de la familia en el campo "Total de miembros de la familia (niños y adultos)". Este número DEBE ser igual al número de miembros de la familia enumerados en los PASOS 1 y 3. Si se hubiera olvidado de enumerar a algún miembro de su familia en la solicitud, vuelva atrás y añádalo. Es muy importante enumerar a todos los miembros de la familia, ya que el tamaño de su familia afecta a su solicitud para recibir comidas gratis o a precio reducido.

G) Proporcionar los últimos cuatro dígitos de su número de la Seguridad Social. Hay que escribir los últimos cuatro dígitos de los números de la Seguridad Social en el espacio proporcionado de uno de los miembros adultos de la familia. Tiene derecho a solicitar prestaciones aunque no tenga número de la Seguridad Social. Si ningún adulto de la familia tiene número de la Seguridad Social, deje este espacio en blanco y marque la casilla de la derecha "Marcar si no tiene n.º de SS".

PASO 4: INFORMACIÓN DE CONTACTO Y FIRMA DE UN ADULTO

Todas las solicitudes deberán ser firmadas por un miembro adulto de la familia. Al firmar la solicitud, ese miembro de la familia promete que toda la información declarada es veraz y completa. Antes de finalizar esta sección, asegúrese también de haber leído la declaración de privacidad y derechos civiles en la parte posterior de la solicitud.

A) Proporcionar su información de contacto. Escriba su dirección actual en los campos facilitados si esta información está disponible. Si no tiene dirección permanente, sus niños siguen teniendo derecho a solicitar comidas escolares gratis o a precio reducido. Compartir un número de teléfono, dirección de correo electrónico o ambos es opcional, pero nos ayuda a ponernos en contacto con usted rápidamente si fuera preciso.

B) Escribir su nombre y firmar y escribir la fecha de hoy. Escriba el nombre del adulto que va a firmar la solicitud, dicha persona firmará en el cuadro "Firma del adulto".

C) Envíe el formulario completado a:
Towns County Schools
1400 Hwy 76
Hiawassee, Ga. 30546.

D) Compartir la identidad étnica y racial de los niños (opcional). En la parte posterior de la solicitud, le pedimos que comparta información acerca de la raza de sus niños y su origen étnico. Este campo es opcional y sus niños seguirán teniendo derecho a solicitar comidas escolares gratis o a precio reducido.

Towns Co. solicitud para familias de comidas gratis o a precio reducido para el año 2023-2024

Realice la solicitud en línea en: <https://lingconnect.com>

Rellene una solicitud por vivienda. Utilice un bolígrafo (noun lápiz).

PASO 1 Enumerar a TODOS los miembros de la vivienda que sean bebés, niños y estudiantes hasta el 12.º grado inclusive (si se requieren más espacios para nombres adicionales, adjunte otra hoja de papel)

Definición de miembro de la vivienda: "Cualquier persona que viva con usted y comparta ingresos y gastos, aunque no estén emparentados".
Los niños en régimen de acogida y los que encajan en la definición de personas sin hogar, migrantes o fugados tienen derecho a recibir comidas gratis. Lea Cómo solicitar comidas escolares gratis o a precio reducido para obtener más información.

Nombre del niño	Inicial del segundo nombre	Apellido del niño	Grado	¿Estudiante? Sí No	Niño en régimen de acogida	Sin hogar, migrante, fugado
				<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PASO 2 ¿Algún miembro de su vivienda (incluido usted) participa actualmente en uno o más de los siguientes programas de ayuda: ¿SNAP, TANF, o FDIR?

En caso NEGATIVO > Vaya al PASO 3. En caso AFIRMATIVO > Escriba aquí un número de expediente y vaya al PASO 4 (No rellene el PASO 3) **Número de expediente:** Escriba solo un número de expediente en este espacio.

PASO 3 Declarar los ingresos de TODOS miembros de la vivienda (Omita este paso si su respuesta es "Sí" en el PASO 2)

¿No está seguro de qué ingresos incluir aquí?
Dele la vuelta a la página y consulte las listas tituladas "Fuentes de ingresos" para obtener más información.
La lista "Fuentes de ingresos de niños" le ayudará en la sección Ingresos del niño.
La lista "Fuentes de ingresos de adultos" le ayudará en la sección Todos los miembros adultos de la vivienda.

A. Ingresos del niño
A veces, los niños de la vivienda tienen ingresos. Incluya los ingresos TOTALES obtenidos por todos los miembros de la vivienda enumerados en el PASO 1 aquí.

Ingresos del niño \$

¿Con qué frecuencia?
 Semanales Quincenales Bimensuales Mensuales

B. Todos los adultos miembros de la vivienda (incluido usted)
Enumere a todos los miembros de la vivienda que no aparezcan en el PASO 1 (incluido usted), aunque no reciban ingresos. Por cada miembro de la vivienda enumerado, si reciben ingresos, declare el ingreso total bruto (antes de impuestos) por cada fuente en dólares en números enteros (sin centavos) solamente. Si no reciben ingresos de ninguna fuente, escriba '0'. Si escribe '0' o deja algún campo en blanco, está certificando (prometiendo) que no hay ingresos que declarar.

Nombres de los miembros adultos de la vivienda (nombre y apellido)	Ingresos profesionales	¿Con qué frecuencia?				Ayuda pública/ manutención infantil / pensión alimenticia	¿Con qué frecuencia?				Pensión/jubilación/ otros	¿Con qué frecuencia?			
		Semanales	Quincenales	Bimensuales	Mensuales		Semanales	Quincenales	Bimensuales	Mensuales		Semanales	Quincenales	Bimensuales	Mensuales
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	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Total de miembros de la vivienda (Niños y adultos)

Últimos cuatro dígitos del número de la Seguridad Social (SSN - Social Security Number) del sustento principal u otro miembro adulto de la vivienda

Marque si no tiene SSN

PASO 4 Información de contacto y firma de un adulto. Envíe el formulario completado a: 1400 Hwy 76, Hiawassee, Ga. 30546

"Certifico (prometo) que toda la información de esta solicitud es veraz y que he declarado todos los ingresos. Entiendo que esta información se da en relación con la recepción de fondos federales, y que las autoridades escolares pueden verificar (comprobar) la información. Soy consciente de que si he dado información falsa con conocimiento de causa, mis niños pueden perder la prestación de alimentación y se me podría procesar con arreglo a las leyes federales y estatales pertinentes".

Dirección (si está disponible) Apartamento n.º

Ciudad Estado Código postal

Teléfono durante el día y correo electrónico (opcional)

Nombre del adulto que firma el formulario

Firma del adulto

Fecha de hoy

Fuente de ingresos de niños	
Fuentes de ingreso del niño	Ejemplo(s)
- Ingresos profesionales	- Un niño tiene un trabajo fijo a tiempo completo o parcial en el que gana un sueldo o salario
- Seguridad Social - Pagos por discapacidad - Beneficios al sobreviviente	- Un niño es ciego o discapacitado y recibe prestaciones de la Seguridad Social - Uno de los padres es discapacitado, está jubilado o ha fallecido, y su niño recibe prestaciones de la Seguridad Social
- Ingresos de una persona ajena a la vivienda	- Un amigo u otro familiar da regularmente dinero al niño
- Ingresos de cualquier otra fuente	- Un niño recibe ingresos regulares de un fondo de pensiones privado, anualidad o fideicomiso

Fuente de ingresos de adultos		
Ingresos profesionales	Ayuda pública / pensión alimenticia / manutención infantil	Pensión / jubilación / otros
- Sueldo, salario, bonos en efectivo - Ingresos netos como autónomo (granja o negocio propio)	- Prestación por desempleo - Indemnización laboral - Ingresos de seguridad suplementarios (SSI - Supplemental Security Income)	- Seguridad Social (incluidas las prestaciones de jubilación de empleados ferroviarios y por neumoconiosis) - Pensiones privadas o prestación por discapacidad
Si está en el Ejército de Estados Unidos: -Sueldo básico y bonos en efectivo (NO incluya el pago de combate, FSSA o subsidios de vivienda privatizados) - Subsidios por vivienda fuera de la base, alimentación y ropa	- Ayuda económica del estado o gobierno local - Pagos de pensión alimenticia - Pagos de manutención infantil - Prestaciones para los veteranos - Prestación por huelga	- Ingresos regulares de fideicomisos o bienes inmuebles - Anualidades - Ingresos de inversión - Intereses ganados - Ingresos de alquiler - Pagos regulares en efectivo ajenos a la vivienda

OPCIONAL

Identidad étnica y racial de los niños

Estamos obligados a solicitar información sobre la raza de sus niños y su origen étnico. Esta información es importante y ayuda a garantizar que servimos completamente a nuestra comunidad. Responder a esta sección es opcional y sus niños seguirán teniendo derecho a solicitar comidas escolares gratis o a precio reducido.

Grupo étnico (marque uno): Hispano o latino No hispano o latino

Raza (marque una o más): Indio americano o nativo de Alaska Asiático Negro o afroamericano Nativo de Hawái u otra isla del Pacífico Blanco

Declaración sobre el uso de la Información

La Ley Nacional de Almuerzos Escolares Richard B. Russell exige que utilicemos la información de esta solicitud para determinar qué personas reúnen los requisitos para recibir comidas sin costo o a precio reducido. Solo podemos aprobar formularios completos. Es posible que compartamos su información de elegibilidad con programas educativos, de salud y de nutrición para ayudarles a proporcionar los beneficios del programa para su hogar. Los inspectores y las fuerzas del orden público también pueden usar su información para asegurarse de que se cumplan las reglas del programa.

Asegúrese de proporcionar los cuatro últimos dígitos del número de Seguro Social del adulto del hogar que firma la solicitud. Si el adulto no tiene este número, seleccione la caja al lado de "Marque si no tiene número de Seguro Social". Las solicitudes para un niño/a de acogida temporal no necesitan incluir un número de Seguro Social. Las solicitudes para los niños/as de hogares que reciben el Programa de Asistencia Nutricional Suplementaria (SNAP), el Programa de Asistencia Temporal para Familias Necesitadas (TANF) o el Programa de Distribución de Alimentos en las Reservas Indígenas (FDPIR) no necesitan incluir un número de Seguro Social. Algunos niño/as reúnen los requisitos para recibir comidas sin costo sin necesidad de presentar una solicitud. Comuníquese con su escuela para recibir comidas sin costo para un *foster child* y para niño/as sin hogar, migrante o que huyó del hogar.

La Información de contacto que aparece más adelante es únicamente para presentar una queja por discriminación.

De acuerdo con la ley federal de derechos civiles y las normas y políticas de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta entidad está prohibida de discriminar por motivos de raza, color, origen nacional, sexo (incluyendo identidad de género y orientación sexual), discapacidad, edad, o represalia o retorsión por actividades previas de derechos civiles.

La información sobre el programa puede estar disponible en otros idiomas que no sean el inglés. Las personas con discapacidades que requieren medios alternos de comunicación para obtener la información del programa (por ejemplo, Braille, letra grande, cinta de audio, lenguaje de señas americano (ASL), etc.) deben comunicarse con la agencia local o estatal responsable de administrar el programa o con el Centro TARGET del USDA al (202) 720-2600 (voz y TTY) o comuníquese con el USDA a través del Servicio Federal de Retransmisión al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe llenar un formulario AD-3027, formulario de queja por discriminación en el programa del USDA, el cual puede obtenerse en línea en: <https://www.fns.usda.gov/sites/default/files/resource-files/usda-program-discrimination-complaint-form-spanish.pdf>, de cualquier oficina de USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida a USDA. La carta debe contener el nombre del demandante, la dirección, el número de teléfono y una descripción escrita de la acción discriminatoria alegada con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR) sobre la naturaleza y fecha de una presunta violación de derechos civiles. El formulario AD-3027 completado o la carta debe presentarse a USDA por:

*Correo: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

Fax: (833) 256-1665 o (202) 690-7442, o
Correo electrónico: program.intake@usda.gov.

***No envíe solicitudes a esta dirección; solo quejas por discriminación.**

Esta institución es un proveedor que ofrece igualdad de oportunidades.

Devuelva el formulario completado a la escuela de su niño/a.

No rellenar

Para uso exclusivo del colegio

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24 Monthly x 12

Total Income Household size

How often?
 Weekly Bi-Weekly 2x Month Monthly

Categorical Eligibility

Eligibility:
 Free Reduced Denied

Determining Official's Signature Date Confirming Official's Signature Date Verifying Official's Signature Date

DECLARACIÓN MÉDICA PARA SOLICITAR ADAPTACIONES PARA DISCAPACIDADES EN LOS PROGRAMAS DE ALIMENTOS ESCOLARES

Lea las pautas e instrucciones en la página 2 antes de completar este formulario.

Parte 1: a completar por el padre o tutor			
Nombre del niño	Edad del niño	Nombre de la escuela	Grado/salón
Nombre del padre o tutor (en letra de imprenta)			
	Número de teléfono	Dirección de correo electrónico	
Firma del padre			Fecha
Parte 2: Discapacidades. Complete todas las secciones que correspondan.			
Proporcione una descripción del impedimento físico o mental y cómo restringe la dieta del niño.			
Explique como hay que adaptarse a esta discapacidad.			
Enumere las restricciones de la dieta o las instrucciones de la dieta especial para los alimentos de la escuela.			
Lista de alimentos que se deben omitir en la dieta: _____ _____ _____ _____	Lista de alimentos que se deben sustituir: _____ _____ _____ _____		
Designe las modificaciones de textura que se necesitan para todas las comidas: <input type="checkbox"/> Puré <input type="checkbox"/> Picada o cortada finamente <input type="checkbox"/> Cortada en bocados	Designe la consistencia de los líquidos:		
Enumere los equipos o utensilios especiales necesarios:			
Comentarios adicionales sobre los patrones de comida o alimentación del niño:			
Firma debajo (Consulte las Pautas e instrucciones en la página 2)			
Firma del Profesional de atención de la salud con certificación estatal			Fecha
Nombre, título y número de teléfono del profesional de atención de la salud con licencia estatal (en letra de imprenta)			Fecha

PAUTAS E INSTRUCCIONES PARA LA DECLARACIÓN MÉDICA PARA SOLICITAR ADAPTACIONES PARA DISCAPACIDADES EN LOS PROGRAMAS DE ALIMENTOS ESCOLARES

La declaración médica en la página 1 debe completarse y enviarse a <escriba el nombre de la institución> antes de que se puedan realizar sustituciones de alimentos. Si se necesitan cambios, el padre o tutor debe enviar un formulario nuevo.

Pauta

Discapacidad

Bajo la Sección 504 de la Ley de Rehabilitación de 1973 y la Ley de Americanos con Discapacidades (ADAAA) de 2008, "una persona con una discapacidad" es cualquier persona que tenga un impedimento físico o mental que limite sustancialmente una o más actividades importantes de la vida, tenga un registro de tal impedimento, o se considere que tiene tal impedimento. Según la ADAAA, la mayoría de los impedimentos físicos y mentales constituyen una discapacidad.

Las actividades importantes de la vida incluyen, entre otras, cuidar de uno mismo, realizar tareas manuales, ver, oír, comer, dormir, caminar, estar parados, levantar pesos, inclinarse, hablar, respirar, aprender, leer, concentrarse, pensar, comunicarse y trabajar. Las actividades importantes de la vida también incluyen el funcionamiento de la función corporal principal que incluye, entre otras, las funciones del sistema inmune, crecimiento celular normal, funciones digestivas, intestinales, de vejiga, neurológicas, cerebrales, respiratorias, circulatorias, endocrina y reproductiva.

Las reglamentaciones del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés) requiere modificaciones razonables de los alimentos escolares para que se adapten a niños con discapacidades cuando la discapacidad restrinja la dieta del niño. Las modificaciones se determinan caso por caso.

Profesional de atención de la salud con certificación estatal es un profesional que está autorizado a realizar prescripciones médicas bajo la ley estatal. Consulte la Asociación Médica de Georgia, **Tabla de médicos que recetan de Georgia:** <http://www.mag.org/sites/default/files/downloads/georgia-prescribers-chart.pdf>. La decisión de permitir que profesionales médicos que no sean médicos certificados completen y firmen una declaración médica queda a discreción de la autoridad alimenticia local de la escuela.

Instrucciones

Parte 1: a completar por el padre o tutor para todas las solicitudes de dieta especiales.

Parte 2: proporcione los detalles suficientes para que el servicio de alimentos de la escuela pueda hacer las adaptaciones adecuadas. Un profesional de atención médica certificado debe completar esta sección cuando un alimento modificado no cumple con los requisitos del patrón de alimentos del Programa. El coordinador de la Sección 504 del distrito, profesional del servicio de alimentos escolar y/u otro miembro del equipo trabajará con usted para administrar el proceso de las modificaciones de alimentos.

Firma: es posible que se requiera la firma de un profesional de atención de la salud cuando la modificación razonable no cumpla con los requisitos del patrón de alimentos del Programa.

De acuerdo con la ley federal de derechos civiles y las normas y políticas de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta entidad está prohibida de discriminar por motivos de raza, color, origen nacional, sexo (incluyendo identidad de género y orientación sexual), discapacidad, edad, o represalia o retorsión por actividades previas de derechos civiles.

La información sobre el programa puede estar disponible en otros idiomas que no sean el inglés. Las personas con discapacidades que requieren medios alternos de comunicación para obtener la información del programa (por ejemplo, Braille, letra grande, cinta de audio, lenguaje de señas americano (ASL), etc.) deben comunicarse con la agencia local o estatal responsable de administrar el programa o con el Centro TARGET del USDA al (202) 720-2600 (voz y TTY) o comuníquese con el USDA a través del Servicio Federal de Retransmisión al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe llenar un formulario AD-3027, formulario de queja por discriminación en el programa del USDA, el cual [puede obtenerse en línea en: https://www.fns.usda.gov/sites/default/files/resource-files/usda-program-discrimination-complaint-form-spanish.pdf](https://www.fns.usda.gov/sites/default/files/resource-files/usda-program-discrimination-complaint-form-spanish.pdf), de cualquier oficina de USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida a USDA. La carta debe contener el nombre del demandante, la dirección, el número de teléfono y una descripción escrita de la acción discriminatoria alegada con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR) sobre la naturaleza y fecha de una presunta violación de derechos civiles. El formulario AD-3027 completado o la carta debe presentarse a USDA por:

(1) correo:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

(2) fax:

(833) 256-1665 o (202) 690-7442; o

(3) correo electrónico:

program.intake@usda.gov

Esta entidad es un proveedor que brinda igualdad de oportunidades.

DECLARACIÓN MÉDICA PARA SOLICITAR ADAPTACIONES PARA DISCAPACIDADES EN LOS PROGRAMAS DE ALIMENTOS ESCOLARES

Lea las pautas e instrucciones en la página 2 antes de completar este formulario.

Parte 1: a completar por el padre o tutor			
Nombre del niño	Edad del niño	Nombre de la escuela	Grado/salón
Nombre del padre o tutor (en letra de imprenta)			
	Número de teléfono	Dirección de correo electrónico	
Firma del padre			Fecha
Parte 2: Discapacidades. Complete todas las secciones que correspondan.			
Proporcione una descripción del impedimento físico o mental y cómo restringe la dieta del niño.			
Explique como hay que adaptarse a esta discapacidad.			
Enumere las restricciones de la dieta o las instrucciones de la dieta especial para los alimentos de la escuela.			
Lista de alimentos que se deben omitir en la dieta: _____ _____ _____ _____	Lista de alimentos que se deben sustituir: _____ _____ _____ _____		
Designe las modificaciones de textura que se necesitan para todas las comidas: <input type="checkbox"/> Puré <input type="checkbox"/> Picada o cortada finamente <input type="checkbox"/> Cortada en bocados	Designe la consistencia de los líquidos:		
Enumere los equipos o utensilios especiales necesarios:			
Comentarios adicionales sobre los patrones de comida o alimentación del niño:			
Firma debajo (Consulte las Pautas e instrucciones en la página 2)			
Firma del Profesional de atención de la salud con certificación estatal			Fecha
Nombre, título y número de teléfono del profesional de atención de la salud con licencia estatal (en letra de imprenta)			Fecha

PAUTAS E INSTRUCCIONES PARA LA DECLARACIÓN MÉDICA PARA SOLICITAR ADAPTACIONES PARA DISCAPACIDADES EN LOS PROGRAMAS DE ALIMENTOS ESCOLARES

La declaración médica en la página 1 debe completarse y enviarse a <escriba el nombre de la institución> antes de que se puedan realizar sustituciones de alimentos. Si se necesitan cambios, el padre o tutor debe enviar un formulario nuevo.

Pauta

Discapacidad

Bajo la Sección 504 de la Ley de Rehabilitación de 1973 y la Ley de Americanos con Discapacidades (ADAAA) de 2008, "una persona con una discapacidad" es cualquier persona que tenga un impedimento físico o mental que limite sustancialmente una o más actividades importantes de la vida, tenga un registro de tal impedimento, o se considere que tiene tal impedimento. Según la ADAAA, la mayoría de los impedimentos físicos y mentales constituyen una discapacidad.

Las actividades importantes de la vida incluyen, entre otras, cuidar de uno mismo, realizar tareas manuales, ver, oír, comer, dormir, caminar, estar parados, levantar pesos, inclinarse, hablar, respirar, aprender, leer, concentrarse, pensar, comunicarse y trabajar. Las actividades importantes de la vida también incluyen el funcionamiento de la función corporal principal que incluye, entre otras, las funciones del sistema inmune, crecimiento celular normal, funciones digestivas, intestinales, de vejiga, neurológicas, cerebrales, respiratorias, circulatorias, endocrina y reproductiva.

Las reglamentaciones del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés) requiere modificaciones razonables de los alimentos escolares para que se adapten a niños con discapacidades cuando la discapacidad restrinja la dieta del niño. Las modificaciones se determinan caso por caso.

Profesional de atención de la salud con certificación estatal es un profesional que está autorizado a realizar prescripciones médicas bajo la ley estatal. Consulte la Asociación Médica de Georgia, **Tabla de médicos que recetan de Georgia:** <http://www.mag.org/sites/default/files/downloads/georgia-prescribers-chart.pdf>. La decisión de permitir que profesionales médicos que no sean médicos certificados completen y firmen una declaración médica queda a discreción de la autoridad alimenticia local de la escuela.

Instrucciones

Parte 1: a completar por el padre o tutor para todas las solicitudes de dieta especiales.

Parte 2: proporcione los detalles suficientes para que el servicio de alimentos de la escuela pueda hacer las adaptaciones adecuadas. Un profesional de atención médica certificado debe completar esta sección cuando un alimento modificado no cumple con los requisitos del patrón de alimentos del Programa. El coordinador de la Sección 504 del distrito, profesional del servicio de alimentos escolar y/u otro miembro del equipo trabajará con usted para administrar el proceso de las modificaciones de alimentos.

Firma: es posible que se requiera la firma de un profesional de atención de la salud cuando la modificación razonable no cumpla con los requisitos del patrón de alimentos del Programa.

De acuerdo con la ley federal de derechos civiles y las normas y políticas de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta entidad está prohibida de discriminar por motivos de raza, color, origen nacional, sexo (incluyendo identidad de género y orientación sexual), discapacidad, edad, o represalia o retorsión por actividades previas de derechos civiles.

La información sobre el programa puede estar disponible en otros idiomas que no sean el inglés. Las personas con discapacidades que requieren medios alternos de comunicación para obtener la información del programa (por ejemplo, Braille, letra grande, cinta de audio, lenguaje de señas americano (ASL), etc.) deben comunicarse con la agencia local o estatal responsable de administrar el programa o con el Centro TARGET del USDA al (202) 720-2600 (voz y TTY) o comuníquese con el USDA a través del Servicio Federal de Retransmisión al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe llenar un formulario AD-3027, formulario de queja por discriminación en el programa del USDA, el cual [puede obtenerse en línea en: https://www.fns.usda.gov/sites/default/files/resource-files/usda-program-discrimination-complaint-form-spanish.pdf](https://www.fns.usda.gov/sites/default/files/resource-files/usda-program-discrimination-complaint-form-spanish.pdf), de cualquier oficina de USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida a USDA. La carta debe contener el nombre del demandante, la dirección, el número de teléfono y una descripción escrita de la acción discriminatoria alegada con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR) sobre la naturaleza y fecha de una presunta violación de derechos civiles. El formulario AD-3027 completado o la carta debe presentarse a USDA por:

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(833) 256-1665 o (202) 690-7442; o

(3) correo electrónico:

program.intake@usda.gov

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HOW TO APPLY FOR FREE AND REDUCED-PRICE SCHOOL MEALS 2023-2024

Please use these instructions to help you fill out the application for free or reduced-price school meals. You only need to submit one application per household, even if your children attend more than one school in Towns County Schools. The application must be filled out completely to certify your children for free or reduced-price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact Becky Mullins at bmullins@townscountyschools.org / 706-896-4131 ext. 1020.

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here? When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household's income;
- In your care under a foster arrangement or qualify as homeless, migrant, or runaway youth;
- Students attending Towns County Schools, regardless of age.

A) List each child's name. Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.

B) Is the child a student at Towns County Schools? Mark "Yes" or "No" under the column titled "Student" to tell us which children attend Towns County Schools. If you marked "Yes", write the grade level of the student in the "Grade" column to the right.

C) Do you have any foster children? If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing **STEP 1**, go to **STEP 4**. Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to **STEP 3**.

D) Are any children homeless, migrant, or runaway? If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and complete all steps of the application.

STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP, TANF, OR FDPIR?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)
- Food Distribution Program on Indian Reservations (FDPIR)

A) If no one in your household participates in any of the above listed programs:

- Leave **STEP 2** blank and go to **STEP 3**.

B) If anyone in your household participates in any of the above listed programs:

- Write a case number for SNAP, TANF, or FDPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact: DFCS at 877-423-4746.
- Go to **STEP 4**.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

How do I report my income?

- Use the charts titled "Sources of Income for Adults" and "Sources of Income for Children," printed on the back side of the application form to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.
 - Gross income is the total income received before taxes.
 - Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

- Write a “0” in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write “0” or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- Mark how often each type of income is received using the check boxes to the right of each field.

3.A. REPORT INCOME EARNED BY CHILDREN

A) Report all income earned or received by children. Report the combined gross income for ALL children listed in **STEP 1** in your household in the box marked “Child Income.” Only count foster children’s income if you are applying for them together with the rest of your household.

What is Child Income? Child income is money received from outside your household that is paid **DIRECTLY** to your children. Many households do not have any child income.

3.B. REPORT INCOME EARNED BY ADULTS

Who should I list here?

- When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.
- **Do NOT include:**
 - People who live with you but are not supported by your household’s income AND do not contribute income to your household.
 - Infants, children, and students already listed in **STEP 1.**

B) List adult household members’ names. Print the name of each household member in the boxes marked “Names of Adult Household Members (First and Last).” Do not list any household members you listed in STEP 1. If a child listed in **STEP 1** has income, follow the instructions in **STEP 3, Part A.**

C) Report earnings from work. Report all income from work in the “Earnings from Work” field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income.

What if I am self-employed? Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.

D) Report income from public assistance/child support/alimony. Report all income that applies in the “Public Assistance/Child Support/Alimony” field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as “other” income in the next part.

E) Report income from pensions/retirement/all other income. Report all income that applies in the “Pensions/Retirement/All Other Income” field on the application.

F) Report total household size. Enter the total number of household members in the field “Total Household Members (Children and Adults).” This number **MUST** be equal to the number of household members listed in **STEP 1** and **STEP 3.** If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced-price meals.

G) Provide the last four digits of your Social Security Number. An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled “Check if no SSN.”

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.

A) Provide your contact information. Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced-price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.

B) Print and sign your name and write today’s date. Print the name of the adult signing the application and that person signs in the box “Signature of adult.”

C) Mail completed form to:
Towns County
Schools: 1400 Hwy 76,
Hiawassee, Ga. 30546

D) Share children’s racial and ethnic identities (optional). On the back of the application, we ask you to share information about your children’s race and ethnicity. This field is optional and does not affect your children’s eligibility for free or reduced-price school meals.

2023-24 Towns County Schools Application for Free and Reduced-Price School Meals

Apply online: <https://linqconnect.com>

Complete one application per household. Please use a pen (not a pencil).

STEP 1 List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper)

Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related."

Children in **Foster care** and children who meet the definition of **Homeless, Migrant** or **Runaway** are eligible for free meals. Read **How to Apply for Free and Reduced Price School Meals** for more information.

Child's First Name	MI	Child's Last Name	Grade	Student? Yes No	Foster Child	Homeless, Migrant, Runaway
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check all that apply

STEP 2 Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDIPIR?

If NO > Go to STEP 3. **If YES >** Write a case number here then go to STEP 4 (Do not complete STEP 3)

Case Number:

Write only one case number in this space.

STEP 3 Report Income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2)

Are you unsure what income to include here?

Flip the page and review the charts titled "Sources of Income" for more information.

The "Sources of Income for Children" chart will help you with the Child Income section.

The "Sources of Income for Adults" chart will help you with the All Adult Household Members section.

A. Child Income
Sometimes children in the household earn or receive income. Please include the TOTAL income received by all Household Members listed in STEP 1 here.

Child income: \$ Weekly Bi-Weekly 2x Month Monthly

B. All Adult Household Members (including yourself)
List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last)	Earnings from Work	How often?				Public Assistance/ Child Support/Alimony	How often?				Pensions/Retirement/ All Other Income	How often?			
		Weekly	Bi-Weekly	2x Month	Monthly		Weekly	Bi-Weekly	2x Month	Monthly		Weekly	Bi-Weekly	2x Month	Monthly
<input style="width: 100%;" type="text"/>	\$ <input style="width: 30px;" type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input style="width: 30px;" type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input style="width: 30px;" type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input style="width: 100%;" type="text"/>	\$ <input style="width: 30px;" type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input style="width: 30px;" type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input style="width: 30px;" type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input style="width: 100%;" type="text"/>	\$ <input style="width: 30px;" type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input style="width: 30px;" type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input style="width: 30px;" type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input style="width: 100%;" type="text"/>	\$ <input style="width: 30px;" type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input style="width: 30px;" type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input style="width: 30px;" type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input style="width: 100%;" type="text"/>	\$ <input style="width: 30px;" type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input style="width: 30px;" type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input style="width: 30px;" type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Total Household Members (Children and Adults)

Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member:

Check if no SSN

STEP 4 Contact information and adult signature. Mail Completed Form To: Towns County School 1400 Hwy 76, Hiawassee, Ga. 30546

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

<input style="width: 95%;" type="text"/>	Apt #	<input style="width: 95%;" type="text"/>	City	<input style="width: 95%;" type="text"/>	State	<input style="width: 95%;" type="text"/>	Zip	<input style="width: 95%;" type="text"/>	Daytime Phone and Email (optional)
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Printed name of adult signing the form		Signature of adult						Today's date	

STATEMENT TO REQUEST ACCOMMODATIONS FOR SPECIAL DIETARY NEEDS IN THE SCHOOL MEAL PROGRAMS

Please read guidance and instructions on page 2 before completing this form.

Part 1: To be completed by Parent/Guardian			
Child's Name	Age of Child	School Name	Grade/Classroom
Parent/Guardian Name (Please Print)	Phone Number	Email Address	
Parent's Signature			Date
Part 2: Disabilities – Complete all sections applicable.			
Please provide a description of the child's physical or mental impairment and how it restricts the child's diet.			
Please explain how to accommodate the disability.			
List any dietary restrictions or special diet instructions for school meals.			
List food(s) to be omitted from diet: _____ _____ _____ _____	List food(s) to be substituted: _____ _____ _____ _____		
Designate texture modifications needed for all foods: <input type="checkbox"/> Pureed <input type="checkbox"/> Diced/finely ground <input type="checkbox"/> Chopped/cut into bite-sized pieces	Designate consistency for liquids: <input type="checkbox"/> Pudding thick <input type="checkbox"/> Nectar thick <input type="checkbox"/> Honey thick <input type="checkbox"/> Thin/normal consistency		
List any special equipment or utensils needed:			
Additional comments about the child's eating or feeding patterns:			
Signature Below (See Guidance and Instructions on page 2). Required for accommodations outside the meal pattern.			
Signature of State Licensed Healthcare Professional			Date
State Licensed Healthcare Professional's Name, Title & Phone Number (Please Print)			Date

GUIDANCE AND INSTRUCTIONS TO REQUEST ACCOMMODATIONS FOR SPECIAL DIETARY NEEDS IN THE SCHOOL MEAL PROGRAMS

The medical statement on page 1 must be completed and submitted to <insert facility name> before any meal substitutions can be made. If changes are needed, the parent/guardian is required to submit a new form.

Guidance

Disability

Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008, “a person with a disability” means any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment. According to the ADAAA, most physical and mental impairments constitute a disability.

Major life activities include, but are not limited to, caring for one’s self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentration, thinking, communicating, and working. Major life activities also include the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

U.S. Department of Agriculture (USDA) regulations require reasonable modifications to school meals to accommodate children with disabilities when the disability restricts the child’s diet. Modifications will be determined on a case-by-case basis.

Accommodations for special dietary requests that can be made within the Program meal pattern requirements do not require a medical statement. The School Food Authority may require a medical statement signed by a State licensed healthcare professional be submitted to accommodate the request.

State Licensed Healthcare Professional is a professional who is authorized to write medical prescriptions under State law, and may include a physician, nurse practitioner, or a physician’s assistant. Please refer to the Medical Association of Georgia, **Georgia Prescribers Chart**: <http://www.mag.org/sites/default/files/downloads/georgia-prescribers-chart.pdf>.

Instructions

Part 1: To be completed by the parent/guardian for all special dietary requests.

Part 2: Please provide sufficient detail for the school food service to make appropriate accommodations. This section must be completed and signed by a State licensed healthcare professional when the modified meal does not meet the Program meal pattern requirements. The district Section 504 Coordinator, School Food Service Professional and/or other team member will work with you to manage the process of meal modifications.

Signature: Signature from a State licensed healthcare professional is required when the reasonable modification does not meet the Program meal pattern requirements.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.