

# **The Butts County Schools Virtual Learning Handbook**

## **The Butts County School System Virtual Learning Handbook**

### Welcome Message:

We are pleased to welcome you back to the 2020-21 school year! We would like to extend a special welcome to all of the families joining virtual learning this year. In a collaborative effort, we want children to thrive in all ways possible. Our hope is that all children will be successful and enjoy a learning environment that is positive, safe, caring, as well as a fun place to learn and grow. The BCSS is focused on student achievement and building a strong community among our students, parents, faculty and staff. Working together, we will help all our students have an exemplary, individualized, and engaging educational experience this year!

Butts County School System is committed to providing students with a safe and continuous education. Our Virtual Learning Plan is intended to communicate the system's approach to providing ongoing high-quality academic, social-emotional, and wellness support for students and families for the 2020-2021 school year. Through our Virtual Learning Plan, BCSS will provide students with diverse learning experiences that prepare them for academic success as teachers creatively challenge and inspire their students with engaging and meaningful learning activities.

This handbook has been prepared to serve as a reference for both students and parents who are participating in Virtual Learning. It is designed to help you know and become familiar with the policies, procedures, expectations for virtual learning. We are always available to assist you with any needs or concerns that you may have so please feel

free to contact us. Thank you in advance for your support.

As always, the health and safety of our students is of the utmost importance. Please continue to check our website [www.bcask12.org](http://www.bcask12.org) for the most up-to-date information.

Butts County Schools

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## The Butts County School System Purpose:

**The Butts County School System’s purpose is to provide LEARNING AND LIFE EXPERIENCES that MAXIMIZE THE INDIVIDUAL POTENTIAL of ALL STUDENTS so they are PREPARED FOR A PRODUCTIVE FUTURE.**

### 10 Commitments and Values

- We will provide and expand effective growth experiences for all students in the “A.A.A’S”—Academics, Fine Arts, Athletics, and Service.
- We will maximize the personal safety and well-being of all stakeholders who enter our facilities.
- We will model and exhibit a spirit of teamwork, professionalism, and collaboration in the quest of continuous improvement on behalf of our students and community.
- We will engage students, families, and community stakeholders as partners and teammates.
- We will model self-discipline in our duties as professionals, and we will discipline our students in a way that values their worth and dignity as human beings.
- We will recruit and retain highly-qualified staff members in the name of what is best for children.
- We will embrace fair accountability for all staff, students, and the community.
- We will respect and celebrate human diversity as a strength in our organization.
- We will faithfully maintain modern and effective facilities, equipment, technology, and data.
- We will be frugal stewards of community taxes and resources while putting the needs of children first.

**S.O.A.R.  
Student Achievement  
Organizational Effectiveness  
And  
Relationships and Perceptions**

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## 2020-2021 School Calendar for Butts County Schools

August 4	First Day of School
September 7	Labor Day - No School
October 9	Teacher Professional Learning Day - No Students
October 12-13	Fall Break - No School
October 19	Parent Conference Day/Student Holiday
November 23-27	Thanksgiving Break - No School
December 21-January 4	Christmas Break - No School
January 5-6	Teacher Professional Learning Day - No Students
January 18	MLK, Jr. Holiday - No School
February 12-16	Winter Break - No School
March 15	School Holiday - No School
March 16	Parent Conference Day/Student Holiday
March 17	Teacher Professional Learning Day - No Students
April 2-9	Spring Break - No School
May 28	Last Day of School

Please refer to the 2020-2021 School Year Calendar on the BCSS website for more information on the school calendar.

## **Standards of Participation**

In order to ensure continuity of instruction as well as maximize our staff, students who choose a virtual classroom will be asked to commit to that option for a minimum of 9 weeks.

## **Getting Help**

Assistance During Virtual Learning-

Director of Teaching and Learning-Fran Dundore- [DundoreF@bcssk12.org](mailto:DundoreF@bcssk12.org) (PreK-)

Director of Extending Learning-Caressa Gordon- [GordonC@bcssk12.org](mailto:GordonC@bcssk12.org) (2nd-5th)

Instructional Technology Specialist- Wendy White- [wendy.white@bcssk12.org](mailto:wendy.white@bcssk12.org) (Videos, Google Classroom)

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## Virtual Learning Contact Person

Daughtry Elementary	Brent Watts brentius.watts@bcssk12.org
Jackson Elementary	Heather Stamoules heather.stamoules@bcssk12.org
Stark Elementary	Shannon Daniel shannon.daniel@bcssk12.org
Henderson Middle School	Dr. Suzan Watkins <a href="mailto:suzan.watkins@bcssk12.org">suzan.watkins@bcssk12.org</a>
Jackson High School	William Rustin <a href="mailto:rustinw@bcssk12.org">rustinw@bcssk12.org</a>

### Communication

Effective communication is essential for building school-family partnerships. Positive communication between parents and teachers helps improve the academic performance of students.

You will be able to communicate with your child's teacher and with your school through the following formats:

- Google Classroom
- Virtual Meetings
- Email
- School Phone
- In-Person Meetings
- Infinite Campus Parent Portal
- Teachers will use Google Classroom, along with a variety of other virtual classroom formats for instruction in Grades PreK-12.

There is a lot of information that we need to get home to parents, and there are many ways we work to get you all the information you need:

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- **Butts County Messenger:** Teachers will send emails as a means of communication between school and home. Emails will be sent home weekly, and will contain information such as the weekly learning focus, school announcements, and important dates.
- **BCSS Website:** Please visit our website for important updates and information. Our site can be located at <https://www.bcask12.org/>
- **Infinite Campus Parent Portal:** You will receive a letter at the beginning of the school year giving you login information to your Parent Portal Account. Parent Portal allows you to see your child's grades and attendance. You can access the Parent Portal from the link on our website. If you lose your login information, you can contact the data clerk at your home school.

Daughtry Elementary School	Melissa Patterson 770-504-2356
Jackson Elementary School	Iris Ivester 770- 775-9480
Stark Elementary School	Kim Moore 770-775-9470
Henderson Middle School	Lakunis Willis 770-504-2310
Jackson High School	Shirley Henderson 770-504-2340

### Admission and Withdrawal

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**Admission Butts County Schools:** All students must be registered at our Central Registration Location at 218 Woodland Way Jackson Ga. 30233. Once proper documentation is provided (birth certificate, immunization records, proof of residency, any prior school records, etc), Central Registration will issue documentation that guardians must bring to the school.

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**Withdrawal from Butts County Schools:** The guardian must come into the school with proper picture ID. The Records Clerk will provide an enrollment verification form to take to the new school so that records may be sent.

**Registration for Virtual Learning-**For students who wish to enroll in full-time Virtual Learning, please complete the enrollment form found on the <http://www.bcsc12.org/>.

**Withdrawal from Virtual Learning-**In order to ensure continuity of instruction as well as maximize our staff, students who choose a virtual classroom will be asked to commit to that option for a minimum of 9 weeks. Contact your child’s school before the end of the 9 week period if you would like to transition to face to face learning.

### Virtual Attendance Policy

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In the 2020-2021 school year, districts and schools will still be required to take student attendance and report student attendance data to the Georgia Department of Education. Students are considered to be in attendance when participating in active instruction and/or educational services from a school or district. This active instruction will occur through virtual/distance/remote learning. Teachers will take attendance daily, but the meaning of attendance changes—virtual learning attendance is more about ENGAGEMENT than physical presence.

Below are ways that we will collect attendance for distance/virtual learning (but are not limited to):

- Track student duration in online course and time spent in the online classroom/platform
- Track student log-in into online platform
- Track student attendance during live virtual instruction
- Track student submission of assignments and student/teacher interactions

Attendance will be taken in the virtual classroom in the following ways:

- Participating in Synchronous (real time) instruction
- Completing all assignments
- Logging into the virtual platform

The Butts County Schools Virtual Learning option is designed and intended to be a totally virtual learning environment. Instruction is primarily computer-based. Therefore, students can work

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anywhere there is an internet connection. Butts County Schools requires that students **work in their online courses daily**. Student progress will be monitored closely. Although flexibility in choosing instructional times is a huge advantage to the virtual option, students must maintain their progress in all courses.

**Full time** virtual students must meet attendance conditions. The Virtual Learning will track absentees daily. A student will be reported to truancy upon receiving excessive absences according to Butts County Schools guidelines. Once reported to truancy, a conference will be requested and held with the parent and student to determine if the student may need to return to their home-based school.

\*For information regarding the Attendance Guidelines, please refer to the BCSS Student Information and Code of Conduct 2020-2021.

## Virtual Learning Structure

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### Synchronous Learning

- 2-3 hours a day for Grades PreK-5, 3-5 hours a day for Grades 6-12; Monday - Friday
- Participate in live virtual, teacher-directed instruction and individualized student support for language arts, mathematics, science, social studies, and specials/connections/elective classes. (If you are unable to participate live, each lesson will be recorded and available in a digital format.)

### Asynchronous

- 2-3 hours a day for all grade levels; Monday - Friday
- Complete independent work which will engage you in critical thinking and problem-based activities and projects assigned by the teacher(s) for language arts, mathematics, science, and social studies, and specials/connections/elective classes.

### Flex Time - Grades PreK-5

- Student/Family Choice
- Reading aloud and independent reading for pleasure:
  - PreK: 15 mins
  - Grades 1-2: 20 mins
  - Grades 3-4: 25 mins
  - Grades 5-6: 30 mins

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- Be active. Explore your personal interests/passions.

### Edgenuity - Grades 6-12

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Students in grades 6-12 will use Edgenuity as their primary virtual classroom. Edgenuity is a self-paced learning management system that allows students to spend more time on what they need and less time on content they've already mastered. Course content is aligned to state standards and can be customized to meet the needs of individual students. Each student in the Edgenuity classroom will be monitored and supported by a content area teacher at his/her home school.

Butts County Schools Virtual Learning courses consist of assignments, quizzes, unit tests, and exams. Students may be required to come in for certain district and state-mandated testing. In the case of unsatisfactory student progress in the Edgenuity platform, the teacher assigned by your child's home school as well as other members of the Butts County Schools Virtual Learning Staff will make every attempt to schedule a conference with you and your child to provide assistance either in a face-to-face format or virtually. If cases where students do not take advantage of the help offered, we reserve the right to require students to come in for assistance.

### Grades and Grade Reporting\*

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**Progress Reports** will be available every 4 ½ weeks in the Infinite Campus Parent Portal. **Report Cards** will be available at the end of every nine weeks in the Infinite Campus Parent Portal.

\*Contact your child's home school to set up an Infinite Campus Parent Portal Account.

You will receive updates on your child's progress every 4.5 weeks through progress and report card grades. You can check your child's progress at any time by using your Infinite Campus Parent Portal account. You will also get regular updates from your child's teacher.

Parents now have online access to grades and attendance through our Infinite Campus parent portal. This allows parents to keep tabs on grades and attendance. If you have questions about your child's grades, please contact the appropriate teacher. If you have technical questions,

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please contact the data clerk. The parent portal can be accessed at:

[campus.butts.k12.ga.us/campus/portal/butts.isp](https://campus.butts.k12.ga.us/campus/portal/butts.isp)

### Grading System

The following grade equivalencies are used for all classes:

**A = 90-100**

**B = 80- 89**

**C = 70- 79**

**Failing = 69 and below**

### Notification of Grades and Student Progress

Parents and students are able to review grades and percent completion of courses at all times by accessing their Infinite Campus Portal account. Progress and 9 weeks grading reported in the Infinite Campus Portal

### Academic Integrity Policy:

All scored assignments and assessments are assumed to be the student's original work. A student shall not cheat in any form, whether using the ideas, knowledge, words, or visual images of another individual.

You will:

- complete assignments and/or assessments alone;
- not copy or redistribute any part of the assignments and/or assessments in any way electronically, verbally, or on paper;
- take the assessments without any aids – meaning you may not use textbooks, references, or other materials (printed or electronic) – unless your teacher or the specific assessment otherwise instructs you to;
- be allowed to use their own personal notes to takes quizzes, tests, and exams (no screenshots or previous quizzes/tests);
- not log in to a second course or open course related materials on another browser on another computer; and
- not confer with others (students, family members, teachers, or acquaintances) either in person or through electronic communication, during assessments.

An Integrity Policy will need to be signed by the student, parent/guardian, home district, and supervising adult. Consequences for failure to meet the Academic Integrity Policy are as follows:

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**1st offense:** Student will be counseled at school level with parent/guardian. Student will be given a second chance to complete the assignment.

**2nd offense:** Student will be counseled at school level with parent/guardian. Disciplinary actions may result. An alternative assignment will be given.

**3rd offense:** Student will be counseled at school level with parent/guardian. Disciplinary actions will result. Student will be given a zero on assignment.

**4th offense (for virtual courses):** Student will be counseled at school level with parent/guardian. Disciplinary actions will result. Student will be given a zero on assignment. Student is no longer eligible for enrollment in any virtual courses.

### Retakes

A student requesting a retake must complete a request form. **Retakes will only be allowed if a student is on pace in their course(s) or completed the course.** Only one assignment can be reset at a time. Only one request form can be submitted at a time.

### Academic Awards

Because of the flexible nature of online virtual instruction, it is not practical to make honor roll designations until courses are completed. We will use final grades to determine honor roll and End of Year Scholars.

### Graduation Requirements

Graduation requirements have not changed. The school district expects seniors to meet all graduation requirements as described in School Board Policy 4030, Graduation Requirements.

### Special Education

Families of Students with Disabilities who elect the Virtual Learning option, IEP teams will meet to discuss IEP services and develop a Distance Learning Plan that will outline the supports and services that the student will receive through this elected option. The Distance learning Plan is not meant to replace the students' IEP. Students may receive related services (OT, PT, VI, DHH, VI) will receive these services as indicated in the IEP to the extent possible.

Students with disabilities will continue to have a case manager that will provide IEP supports/services to the greatest extent possible and adapted to the Virtual Learning

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environment. Some of the supports are services are, but not limited to: Evaluation, Assistive Technology, Virtual IEP meetings

\*The district can not guarantee that all classes, programs, services and supports will be available in a remote learning environment. Your choice to participate in Digital Learning may result in decreased or altered special education supports and services.

### **504 Students**

Families of students with a Section 504 Plan who elect the Virtual Learning option, 504 teams will meet to discuss accommodations that would be provided. Accommodations for Distance Learning may look different due to the

### **Breakfast and Lunch Options**

The Butts County Schools School Nutrition Department will be providing meals for students via our meal bus routes and at school bus ramps beginning on August 4. Meal packages Monday - Wednesday will include one breakfast and one lunch. Thursday meal packages will include two lunches and two breakfasts. Students should be present in order to receive meals.

Students can receive meal packages Monday - Thursday at your child's school bus ramp from 12 PM - 1 PM. Please see the map below for times on the bus routes at: <https://www.bcsc12.org/>

Students who are unable to receive meals at the bus ramps or via bus routes may contact Ms. Susan Sarsany for additional assistance.

Susan Sarsany

[sarsanys@bcsc12.org](mailto:sarsanys@bcsc12.org)

(770) 504-2300 ext. 1400

### **Chromebook and Connectivity Information**

Acceptable Use of Computers and Electronic Communications

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What is expected?

Use of a computer, electronic device, and/or the Internet or school computer network for anything other than instructional purposes; includes, but not limited to, the unauthorized use of a computer, electronic device (includes cellular phones, computer watches, iPods, tablets, etc.), and/or the Internet or school computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s) or data, and any violation of the school computer use policy.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

Inappropriate materials or language - Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials that you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

### Chromebook Checkout Procedures

In the unlikely event that a device breaks or stops working, lessons/activities may be accessed from any internet connected device such as phones, tablets, ipads.

If a student does not have access to another device, you may check out a device from your child's school. Just like when your child is on campus everyday, technology support personnel will be available for support.

### Computer Loan

Students will be loaned a laptop by Butts County Schools Virtual Learning.

### Chromebook Loaner Agreement

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In addition to the provisions of the BCSS Student Internet/Computers policy, the following item apply to students participating in the BCSS Chromebook Checkout Program.

1. Parents will provide a safe, clean, & dry place for students to use & store the Chromebook at home.
2. Students will keep their Chromebook clean. No attached stickers (which leave sticky residue) or other items that might deface or damage the Chromebook finish, screen, or other components.
3. No attempts will be made to modify, reconfigure, take apart, or repair the Chromebook.
4. Students will use their Chromebook for academic purposes only.
5. Students will only use BCSS-Chrome student wireless network connections at school and will not connect to any cellular network or non-district wireless access point while at school.
6. In the event of loss or damage either to the device or an accessory, parents may be billed for the actual cost of repair up to the full replacement cost of the Chromebook (not to exceed \$350).
7. If your child's Chromebook is lost, stolen, or damaged, please notify your teacher at your earliest opportunity. The district may attempt to find it or permanently disable it.
8. The Chromebook is monitored and can be examined at any time by BCSS.
9. By signing this form, my child and I agree to abide by the BCSS Chromebook Loaner Agreement and I assume financial responsibility for the Chromebook for the duration of the time I have possession of the device.
10. I also understand that it is impossible for the Butts County School System to restrict access to all controversial or inappropriate materials and I will not hold the district responsible for materials acquired at school or at home.

Device Information - Make: \_\_\_\_\_ Model: \_\_\_\_\_ Serial #: \_\_\_\_\_

If there is existing damage note here:

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_____	_____	_____
Printed Name of Parent	Parent Signature	Date
_____	_____	_____
Printed Name of Student	Student Signature	Date

The following is list of charges that will be incurred for damaged, lost, or stolen computers:

Total Replacement	Fee Charged
Chromebook	

Support for Chromebooks  
(678) 685-1864

### Connectivity Resources

All Butts County Schools will have wifi enabled in the parking lots of the building. Guests can connect to the Network ID - **BCSS-Guest** with no password.

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We are working to acquire devices that will turn BCSS school buses into mobile hotspots. Buses will be deployed to strategic points in the community as access points. We will publish the finalized list of hot-spot sites to our website [www.bcsc12.org](http://www.bcsc12.org).

### **Additional resources for Wifi access**

#### **The City of Flovilla**

has created a guest WiFi account through our internet provider, Charter Communications. The purpose of this is to allow for students in Butts County, who do not have internet access, to have an opportunity to access and complete their online assignments.

City hall- parents/students can park in the city parking lot (308 Heard Street) and access the city of Flovilla guest WiFi account from their personal devices. Under the WiFi options, the CityofFlovillaGuest account should be selected.

The password to this account is: cityofflovilla (All lower case)

If parents/students have questions, please contact city hall at 770-775-5661.

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#### **AT&T is Making Public Wi-Fi hotspots available to everyone:**

Select att-wifi or attwifi from your list of available wireless networks.

#### **Spectrum**

has free Internet for families in need:

<https://www.spectrum.com/browse/content/spectrum-internet-assist>

Charter will also offer free Spectrum broadband and Wi-Fi access for 60 days to households with K-12 and/or college students who do not already have a Spectrum broadband subscription and at any service level up to 100 Mbps. To enroll call 1-844-488-8395. Installation fees will be waived for new student households.

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## **Xfinity Wifi Access Locations**

[www.xfinity.com/wifi](http://www.xfinity.com/wifi)

Xfinity WiFi Free For Everyone: Xfinity WiFi hotspots across the country will be available to anyone who needs them for free – including non-Xfinity Internet subscribers. For a map of Xfinity WiFi hotspots, visit [www.xfinity.com/wifi](http://www.xfinity.com/wifi). Once at a hotspot, consumers should select the “xfinitywifi” network name in the list of available hotspots, and then launch a browser.

## **Clubs and Athletics**

Since Butts County Schools Virtual Learning Opportunity is an extension of your local school, students are allowed to participate in all clubs and athletics offered at the local schools. Please refer to your assigned schools handbook or website for additional information.

### **Athletics/Extracurricular Eligibility**

Students are expected to pass 5 out of 6 classes in middle school and 3 out of 4 at the high school during the semester preceding the activity in order to be eligible to participate in athletics or school sponsored activities. Students who are failing one or more courses, who have poor attendance, and/or who are not meeting behavior expectations at any time may result in the student athlete not being able to participate in athletic contests until their grades, attendance, and/or behavior improve. A student is eligible to participate one (1) year at each grade level. For additional questions regarding athletics, you may contact your home school’s Athletic Director/Title IX Coordinator.

Jackson High School: Michael Moody, [Michael.Moody@bcस्क12.org](mailto:Michael.Moody@bcस्क12.org)

Henderson Middle School: Bill Glass, [glassb@bcस्क12.org](mailto:glassb@bcस्क12.org)

### **Costs for Participation in BCSS Athletics and Extra-Curricular Activities**

In BCSS, we encourage all students to engage in extra-curricular activities, such as Grades 6-12 school athletics, clubs, fine arts, and career/technical educational activities. We believe that student engagement in these activities improves academic performance and school climate. As a result, students are not required to “pay to participate” in these programs. A student's inability to pay for participation costs shall not disqualify him/her from participating and shall not affect his/her status or playing time in the organization.

With that said, students may be required to pay for any uniform item, clothing item, or equipment item that they will retain private ownership of once the activity is concluded. To help

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the student and family with these costs for items that the students will own, most extra-curricular programs may coordinate fundraising opportunities to raise funds to reduce/eliminate these costs, and these fundraising opportunities will be coordinated and governed by the principal/athletic director, head coach or sponsor, and/or relevant booster organizations.

It is also possible that certain travel costs for some programs (like hotels and travel for events like national and state-level competitions) will require costs to be paid by students, and program fundraising efforts may also be implemented and required by those programs to reduce or eliminate those costs as well.

Required uniforms, safety equipment, and other relevant items that remain in the ownership of BCSS will be provided at no cost to the student.

### Virtual Classroom Behavior

While our online learning environment affords students the opportunity to attend class anywhere, it is our expectation that all students conduct themselves in a respectful manner during live sessions, as you would in a face to face classroom.

The following guidelines outline our behavioral expectations in the virtual classroom environment:

- Each student enrolled in Butts County Schools Virtual Learning Opportunity is solely responsible for the content posted through his/her login and account activity. Sharing or using your username and password with others or using other's usernames and passwords is strictly prohibited.
- Show respect for yourself, others, and property.
- Make sure you are in a setting conducive to learning such a home office, kitchen table, or personal desk. For example: A student should not attend live sessions from their beds unless medical reasons or disabilities necessitate that they do so.
- Please be sure to eliminate outside distractions, such as televisions and radios.
- If you have a cellphone, make sure it is on silent during the class session.
- Refrain from using inappropriate/ offensive language in the chat, on the whiteboard, or on the microphone.
- Do not share personal information and/or contact information. Do not post pictures, images, websites, or links to inappropriate or illegal content on the virtual learning tools.

BCSS faculty reserve the right to remove any student from live class sessions due to inappropriate or distracting behavior. Teachers are authorized to give verbal warnings, written reprimands, and refer students to school administration.

### Dress Code Standards

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We are committed to providing our students with a safe, respectful learning environment, free from distractions. This includes our virtual learning environment. When participating in live class sessions or attending in-person events, students are expected to dress in a manner that is supportive of learning and appropriate to the setting.

When on camera, the rules below apply to all parts of the student that may be visible to those receiving the image. Clothing and accessories which interfere with, distract from, or further impede student learning are not allowed. Prohibited articles of clothing and accessories include but are not limited to the following:

- Any articles that may reasonably be considered a safety hazard or potential weapon.
- Garments that expose the midriff, see-through or mesh clothing, halter or tank tops, pajamas, sleep or loungewear. More specifically, shirts, blouses and dresses must cover the abdomen, back and shoulders.
- Shirts/ tops must also cover the waistband of pants, shorts or skirts, with no midriff visible while standing or while bending over.
- If wearing bike shorts (or something similar), then the top worn must fall to mid-thigh.
- If wearing leggings, then the top worn must fall to mid-thigh.
- Hats, caps and other head apparel should not be worn except for religious or medical purposes.
- Clothing and accessories may not display any of the following:
  - Racial or Ethnic slurs
  - Hate Speech
  - Gang Affiliation
  - Vulgar, sexually explicit or suggestive language/ images
  - Products such as alcohol, tobacco or illegal drugs
- When at school sponsored in-person events, meetings, conferences, testing, or receiving educational support services the virtual school's student dress code rules apply in their entirety.

Staff members reserve the right to determine what constitutes appropriate or inappropriate dress for the virtual learning setting. In matters of opinion, the judgement of school administration shall prevail.

### Butts County School System Code of Conduct

#### Discipline Code Rules

**Rule 1: Disruption and Interference with School** – No student shall cause the disruption of any school mission, process, or function, or engage in any such conduct in any manner, whether that be by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, bullying, any sexual harassment or misconduct, or any other conduct that interferes with the safety or operations of the school system.

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### Additionally, no student shall:

- a. Bring personal items to school (or items inappropriate for the school setting) that have the potential to disrupt classroom instructional activities or normal school operations. Additionally, the school system assumes no responsibility or liability for lost, stolen or damaged personal items brought to school or on school transportation.
- b. Occupy, block, prevent or attempt to prevent the operation of any school class, activity or lawful meeting or assembly on the school campus or at school activities.
- c. Make noise or act in any manner so as to interfere with the teacher's ability to conduct class.
- d. Refuse to properly identify himself/herself upon request of any school or system teacher, administrator, school bus driver, or other school system personnel.
- e. Use profanity, vulgarity, or obscenity, or sexually harass others. Such use includes profane, vulgar, obscene words or gestures, indecent exposure, possession and/or distribution of profane, vulgar, or obscene material, or similar materials, items, or gestures. This includes, but is not limited to, inappropriate electronic communication.
- f. Loiter and/or enter onto any District property without authorization. A student is not allowed to enter the premises of a school or School District property other than his/her school, unless prior permission is received from an administrator of the school to be visited. A student may not enter any District buildings on weekends or after school without authorization.
- g. Be in an area that is not authorized by a staff member. Any unauthorized absence and/or leave from class, school, an activity, or event (AWOL). Unauthorized areas may include any location deemed to be inappropriate or unjustified for student business. This includes being present on school premises or property without a written pass by a teacher and/or administrator.
- h. Inappropriately make bodily contact with other students including, but not limited to, sexual contact or misconduct. Students shall not engage in sexual misconduct between or among students on school property or away from school which may adversely affect the education process or endangers the morals, health, safety, or well-being of other students, teachers, or employees within the school system. Students engaging in sexual acts with any student under the age of 16 may be subject to criminal charges, which, depending on the age of the individuals, may include statutory rape or child molestation. Students who are 13 or older may be charged with a felony and tried as an adult for committing offenses of rape, aggravated sodomy, aggravated child molestation, and aggravated sexual battery. In addition, students who commit such offenses may be subject to criminal penalties if convicted, which may include probation and/or imprisonment.
- i. Display or wear gang articles, paraphernalia, or clothing. Students shall not display or wear clothing or articles relating to ethnic race or color in a derogatory or inflammatory manner, or logos relating to any sadistic cult, secret society, or gang,

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or that bears content that is obscene, libelous, or slanderous. Students shall not recruit or solicit membership in any gang, gang-related organization, or any secret society that poses a threat to the school mission or that is subversive to good order and discipline. Students shall not display, possess, transmit, distribute, or create writing, symbols, or gestures that reference gangs or gang-related activity. Students shall not claim membership or affiliation with a gang or with a secret society that would be subversive to good order and discipline.

- j. Trade, buy, or sell goods and services on campus that have not been approved by the school administration. Students shall not participate in any type of gambling activity.
- k. Inciting, urging, encouraging, or counseling other students to violate the student code of conduct, including when such conduct would endanger the operations of the school system or the health and safety of its stakeholders.
- l. Photographs, audio recordings, video recordings or filming are prohibited by students without expressed consent of school district staff for specified educational related purposes. Students shall not capture, receive, share, or post via the Internet any photographs or audio recordings or video recordings of any type which depict other students, school district staff, or materials that may be educational records related.

**Rule 2: Disregard of Directions or Commands** – A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, administrators, school bus drivers, or other authorized school personnel.

**Rule 3: Bullying** – A student shall not make any willful attempt or threat to inflict injury on another person when accompanied by an apparent ability to do so, or demonstrate any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm. This rule will always align with the definition of bullying set forth in Georgia state law. Per Georgia law, if any student in grades 6 through 12 is found guilty of committing the offense of bullying three times in a given school year, such student shall be assigned to the alternative school. This does not limit alternative school for one-time egregious bullying offenses. The term 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 other 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

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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.

**Rule 4: Tobacco/Paraphernalia Possession** – A student shall not possess, distribute, or use any form of tobacco and/or tobacco paraphernalia, electronic cigarettes, vaping paraphernalia or substances, lighters, or matches at any time. Students are responsible for items on their person and in their possession. Possession includes, but is not limited to, items found in book bags, purses, lockers, vehicles, gym bags, wallets, instrument cases, etc.

**Rule 5: Illicit Drugs and Alcohol** – A student shall not possess, sell, use, transmit, or be under the influence of or in any way be detected to be in the presence of any illicit drug, alcohol, or substance "represented" to be an alcohol, illicit drug, or chemical, or any chemical(s) intended to alter one's mood or behavior. This rule includes the possession and/or use of vaping devices that are represented by students or to students to contain illegal substances in them. Misuse of a prescription or nonprescription/over-the-counter drug shall be considered a violation of this rule. Students are responsible for items on their person and in their possession. Possession includes, but is not limited to, items found in book bags, purses, lockers, vehicles, gym bags, wallets, instrument cases, etc. Further, students are responsible for any substance that they touch, hold, utilize or consume. Students are advised not to touch, hold, utilize or consume any substance offered to them by another student.

**Rule 6: Destruction or Theft of School Property** – A student shall not cause or attempt to cause damage to or disrupt school property or school resources or attempt to steal school property or school resources. A student shall not possess, sell, use or transmit stolen school property or resources.

**Rule 7: Damage, Destruction or Theft of Private Property** – A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property. A student shall not possess, sell, use or transmit stolen property on school grounds.

**Rule 8: Assault, Battery, Threat or Harassment of a School District Employee** – A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee. A student shall not harass or insult a school employee. This includes, but is not limited to, verbal, written, and electronic means of insult, disrespectful conduct, threat, use of profanity, ethnic, racial, sexual, religious slurs, verbal and written harassment, and Internet harassment/threats.

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**Rule 9: Physical Abuse, Threat, Harassment, Assault, or Battery By a Student To Another Student or To Any Person Not Employed By the School District (Includes Fighting)** – A student shall not cause or attempt to cause bodily injury or behave in such a way as could reasonably cause bodily injury to any person. A student shall not make threatening, harassing or intimidating remarks, written or electronic statements, gestures or posturing toward any student which threatens the safety or well being of that person or has the likelihood of provoking a fight. This includes, but is not limited to, fighting, pushing, hitting, use of profanity, sexual harassment or misconduct, Internet harassment/bullying/threats that disrupt the school environment, or ethnic, racial, or religious slurs.

**Rule 10: Bus – Does not apply.**

**Rule 11: Weapons and Hazardous Objects** – A student shall not supply, possess, handle, use, threaten to use, or transmit any weapon or any other tool or instrument capable of inflicting bodily injury as a weapon. Any student who has knowledge of a weapon on a school district campus shall immediately report such to a school district staff member. Any student with knowledge of a weapon on a school district campus who does not immediately report such to a school district staff member, may be found complicit. The terms "weapons," "tools," "instruments," or "hazardous objects" shall include by way of illustration, but is not limited to, the following enumerated items: any loaded or unloaded firearm (e.g., pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, stun-gun or Taser (or similar) device, pellet or BB gun, look-alike firearms, etc.); any knife (e.g., Bowie, Dirk, lock-blade hunting, pen, pocket, switchblade, utility knives of any size); any razor (e.g., straight, regular, retractable, etc.); any defensive device (e.g., gas repellent, mace, stun-gun, chemical sprays such as bear or pepper spray, etc.); or any "martial arts" device (e.g., Chinese star, nunchaku, dart, etc.); or any tool or instrument which school staff could reasonably conclude as being a violation of the intent of this offense section, which, by way of illustration, shall include, but is not limited to, blackjack, chain, club, metal/brass or any artificial knuckles, nightstick, rings, pipe, studded or pointed bracelets, ax handles, etc. A student shall not supply, possess, handle, use, threaten to use, or transmit any explosive device or item that ejects or releases a spray, foam, gas, spark, fire, smoke, odor, etc. By way of illustration, such devices or items shall include, but are not limited to bullets, ammunition or any type, fireworks of any type and size, smoke bomb, paint bomb, stink bomb, any type of homemade bomb, or item which by virtue of its shape or design gives the appearance of any of the aforementioned (e.g., fake bombs, fireworks, fuses, etc.).

**Rule 12: Unexcused Absences/Tardies/Truancy** – Truancy is defined as unexcused absences that violate system and school policy, as well as state law. A student shall not be absent from or tardy to school or any class or other required school function during required school hours except for illness or other providential cause, except with the written permission of the teacher, principal, or other duly authorized school official, nor shall a student encourage, urge, or counsel other students to violate this rule. A student may not leave school grounds prior to the end of

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the day, after his/her initial arrival on campus, without the permission of a duly authorized school official.

**Rule 13: Dress and Grooming** – A student shall not dress, groom, or wear or use garments, jewelry, emblems, hairstyles, insignias, badges, or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school. The administration of each school will annually publish rules and standards for student dress and grooming in the student handbook that are consistent with this policy, and the school administration has reasonable discretion to determine appropriate and inappropriate dress and to administer consequences.

**Rule 14: Academic Misconduct** – A student shall not cheat in any form, whether using the ideas, knowledge, words, or visual images of another individual.

**Rule 15: Internet/Computer/Electronics Misuse** – Use at school of a computer, electronic device, and/or the Internet or school computer network for anything other than instructional purposes; includes, but not limited to, the unauthorized use of a computer, electronic device (includes cellular phones, computer watches, iPods, tablets, etc.), and/or the Internet or school computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s) or data, and any violation of the school computer use policy. The school system assumes no responsibility or liability for loss or damage to personal devices that are brought to school.

**Rule 16: False or Misleading Reports about School District Staff** – Students may not falsify, misrepresent, omit, or erroneously report 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.

**Rule 17: Repeated Violations/ Willful Misbehavior** – Students may not willfully and repeatedly violate school system rules and state/federal laws. Students who chronically disrupt the school environment or repeatedly violate school rules may be charged with repeated violations of school rules or behavior. This rule applies after remediation attempts such as: Behavior Support Processes or Student Multi-Tiered System of Support (MTSS) processes have been utilized. Such processes may include but are not limited to response to intervention (RTI), functional behavior assessments (FBA), behavior intervention plans (BIP), guidance counseling interventions, behavior contracts, no-contact contracts, etc.

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**Rule 18: Conduct Which is Subversive to Good Order** – A student shall not perform any other act, on or off campus, which is subversive to good order and discipline in the schools. This includes, but is not limited to violations of the code of conduct, local school rules, state and federal laws, involvement in criminal gang-related behavior and/or criminal gang conduct as defined and prohibited by O.C.G.A 16-15-3 and 16-15-4, providing false information to school personnel, providing false information about school personnel, loitering or trespassing, or community misconduct that would be so serious as to pose a threat to the school community. The prohibited behaviors under this (Rule 18) include, but are not limited to, the following:

1. Community misconduct that would pose a threat to the school community, including but not limited to, conduct which may adversely affect the educational process or endanger the health, safety, morals, reputation, property or well-being of other students, teachers, or other employees of the District.
2. Associating oneself as an affiliate or member of a criminal street gang identified by the school and/or law authorities through one or more of the following: one's mode of dress, means and methods of communication including the use of hand signs, the possession of a publication of gang writings/symbols, or admission of membership
3. Providing false information to or about school system personnel and/or spreading false information in the community and/or community misconduct that would be so serious as to pose a threat to the school community, mission, or environment. Includes but not limited to: falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or school employee toward a student.
4. Conduct or actions that are ethnically and racially inflammatory that would be so serious as to pose a threat to the school community, mission, or environment.
5. Behavior of a student 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.
6. Terroristic threats (includes threats shared via social media/cyber threats)

**Rule 19: Criminal Law Violations On or Off Campus** – A student whose conduct on or 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, referral to a disciplinary tribunal, waiver and/or placement.

1. Students enrolled in the Butts County School System who are alleged to have committed serious criminal offenses, whether on or off campus, and that may include criminal charges, are subject to immediate suspension pending a school investigation and a possible disciplinary tribunal hearing.
2. Butts County School System is authorized to refuse to readmit or enroll any student who has been suspended or expelled for being convicted of, being adjudicated to have committed, being indicted for, or having information filed for the commission of any felony or any delinquent act under Code Section 15-11-28 which would be a felony if

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committed by an adult. If refused readmission or enrollment, the student or the student's parent or legal guardian has the right to request a hearing pursuant to the procedures provided for in Code Section 20-2-754.

3. A student may be subject to suspension (for a period up to 10 days) and placement at alternative school if the student has been charged with a criminal law violation and if the student's continued presence at the home school potentially endangers the safety of others or which disrupts the educational process. (See student placement protocol)

### Student Placement Protocol

Students who have been out of school due to incarceration or detention, or who have pending criminal law charges, often need a period of transition before returning to their home school. To protect the safety of all students and staff, Butts County School System must evaluate re-enrollment requests (and proper placement) of students returning from a period of incarceration or detention due to alleged or adjudicated criminal or delinquent conduct. Any student who has been arrested for a criminal law violation and who is seeking to re-enroll in BCSS may be subject to a period of suspension and placement at the alternative school. The primary considerations for making the placement determination are the educational needs and well-being of the returning student as well as the safety of other students and staff.

### DISCIPLINARY OFFENSE LEVELS:

**Level I Behaviors** (Minor Offenses - include but are not limited to):

- Unprepared. Repeatedly comes to class w/out materials (teacher determines material and amount of times)
- Tardiness
- Minor dress code
- Talking/ off task
- Dishonesty
- Failure to follow directions
- Running, pushing, shoving
- Horseplay
- Disrespectful/Unkind to other students
- No pass
- Indirect profane language (verbal or written)
- Uncooperative behavior (nonverbal)
- Electronic device disruptions

Teachers may add reasonable specific behaviors to this list for their individual classrooms. If students fail to follow those additional rules, teachers can cite "failure to follow directions".

**Level II Behaviors** (Major Offenses - include but are not limited to):

- Chronic Level I behaviors
- Defiance of authority
- Disrespect for authority (verbal disrespect)
- Chronic dress code infractions
- Inappropriate computer use
- Inappropriate display of affection

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- Direct profane language (verbal or written)
- Racial, ethnic, or sexual orientation slurs
- Skipping class
- Stealing
- Physical aggression towards students
- Cheating (major assignments)
- Rules 6 or 7: Damage, Destruction or Theft of School or Private Property (minor offense)
- Rule 16: False or Misleading Reports about School District Staff (1st Offense and /or minor infraction)

### **Level III Behaviors (Severe Offenses - include but are not limited to):**

- Rule 1: Disruption and Interference with School (A through K)
- Rule 3: Bullying (multiple offenses and/or serious infractions)
- Rule 5: Illicit Drugs and Alcohol
- Rule 6: Destruction or Theft of School Property
- Rule 7: Damage, Destruction or Theft of Private Property
- Rule 8: Assault, Battery or Harassment of a School Employee
- Rule 9: Physical Abuse, Harassment, Assault, or Battery by a Student to Another Student or to Any Person Not Employed by the District
- Rule 10: Misbehavior on Bus - Does not apply
- Rule 11: Weapons and Hazardous Objects
- Rule 15: Internet/Computer/Electronics Misuse
- Rule 16: False or Misleading Reports about School District Staff
- Rule 17: Repeated Violations/ Willful Misbehavior
- Rule 18: Conduct Which Is Subversive To Good Order
- Rule 19: Criminal Law Violations On or Off Campus

### **Disciplinary Actions and Consequences (Levels I-III)**

Some of the disciplinary actions that may be used for Level I, Level II, and/or Level III student violations of the Code of Conduct include but are not limited to the following:

- Verbal or Written Warning
- Removal from Activity/Time Out
- Parent Conference
- Student Behavior Contract
- No Contact Contract
- Bullying Contract
- Suspension from Virtual Learning Online Format
- Suspension from Virtual Learning Online Format
- Suspension or Removal from Extracurricular Team/Activity
- Long-Term Suspension
- Expulsion
- Referral to Discipline Tribunal
- Referral to Law Enforcement
- Alternative Placement

\*Any combination of these or other consequences

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## Parent Involvement Policy

In order to guarantee student success, partnerships among schools and parents are vital. We recognize that parents are their children's primary teachers and their support is critical in our efforts to provide a quality education to the students of BCSS. "Over 30 years of research has proven beyond dispute the positive connection between parent and student success. Effectively engaging parents and families in the education of their children have the potential to be far more transformational than any other type of educational reform." (p.5, National PTA, 1997) In order to maximize the success of our students, our schools have created a parent involvement policy. You can access the policy on our website at: <https://www.bcask12.org/> Family and Parent Engagement Coordinators from each school will contact parents and families with information about virtual learning activities and trainings.

## PPRA

### Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  1. Political affiliations or beliefs of the student or student's parents;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisal of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of-*
  1. Any other protected information survey, regardless of funding;
  2. 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 screening permitted, or required under State law; and

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3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Butts County Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Butts County Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Butts County Schools will also directly notify, such as through U.S. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Butts County Schools will make this notification to parents at the beginning of the school year if it has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of any personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents 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. 20202-4605

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## Opt-Out for Specific Activities

### Protection of Pupil Rights Amendment Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Butts County Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“provided information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, Butts County Schools will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and provide parents an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or and emancipated minor under State law.)

*Date:* On or about November 1st, 2020

*Grades:* Three through Twelve

*Activity:* Survey Administration for The Georgia Student Health Survey 2.0

*Summary:* The GSHS 2.0 for middle and high school students covers various topics such as school climate and safety, graduation, school dropouts, alcohol and drug use, bullying and harassment, suicide, nutrition, and sedentary behaviors.

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The GSHS 2.0 for elementary students includes school safety and school climate questions only.

*Opt-out:* Contact **your child's principal** in writing no later than **September 1, 2020** if you do not want your child to participate in this survey.

### FERPA

#### **Notice To Parents/Guardians And Eligible Students Of Rights Under the Family Educational Rights And Privacy Act (FERPA)**

FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, your own education records. Parents or eligible students should submit to the Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent or designee will make arrangements for access and provide notice of such arrangements.

(2) The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information (PII) from the student's education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. One exception that permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the 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, therapist, or online educational services provider); a contractor, consultant, volunteer, or other party to whom the school district has outsourced 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

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his/her tasks. The District allows school 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 PII, which may be used only for the purpose for which disclosure was made, and cannot be released to other parties without authorization.

A school official has a legitimate educational interest so the official may need to review an educational record in order to fulfill his/her professional responsibility.

Upon request, the district discloses education 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.

(4) FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the district may disclose appropriate designated "directory information" without written consent, unless the parent or eligible student has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school to include this type of information from the student's education records in certain school publications, such as the annual yearbook, graduation or sports activity programs, and honor roll or other recognition lists.

The School District has designated the following information as directory information:

- (a) Student's name, address and telephone number;
- (b) Student's date and place of birth;
- (c) Student's participation in official school activities and sports;
- (d) Weight and height of members of an athletic team;
- (e) Dates of attendance at schools within the district;
- (f) Honors and awards received during the time enrolled in district schools;
- (g) Photograph; and
- (h) Grade level.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters, upon request, with students' names, addresses, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 5 days after officially enrolling in school or within 5 days of the date of the release of this notice.

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(5) You are also notified that from time to time students may be photographed, videotaped, or interviewed by the news media at school or some school activity or event; unless you, as a parent/guardian object in writing to the principal to your student being photographed, videotaped or interviewed. You must notify the principal of your objection by the date specified above. The principal will take reasonable steps to control the media's access to students. However, your submission of a written objection does not constitute a guarantee that your student will not be interviewed in circumstances which are not within the knowledge or control of the principal.

(6) You have the right to file with the United States Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of FERPA or the regulations promulgated thereunder. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

### **Nondiscrimination**

It is the policy of the Butts County Board of Education to comply fully with the requirements of Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act of 1975 (ADA), Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990, and all accompanying regulations. The Butts County School System does not to discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practice, educational program, or any other program, activity or service. If you wish to make a complaint or request accommodation or modification due to discrimination in any program, activity or service, contact Butts County Schools, Human Resources, 181 North Mulberry Street, Jackson, Georgia 30233, or phone 770-504-2300.

### **Notice of Rights of Students and Parents under Section 504**

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non disabled students. The regulations for Section 504 as set out in 34 CFR Part 104 provides parents and/ or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of nondisabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise

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- valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
  4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
  5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
  6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
  7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
  8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
  9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
  10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
  11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
  12. You have the right to examine your child's educational records. 34 CFR 104.36.
  13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
  14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36. 41
  15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
  16. You have the right to, at any time; file a complaint with the United States Department of Education's Office for Civil Rights.

### Teenage and Adult Driver Responsibility Act (TAADRA)

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Please note that the State Department of Education will forward student enrollment, suspension, and expulsion information to the Department of Driver Services. Driver's licenses will be issued to students who are enrolled and not under suspension or expulsion from school.

### Reporting a Complaint

According to Georgia law, any citizen of the state of Georgia may file a complaint against a certified/licensed educator. The complaint must be in writing and signed by the complainant.

To help the GaPSC staff process your complaint as quickly as possible, follow these guidelines:

- Choose the General Complaint Form, Abandonment of Contract Complaint Form, or the Testing Violation Complaint Form.
- If you do not know which to use, choose the General Complaint Form.
- Mail or fax the completed form to the Educator Ethics Division at the address (or fax number) given on the bottom of the form. Please fill in all requested information, include the educator's full name, address, phone number, and school district.
- Briefly state the standard that was violated and how it was violated.
- Attach supporting documentation, if applicable, including the names, addresses, and telephone numbers of any potential witnesses, if known. Information for reporting a complaint can be located at: [www.gapsc.com](http://www.gapsc.com)

### Highly Qualified Teachers

The Butts County School System hires all teachers as Highly Qualified. We assign teachers to their subject area and/or grade level expertise. Parents will receive notification if a non-highly qualified teacher is assigned as the child's teacher of record in an academic content area for four consecutive weeks or more.

### Right to Know Professional Qualifications of Teachers and Paraprofessionals

In compliance with the requirements of the Every Student Succeeds Act, the **Butts County School System** would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/ or paraprofessional(s). The following information may be requested:

- Whether the student's teacher—
  - has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

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If you wish to request information concerning your child's teachers' and/ or paraprofessionals' qualifications, please contact Kameron Todd, Director of Human Resources and Federal Programs, at **770-504-2300**.