

**STUDENT / PARENT
HANDBOOK
FOR
MARTINEZ
ELEMENTARY SCHOOL
2019 -2020**



A TITLE 1 HIGHEST PERFORMING REWARD SCHOOL FY16, FY17. FY18
GADOE STEM CERTIFIED 2019

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AN EQUAL OPPORTUNITY SCHOOL

Purpose: LEARNING WITHOUT LIMITS!

Direction Statement:

At Martinez, we have:

Successful students with

Outstanding opportunities who

Achieve their academic goals through

Relationships, rigor, and relevance!

TOGETHER WE SOAR!

COLUMBIA COUNTY SCHOOLS
“Charting a Course towards World-Class Excellence”

Columbia County Schools will prepare students to become successful, responsible, contributing members of society. Through cooperative alliances with the home and the community, we will provide an educational experience, rich in content, innovative, relevant, and diverse, that challenges all students to meet world-class standards of educational excellence.

The purpose of a school system seeking world-class educational excellence must be to equip its students with the skills and knowledge necessary to succeed in a dynamic world.

Our system’s policies, curriculum, and dominant instructional practices must:

- emphasize content based knowledge
- highlight essential problem-solving, thinking, and communication skills
- stress the meaningful use of technology
- instill a desire for continuous learning
- encourage creativity and aesthetic awareness
- foster a sense of individual worth and dignity
- teach respect for others.

In a school system seeking world-class educational excellence, all students are expected to learn and all students are provided an equal educational opportunity to learn.

Our system’s policies, curriculum, and dominant practices must ensure that:

- every student is provided a safe, disciplined environment conducive to learning
- every student is provided an education that challenges him or her to reach his or her full potential
- every student is provided the opportunity to experience successful learning.

In a school seeking world-class educational excellence, every teacher and administrator must provide the highest possible quality educational experience to its students.

Our staff must:

- always act to promote the best interests of every student
- provide all students with meaningful work that demands high student productivity
- stress and demand both high behavioral and academic standards
- expect positive, effective, meaningful student results.

Dear Parents/Guardians, and Students:

Welcome to our new school! It is with great excitement and anticipation that we begin the 2019 -2020 school year. I am committed to providing the students at MES with a world-class educational experience. From the beginning, students will be challenged by many of the finest teachers that our school system has to offer. I encourage all students at MES to report to school every day ready for a new challenge. Your elementary school years are very important building blocks for future academic successes.

Please take time to read this handbook very carefully and go over it with your child. This guide will explain policies, procedures and expectations for Martinez Elementary students. This handbook will always be available in electronic format on our school website.

Finally as your principal, I am committed to make this year a great success. If I can provide assistance to you my door is always open, and I would love to hear from you! I wish you the best of luck and look forward to you having an excellent academic year.

Sincerely,
Wade White

Martinez Elementary Core Commitments:

- We are committed to providing a support system that encourages students to work with staff members to solve problems that affect their learning.
- We are committed to encourage our students to try their best with academics and behavior to attain their full potential.
- We are committed to provide challenging learning experiences for all students.
- We are committed to participate in professional learning to enhance the environment of our school.
- We are committed to collaborate on and across grade levels to ensure the progression of learning.
- We are committed to utilizing resources within the community for the enrichment of our students.

PARENT TEACHER ORGANIZATION

The Parent-Teacher Organization (PTO) at Martinez Elementary provides valuable support to the various aspects of the school program. Parents/guardians and staff are encouraged to join the PTO to show support of our children’s school and education. Memberships are available through your child’s teacher or a PTO officer/representative. Notices will be sent home to inform you of meetings and other information during the school year. Look for PTO news in the MES quarterly newsletter. When you join the PTO, please indicate ways that your family can assist us throughout the year. Our PTO is currently soliciting volunteers and officers for the upcoming school year. Please visit our school website for officer contact information and current news.

SCHOOL COUNCIL

The MES School Council will meet quarterly and is open to anyone who wishes to attend. The council will act in an advisory manner and will help with the school improvement initiatives. The school council members consist of the principal, teachers, parents and business partners

P.I.E (PARTNERS IN EDUCATION)

This parent group helps with all aspects of our school, especially providing tutoring, enrichment activities and classroom support. Contact PTO to help with this.

ACCIDENT INSURANCE

A student accident insurance program is provided. It is an optional program that may be purchased by the parents. The school will distribute application envelopes during the first month of school.

Assessments

Students will be assessed this year through many different ways to help the teacher ensure your child is learning the standards. These assessments can take the form of a quick question on the way out the door the more formal standardized testing. Homeroom teachers will inform parents of any and all standardized assessments required. Third – Fifth grade students will take the Georgia Milestones Assessments in the Spring.

Kindergarten: Assessment: Ongoing

Second Grade Only: Cognitive Abilities Testing - Fall

Third, Fourth, and Fifth Grades: Georgia Milestones Assessment - Spring

Gifted testing takes place for new incoming students in the Fall and for current students in the Spring.

ACCESS for English Language Learners takes place in the late Winter/early Spring.

ATTENDANCE INFORMATION

ARRIVAL/DISMISSAL

ONLY buses may arrive/depart using the bus loading area. ALL students must arrive/depart using the loading/unloading car rider zone located in the front of the school. For the safety of our students, they may not be dropped off and walk on their own to the crosswalk. They must be accompanied by an adult.

ANY STUDENT DROPPED OFF PRIOR TO 8:10 a.m. WILL BE CHARGED BEFORE CARE FEES (\$10 per child). ALL CAR RIDERS MUST BE PICKED UP BY 3:50. ANY STUDENT NOT PICKED UP BY 3:50 WILL BE TAKEN TO AFTERCARE. A FEE OF \$10 PER STUDENT WILL BE ASSESSED. PARENTS WILL BE REQUIRED TO ENTER THE BUILDING TO PICK UP AND SIGN THEIR CHILD OUT AND AFTERCARE CHARGES WILL APPLY AS WELL.

ATTENDANCE REQUIREMENTS

Columbia County students are expected to attend school daily. Parents should send to the school a written explanation of any absences. The note should include the date(s) for the absence(s).

Students may be excused from school for:

1. personal illness
2. serious illness or death in the immediate family (parent/legal guardian/grandparent/sibling/stepfamily)
3. special and recognized religious holiday observed by their faith
4. mandated order of governmental agencies
5. emergencies which reasonably necessitate absences from school.

A parental or medical excuse will be required within two school days of return to school. The school will allow up to five medical excuses per semester on the authority of written parent notes. Following the submission of five excuses written by the parent for illness only, original medical excuses signed by a healthcare professional must be submitted. A review will be made on all students who accumulated ten absences during a semester. Otherwise, the absence is unexcused. Students who have emergencies necessitating their absence from school for a portion of the school day must have been present for 3½ hours of the school day to be counted present.

Students who are sent home by the nurse with a fever must be out of school a minimum of 24 hours. Students who are absent more than 2 days must bring a doctor's/medical note for the period of the absence. If the doctor's note details when student can return to school, the student may not return prior to the doctor's excused date.

All documentation for excusing an absence must specify the particular day missed. Parents must retain copies of all documentation of the school year and must present them to the applicable agency or Court upon request.

The school will notify the parent/guardian when a student is in jeopardy of becoming truant as defined by this policy. Parents will be notified that subsequent absences will be referred to the System Social Worker and appropriate legal authority. Any parent, guardian, or other person residing in the state who has control or charge of a child or children and who shall violate the Truancy Code, O.C.G.A 20-2-690-1, shall be guilty of a misdemeanor and, upon conviction thereof, shall be subjected to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction.

****For specific information on number of days of absences allowed and documentation requirements, please see CCBOE policy: JBD.

BEFORE/AFTER SCHOOL PROGRAM

Camp Eagles Nest Care Program

Martinez Elementary is pleased to offer as a service to our parents and students Camp Eagle's Nest Care Program. Childcare is provided for students from 6:45 am to 8:10 am and from 3:40 pm to 6:00 pm. During this time students are provided with a snack, given the opportunity to complete homework, may play inside or out, participate in computer lab activities and watch instructional television.

The program is staffed with school and school board approved employees at a rate of 20 students per one adult.

Parents may reach Camp Eagle's Nest during camp hours by calling 706-868-8308 ext. 220.

Extended care fees per child:

\$25 yearly registration fee

\$20 Before School weekly

\$45 After School

Any account with an unpaid balance on Friday will be charged a \$10 late fee until the balance is paid in full. Accounts two weeks past due will be terminated and the child will be withdrawn from the program. A new registration fee will be charged to readmit to the program, after the account has been paid in full.

Students are required to be picked up from aftercare by 6:00. There will be a dollar per minute charge after 6:00. If a student is picked up after 6:00 pm more than 3 times they are subject to removal from our aftercare program.

*Please note: There will be a \$25.00 service charge on any returned checks.

BEHAVIOR EXPECTATIONS – R3 SCHOOLWIDE (Respectful, Responsible, Ready)

- MES is recognized as a schoolwide (PBIS) Positive Behavior Interventions System school!
- Students are expected to respect adults, students, and themselves.
- Students are expected to move quietly and in an orderly manner in the building.
- Students are expected to bring only instructional related items to school unless prior permission is granted by teacher.
- Students are expected to adhere to behavioral expectations set forth by their teachers and the Columbia County Code of Conduct.

DISCIPLINE PROCEDURES

By their nature, elementary grade students are adventurous, spontaneous, and tireless. These characteristics may sometimes lead to behavioral problems in the confines of a classroom. Our discipline procedures are designed to teach two important concepts:

- Certain behaviors are undesirable and should be avoided.
- Certain behaviors are desirable and should be repeated.

In order to understand those behaviors that are acceptable and expected, students need very clear and firm limits. Each teacher establishes positive classroom guidelines that are posted and reinforced daily. All teachers are required to develop a formal discipline/management plan showing steps they will take to handle disciplinary problems. One of the key components expected is communication with parents. A written copy of the discipline plan is available.

Students will be referred to the Principal's office only after the teacher's plan has failed to resolve the problem. The only exception to this will be those students fighting, using profanity, stealing, or cheating on tests. This type of behavior will result in immediate action from the administration.

We also expect consistent behavior from students outside the classroom. To facilitate this, the following school-wide guidelines will be followed:

1. Quiet in the halls.
2. Quiet in the bathrooms.
3. Keep hands to yourself at all times.
4. All students should remain in line while in the halls.

Realizing no one rule can cover all circumstances, generally, when the student is sent to the office, he or she will be assigned an appropriate consequence. A referral to the office may result in an Out-of-School suspension. Corporal punishment is not administered at Martinez. Our philosophy is student-oriented and centered on effective classroom management and development of self-discipline.

BUS INFORMATION

BUS POLICIES & DISCIPLINE PROCEDURES

Students are the responsibility of the school from the time they get on the bus until the time they get off in the afternoons.

"Safety" is our watchword! All pupils must be courteous to the driver and fellow passengers at all times. Misconduct on the bus is subject to the same disciplinary measures as misconduct at school. When necessary, riding privileges will be suspended and/or revoked.

For information on bus changes/delays, please answer your afternoon call from the CCBOE number or check on the website:

http://www.ccboe.net/pages/Columbia_County/Departments/Transportation

MES Specific Bus Rules

1. No electronic devices are allowed. The device will be taken by the bus driver and brought to the office. Parents will be notified to pick up the device.
2. Supervision is the key. Bus drivers will follow Georgia Department of Family Service Recommendations for supervision. An adult must be present for any child 9 and under. Kindergarten through Third grade students are required to have a visible adult present. If an adult is not present, the student will be returned to school and placed in the Camp Eagles' Nest program for a \$10.00 charge.
3. Bus drivers are not allowed to drop off students at a different stop unless prior MES administration approval is granted. Please send in a note denoting the change in stop with your child to the office. The office will return the note to the child after the approval, in some cases, MES may need to contact you for further clarification.

COLUMBIA COUNTY SCHOOLS DEPARTMENT OF TRANSPORTATION

BUS RULES AND REGULATIONS

School transportation is furnished by the Columbia County Board of Education to all eligible pupils. The following rules are published for the safety, health and welfare of all children who ride school buses.

SCHOOL BUS RULES AND PUPILS' RESPONSIBILITIES

1. Students will follow the directions of the driver.
2. Students should be at the bus stop 10 minutes before the bus arrives, waiting in a safe place, clear of traffic and 10 feet from where the bus stops.
3. Students must be at the bus stop in inclement weather as well as fair weather.
4. Students will wait in an orderly line and avoid playing.
5. Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the driver for a hand signal, and they have looked in both directions for traffic, left, right, left.
6. Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up the object.

7. Students will go directly to their assigned seat when entering the bus. Keep the aisles and exits clear.
8. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat and keep hands to themselves.
9. Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
10. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons on the bus. Students can carry only objects that can be held on their laps (no large items such as plants, trees, balloons, flowers, and posters may be carried on the bus.)
11. Students will refrain from using loud voices, profanity, vulgarity, and/or obscene gestures, and respect the rights and safety of others.
12. Insolence, disobedience, fighting, and pushing will not be tolerated on the bus.
13. Students will not extend head, arms or objects out of the bus windows.
14. Band instruments must be held in student's laps or placed under the seat. No instruments may be placed in front of the exit door nor in a seat needed for students. Buses cannot transport instruments larger than a trombone.
15. Students will be totally silent at railroad crossings.
16. Students will stay seated until time to get off the bus. The open door is a signal to get up from the bus seat.
17. Students may not bring pornographic material, radios, tape players, or cassette disc players on the bus.
18. Students must provide a written note, signed by a parent or guardian and a school official giving permission to ride a different bus or get on or off the bus at a different bus stop location.
19. Students will keep their bus clean and in good, safe condition. Students will be charged for any damage to the bus.

QUESTIONS ABOUT BUSES

Q: How do I receive permission for my children to ride a different bus when they need to go to a baby-sitter, to work, or a different stop?

A: In order for any child to ride a bus other than their assigned bus, the following procedures must be followed:

- **FOR FIVE SCHOOL DAYS OR LESS:** The parent should send a written note to the school stating the desired location and days the child is to ride the bus to that location. The note should be approved by the school administrator and given to the bus driver. **PHONE AUTHORIZATION IS NOT SUFFICIENT.**
- **FOR MORE THAN FIVE SCHOOL DAYS:** The parent should send a written request to the Department of Transportation, Columbia County Schools. Please contact the office for the form to complete. Return it to the office and it will be sent to CC Transportation Department.

Note: All approval will be based on space available on the assigned bus.

Q: How do I request that my children be transferred from one stop to another stop on the same route?

A: The parent should send a written note to the bus driver stating the reason for the request and the new stop preferred. Include your telephone number so that the bus driver may contact you about the request if there is a question.

Q: Who can ride Columbia County school buses?

A: State law states that transportation must be provided for students who live more than one and one half miles from their school of attendance. All other students who live within one and one half miles are required to walk or provide their own transportation to school.

Q: How do I get my children on a Columbia County school bus on the first day of school?

A: You do not need permission from the Transportation Department. Simply place your child on the bus that serves your area. Routes and bus numbers are listed in individual school publications available at the school where your child will attend.

Q: How do I determine the bus number and schedule for my child?

A: You can obtain bus information by visiting the CCBOE website: http://www.ccboe.net/pages/Columbia_County/Departments/Transportation. Bus information can be found under Parent Resources. If you need further assistance, you can call the Transportation Dept. at 706-541- 2729, they will assist you in determining your correct bus.

Q: If I have questions or concerns, how do I resolve it?

A: Should you have a question or concern, at any time, you may call the Transportation Department at 541-2729 and allow a member of the office staff to assist you. Please do not try to address your problems with the driver at the bus stop as he/she has a route and schedule to maintain.

Q: At what time should a student arrive at a bus stop and how long should the student remain if the bus does not come at the regularly scheduled time?

A: Students should plan to arrive at their stops ten minutes prior to the regularly scheduled arrival time. In addition, students should wait at least ten minutes beyond their regularly scheduled time before assuming that they have missed the bus.

BUSINESS PARTNERS

Our school business partners provide many incentives, field trips and financial support for our school programs. Please tell them of your appreciation as you do business with them. If you are interested in becoming a business partner please contact the school principal.

CELEBRATION POLICY

School-wide and classroom celebrations are held periodically throughout the year. These celebrations will be in keeping with our educational purpose and will reflect the themes taught in our classroom.

Birthday celebrations: Birthday party invitations brought to school must be distributed to the entire class or all girls/boys. These guidelines must be followed or the invitations will be returned. If you wish to send a small birthday treat for each student, please receive prior approval from the teacher. Flowers/present/balloons are not accepted for delivery. Due to allergies, all treats need to be store bought; **no homemade treats** are allowed. Treats may be given only during lunch.

CLASSROOM ASSIGNMENT

The Principal will make all students' class assignments. In making class assignments, the Principal may accept teacher recommendations and will strive to accomplish heterogeneity in all aspects of the class environment.

Parent requests for specific class assignments in grades K-5 will not be accepted. If parents desire a specific educational consideration, they may submit a letter of placement concern to the Principal by May 1 for the following year. If your request does not meet these requirements, it will be returned.

CODE OF CONDUCT-CCBOE

The Columbia County Code of Conduct will be posted on the school and system websites. In cases of disciplinary violations at the elementary level, the principal may use her discretion in establishing consequences for misbehavior. Consequences may include (but are not limited to) reprimands, "time-outs;" suspension from school or bus; or, in criminal cases, referral to law enforcement officials. An attempt to notify parents will be made if a disciplinary referral is being sent home from the office. All disciplinary referrals must be signed and returned to the principal on the following school day. Please review the CCBOE Code of Conduct at:

<https://docs.google.com/document/d/1mgw8Ep74YJIAHU3O2Mea87mnnvunUXNWJBSjRG8SaEW0/edit>

CONFERENCES

Parents may request a conference with a child's teacher(s) at any time. If you wish to have a conference with a teacher, you may email the teacher or call the office to arrange for an appointment. In the event a student is experiencing difficulties at school, the teacher will contact the parents. The teacher(s) and parents will then confer as often as necessary to reach a solution to the problem. **Parents are asked not to go to the**

classroom to conference with a teacher between 8:10 and 3:50, unless the teacher has scheduled a conference. Teachers have instructional responsibilities to our students during those hours.

CURRICULUM/ INSTRUCTION

Georgia Performance Standards (GPS) provide clear expectations for instruction, assessment, and student work. They define the level of work that demonstrates achievement of the standards, enabling a teacher to know “how good is good enough.” The performance standards isolate and identify the skills needed to use the knowledge and skills to problem-solve reason, communicate, and make connections with other information. They tell the teacher how to assess the extent to which the student knows the material or can manipulate and apply the information.

The performance standard incorporates the content standard, which simply tells the teacher what a student is expected to know (i.e. what concepts he or she is expected to master). Additionally, it adds to these concepts by providing three additional items: suggested tasks, sample student work, and teacher commentary on that work.

State standards mandate that the length of the school day for Kindergarten include not less than 270 minutes of instructional time, not less than 290 minutes in Grades 1-3 and 300 minutes in Grades 4 and 5, excluding recess and lunch. Many times our curriculum is integrated so that students, for example, may be practicing math and language arts while conducting a science experiment. Research has shown that integrating learning helps to make it more meaningful to the student.

-GRADING SCALE GRADES 3-5

A = 90-100 B = 80-89 C = 73-79 D = 70-72 F = 69 and below

Conduct Grades:

S = Satisfactory NI = Needs Improvement U = Unsatisfactory

If a child receives an office referral, a conduct grade of NI will be noted on the report card. If the office referral results in suspension, the conduct grade will be a U. The teacher reserves the right to assign the conduct grade he/she feels is appropriate.

- HONOR ROLL IN GRADES 3-5

A Honor Roll – All A’s in core academic areas – Language Arts, Math, Science, Social Studies based on the overall year-end average.

A/B Honor Roll – Any combination of A’s and B’s with at least one A in core academic areas – Language Arts, Math, Science and Social Studies, based on the overall year-end average.

A and A/B Honor Rolls will be submitted to be printed quarterly in the Columbia County News Times.

GRADING K-2

Student progress will be assessed through the use of Standards Based Report Cards

PROMOTION, RETENTION AND PLACEMENT

In order for students in Columbia County Schools to be promoted, the following criteria must be met:

Kindergarten:

1. Teachers use a variety of sources of information in making placement and instructional decisions about children.

Grades 1 and 2:

1. By the end of the fourth quarter, students must meet or exceed 5 of the 6 Reading/Language Arts Standards AND 10 of the 14 Math Standards as identified on the First Grade Report Card.

Grade 3:

1. Students must pass 3 of 4 subject areas (language arts, math, science and social studies).

2. Students must meet or exceed state requirements on Georgia Milestones Assessment in the area of reading.

Grade 4:

1. Students must pass (70 average) three (3) of four (4) core subjects: language arts, math, science and social studies.

Grade 5:

1. Students must pass (70 average) three (3) of four (4) core subjects: language arts, math, science and social studies.
2. Students must meet or exceed state requirements on Georgia Milestones Assessment in the areas of reading and math.

Grade Level: Placement for students is determined by a Placement Committee based upon academic achievement, social and emotional developmental level, and information received from classroom teachers and parents.

DELAYED OPENINGS - EARLY CLOSINGS

Students and parents are informed by local radio stations, television stations and the MES Sangha notification service, if school is to be closed due to severe weather conditions. The calling system will appear as a CCBOE phone number on your caller ID. Messages will be delivered after school hours. PLEASE check your messages BEFORE calling the school to ask what the call was concerning.

DRESS CODE

We will follow the Columbia County Board of Education Dress Code Policy JCDB.

- 1) Shoes will be worn at all times. Flip-flops are not acceptable as they are hazardous. Cleats must not be worn inside the building. Shoes with wheels are not allowed.
- 2) See-through tops, low neck and/or backless tops, midriiffs, halters, spaghetti straps, or mini-skirts are not allowed.
- 3) Hats, bandanas, headbands, and sunglasses are not to be worn inside the building.
- 4) Clothing with writing referring to alcohol, tobacco, drugs, sex, and profanity are not allowed.
- 5) Students are required to wear undergarments with their clothing.
- 6) Shorts may be worn; however, they must be of acceptable length, according to age and size. The finger tips must touch the hem of shorts when hands are down by student's sides. No cutoffs, biker, or running shorts are allowed.
- 7) Pants must not be baggy or torn and must not drag the floor.

It is in the interest of learning that we enforce a dress code. Clothing or accessories that cause a disturbance interfere with the learning process. This includes shoes or accessories that make sounds or are distracting. We appreciate your cooperation with this code. Students who fail to comply with our dress code must be sent home to correct their attire. The school reserves the right to decide the suitability of any garment.

EARLY CHECKOUT

Students will not be allowed to be signed out between 3:10 – 3:40. NO EXCEPTIONS, unless an emergency. For the safety of our students, if you need to pick your child up for an appointment, please come to the office and sign him/her out. We cannot release a student until this is done, even if the teacher receives a note in the morning. We will then call the classroom and ask the child to come meet you at the office. Teachers are not allowed to release students who have not been signed out properly. For your child's protection, students may only be released to parents and those indicated by you on your child's registration card unless we receive written notification stating otherwise. The office staff requires picture identification of anyone who is signing out a student. If a student leaves the school and returns later in the day, it will be considered a "leave early". Nine weeks perfect attendance requires no absences, leave earlies, or tardies.

All excused leave earlies require documentation. **A letter will be sent home notifying parents of excessive leave earlies.**

FIELD TRIPS

Various field trips may be taken during the year. Parent or guardian permission slips must be signed in advance. The cost of the field trips will vary depending upon the number of students going, length of the field trip, and admission charges (if any). If there is a fee involved for the trip,

a voluntary contribution may be requested. No student will be denied the chance to participate due to lack of financial contribution. Parents are encouraged to attend and help the teacher with supervision if requested; however, siblings are not allowed to accompany parents. Parents will be required to complete volunteer training requirements two weeks before the field trip to qualify as a chaperone. (SEE PARENT VOLUNTEER REQUIREMENTS). **All money paid toward the field trip is non-refundable.**

FIRE DRILLS

Fire drills are held monthly in order to have students and staff practice quick evacuation of the building. Tornado drills, crisis drills, and bus evacuation drills are also held periodically.

FORGOTTEN ITEMS

If you suddenly realize you have to bring items to the school that your child has forgotten, please bring them to the office. **Please do not go to the classroom.** We will make sure all items get to your child promptly.

GIFTED EDUCATION

The Columbia County School System is committed to the belief that children have the right to an educational program based on individual needs. New students to Columbia County may be recommended for gifted testing in the fall of the year. Students who have attended Columbia County schools or other schools in Georgia may be recommended for gifted testing in January. Talk to your child's teacher or our guidance counselor, Mrs. Allen, if you feel your child would benefit from this program. We make every attempt not to schedule field trips or special events on Horizons days, however this is not always possible. If a special event falls on a Horizons day, the student is required to attend Horizons as that is their school assignment for the day.

GUIDANCE COUNSELOR

Our counselors will conduct small group and individual counseling. They will discuss topics such as developing study skills, values, and healthy interpersonal relationships. A request for the counselor to see a student can be made by an administrator, teacher, parent, or student. Parental permission must be given to provide small group of individual counseling on a consistent basis.

HOMEWORK

Homework has been shown to be an effective instructional technique. It can have positive effects on learning and work habits, and can serve as a vital link between the school and family. It is the student's responsibility to write down all homework assignments, complete them carefully, and return them to school. Homework assignments are not complete until they are returned to the teacher.

The duration of assignments for the average student should not exceed the following:

GRADE	TIME PER NIGHT TO INCLUDE STUDY TIME
Kindergarten	15 minutes
First Grade	30 minutes
Second, Third Grades	45 minutes
Fourth, Fifth Grades	60 minutes

Lack of homework should not be the sole factor in failure.

ILLNESS

Communicable Disease: Parents are asked to notify the school of any communicable disease at the earliest possible date. A doctor's note may be required before returning to school. If your child is experiencing vomiting or fever, please do not allow the child to return to school within 24 hours of occurrence.

INTERNET USE/WEB PAGE

All students will visit the computer lab on a regular basis. Instruction on parts of the computer, basic programming, and word processing will be provided as well as computer assisted instruction to support academic areas. Computers will also be used in each classroom. Internet access will be available to students while under a teacher's direction for appropriate educational tasks. Any attempt to visit unauthorized sites will be handled as a disciplinary matter. A signed network usage agreement must be on file before students can use the internet under instruction. Our school website located at www.ccboe.net/mes has information that is updated throughout the year. The Accelerated Reader list is also contained on this web site. The universal nature of the Internet makes it necessary to use care when identifying students on individual school and system websites. Unless a parent objects in writing to the principal of the school where the student is enrolled, the Columbia County School System and individual schools may periodically acknowledge student work, activities, and/or achievements on their websites. Such information about your child will be limited to photographs student's first name, school, grade level and/or student work.

LUNCHEES AND BREAKFAST PROGRAM

Students may bring a lunch from home or purchase a school lunch. No food from carry-out restaurants is to be brought into the lunchroom for students or parents. An excellent hot lunch is provided each day for the children at a cost of \$2.85 per day. Some students may qualify for reduced price meals. Applications for free or reduced lunches may be obtained from the school office. Students may bring a lunch and buy a milk. Only one extra milk may be purchased at the cost of \$.50. Extra milk may not be purchased on a lunch ticket. No soft drinks are allowed in student lunches.

To apply for Free and Reduced lunch please click this link: <https://nutrition.ccboe.net/fma/Default.aspx>

Our lunchroom menus offer more choices for students. Each day there will be a choice of entrée and side dishes. Children must choose one entrée. They will have a choice of three of four side dishes and milk. Students may refuse one or two items that are offered.

Children may pay cash (not on the lunch ticket) for extra servings. Please remember that these are extra portions, but your child must buy a full lunch in order to pay cash for additional servings. Money – any money that comes to school must be in sealed envelope and labeled with its purpose, child's name, and teacher's name.

Board Procedure for "Charges"

1. Parents will be notified in writing and/or by phone from the school when their child or children have charges five meals, including breakfast. Parents are expected to make immediate payment on the account to assure a positive balance so the child may continue to participate in the school meal program.
2. Parents will be notified in writing and/or by phone from the school when their child or children have charged ten meals, including breakfast. The child will be denied meal privileges until the account is paid in full and a balance is established to allow the child to purchase meals.
3. Failure of parents to provide a meal or money for a meal can result in referral to The Department of Family and Children's Services for neglect of parental responsibility.
4. After May 1, no charges will be allowed. Students may call parents to bring lunch money to school.

*Please note: There will be a **\$25.00** service charge on any returned checks.

IN THE OPERATION OF CHILD FEEDING PROGRAMS, NO CHILD WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, NATIONAL ORIGIN, AGE, SEX, OR HANDICAP.

BREAKFAST PROGRAM

We will serve breakfast from 8:10 a.m. to 8:35 a.m. at the cost of \$1.50. Students must be able to eat breakfast and get to class by 8:40 a.m. A choice of cereal or other entrée will be offered daily. **YOUR CHILD MUST BE FINISHED EATING AND IN THE CLASSROOM BY 8:40, IN ORDER NOT TO BE COUNTED TARDY BY THE CLASSROOM TEACHER.**

***Delinquent lunch/breakfast accounts will be reported to the appropriate collects/social service agency.**

LUNCHROOM EXPECTATIONS R3 RULES

1. Talking in the lunchroom should be confined to persons on either side of you or directly across the table.
2. Use proper table manners when eating in the lunchroom.
3. Classes will remain orderly when traveling to and from the lunchroom.
4. Be courteous to the lunchroom workers while standing in serving line.
5. Food may not be swapped or given away.
6. Misbehavior in the lunchroom will be subject to punishment similar to misbehavior in the classroom.
7. Microwaves are NOT available to warm food for students.

MAKE UP WORK

When an absence is excused, the student will be afforded the opportunity to complete the work within 3 days. Absences due to out of school suspension are unexcused and make up of class work shall not be afforded; however, an opportunity to make up major exams and special projects shall be afforded, provided the suspension is imposed by the school and is not the choice of the student.

Teachers will be glad to gather assignments for students under the following conditions:

1. Students have been absent for more than 1 day. (One day's work can easily be made up when the student returns)
2. A call is received by the office before 10:00 A.M. of the day in which assignments are requested.

*Makeup work can be picked up in the front lobby between 3:00-4:00 p.m. on the date of request.

MEDIA CENTER

The media center is open each day from 8:10-3:40. Students may visit individually, in small groups, or with the entire class. K-2nd grade students may check out one book at a time and 3-5 may have two books checked out in their name. Although no fines are charged for overdue books, students are not allowed to check out additional books until overdue books are returned or paid for. Students are responsible for books checked out in their name. Students with lost/damaged books will not be able to check out additional books until the fine is cleared. Students in grades 3-5 that continually have a problem with overdue books will only be allowed to check out one book at a time for the remainder of the school year.

- In reference to lost or damaged books the following guidelines will be used:
 - New Book (2 years old or less) Full replacement cost
 - 3-5 years old 75% of replacement cost
 - Over 5 years old \$5.00
- A minimum charge of \$5.00 will be charged for any book lost or damaged beyond repair.
- The school store is located in the media center and sells school supplies in the morning from 8:10- 8:35.

MEDICATION

We will have a school nurse on staff for most of the school day. The nurse or school personnel may administer medication to students if the parent completes a medicine authorization form and bring it to school along with the medication indicating the name of the medicine, the dosage to give, and the time during the day that this medicine is to be given. The medicine should be sent in its original container. Please make every effort to give antibiotic medications at home. Antibiotics which need to be given three times a day usually can be given at home. Physicians have advised that one dose in the morning before school, one dose after school, and one dose before bed can be an appropriate schedule.

PARENT VOLUNTEERS/VISITORS

We welcome parents who wish to volunteer to help in our school. If you would like to take advantage of this unique opportunity to be of service, please contact the principal, your child's teacher, or the PTO President. Please remember that all adults, even parent volunteers, must first report to the office prior to going to a classroom. Please sign in on the computer in the lobby before going to any location in the building. This is

required in order for us to ensure a safe environment. State law requires that all volunteers are mandated reporters. ALL MES parent volunteers must watch a short video and complete a volunteer release form. Form and a copy of a current driver's licence must be turned into the office staff. Approval to volunteer takes two weeks. This includes but is not limited to class parties, field trips, field day and/or other events where students are present. Please keep in mind that visiting classrooms disrupts instruction time and is discouraged.

Should you need a student, they can be called to the office. Parents who plan on attending any field trips will be required to watch the video two weeks prior to the field trip. Your cooperation is greatly appreciated.

PARENTAL CONCERNS

Parental concerns or complaints should be handled at the most immediate level; that is between the parent and the teacher involved. Should there be a parent or citizen complaint to the Principal concerning a teacher, the Principal shall inform the teacher of the complaint. If the Principal determines that the complaint warrants a conference, a conference with the parent, teacher and Principal will be arranged.

RESPONSE TO INTERVENTION

The purpose of the Response to Intervention Team (RTI) is to provide a vehicle through which students, parents, teachers, and other educators work cooperatively toward developing appropriate alternatives for students experiencing problems in school. Students can be referred by teachers, parents or administrators. Please contact the school for more information if your child is experiencing difficulty in school.

PERFECT ATTENDANCE

For purposes of recognizing perfect attendance for the year, students will be allowed two excused tardies or "leave early" situations for the school year. **For a leave early/tardy to be excused, the student will be required to bring in a medical/dental excuse from the physician when they return to school.** Nine weeks perfect attendance requires no absences, leave earlies or tardies.

PHOTO RELEASE

From time to time, local media may feature students on the news or in the newspaper. The Principal is always contacted and reviews the storyline for appropriateness before permission is granted. In addition, Martinez Elementary maintains a website on which students are featured. If you would prefer not to have your child's picture used in these circumstances, you must send in a written statement to your child's teacher.

REGISTRATION REQUIREMENTS

All children must have attained the age of five and six on or before September 1 for enrollment in kindergarten and first grade respectively. As an exception to this age requirement, a child who was a legal resident of one or more other states for a period of two or more years immediately prior to moving to this state and who was legally enrolled in a public kindergarten or first grade, or a kindergarten or first grade accredited by a state or regional association, shall be eligible for enrollment, if such child will attain the age of five for kindergarten and six for first grade by December 31 of the fiscal year.

According to the Georgia Immunization Law, HB 427, you must present an adequate Certificate of Immunization, Form 3032, (Rev. 10-90) and Certificate of Eye, Ear, and Dental Examination, Form 3300, in order to enroll your child. Your child's social security number should also be furnished as well as proof of residence in our school district.

Children must present a certified Birth Certificate along with the above mentioned certificates.

If you are transferring from another school, please bring your withdrawal papers and a copy of the most recent report card.

Residency Requirements (Policy JBCC)

Residency shall be determined as objective evidence, including, but not limited to, homestead exemption, tax receipts, power bill, voter's registration, rental agreement, addresses used on government forms, and any other such objective evidence will aid the appropriate school

employees to make a correct determination as to “residence” to the extent allowed by the law. ATTENDANCE MUST BE VERIFIED YEARLY.

Residency Verification - New Student

- ❖ Must provide a current month’s gas or power bill.
- ❖ If any family has just moved into a new residence and does not have a bill, we will accept their lease and provide them a letter stating we need a current gas or power bill and date it due in 30 days.

Residency Verification on Enrolled Students

- ❖ For returning students, proof of residency will be requested during Open House, to be turned in within the first 5 days of school. This will be monitored through the homerooms for completion and documentation turned in to the office, filed in the permanent records.
- ❖ After 5 days, a follow up letter will be sent to any parent who has not turned in proper documentation.
- ❖ After 10 days, a phone call will be made by a school administrator and/or a letter will be sent home stating that failure to provide the requested proof of residency may result in student withdrawal.

SAFETY OFFICER

A CCBOE safety officer has been assigned to our school. Our assigned safety officer will work with administration and faculty to ensure the safety of all stakeholders.

SCHOOL HOURS/TARDINESS

School hours are from 8:40 a.m. until 3:40 p.m. When a child comes to school late (after the 8:40 a.m. bell), the parent must sign the child in at the office, failure to do so may result in the child being counted absent for the day. Every effort should be made to have your child at school on time. Policy JBD will be followed for tardiness.

STUDENTS ARE NOT ALLOWED TO BE DROPPED OFF BEFORE 8:10 a.m.

SCHOOL SPONSORED CLUBS AND ORGANIZATIONS

The following list represents clubs and organizations offered at Martinez Elementary. A brief description of the purpose of each has been provided, as well as the types of activities and the sponsors for each.

Club or Organization	Purpose/Mission Statement	Activities	Sponsors
Chorus	To expose registered 4 th and 5 th grade students to a wide variety of musical styles while emphasizing the development of musical understanding	Performances for school and county activities such as Patriotic Programs & PTO meetings	Music
4-H Club	To provide students with the opportunity to learn leadership, citizenship, and life skills	Monthly classroom meetings include lessons that correlate with the CCGPS that encourages good citizenship and community service	Columbia County Extension Office and 5 th Grade Teachers
Safety Patrol	To provide leadership opportunities to 5 th grade students as they mentor	Help monitor students in hallways during arrival and dismissal	PE Teacher

	younger students in safety procedures while in school		
School Council	To provide registered 4 th and 5 th grade students with the opportunity to contribute to school improvement efforts and to develop leadership	Help with school wide projects such as Salvation Army Canned Food Drive & Toys for Columbia County Foundation	4 th and 5 th Grade Teachers
Junior Beta Club	To promote the ideals of academic achievement, character, service and leadership among elementary and secondary school students.	Help with school wide and civic projects. Members are expected to be role models and exhibit leadership among their peers.	5 th Grade Teachers
STEM Club	To expose students to the inquiry based learning opportunities	Develop 21 st century skills in STEM subjects that will allow students to develop ideas and projects supporting the global community	STEM Teacher

STUDENT RECORDS/BOARD POLICY

The Board supports the need for and usefulness of educational records being kept for each student which will reflect the interrelationships of the physical, emotional and social aspects of a student’s development in the educational process.

Information about a student demands judicious use and shall always be used so as to contribute to the student’s welfare. Safeguards shall be established by the school administration to protect the student and family from invasion of privacy in the collection, maintenance and dissemination of information, and to provide accessibility to recorded information by those legally entitled thereto.

The following relates to the release of student information:

Personally identifiable information from student records may not be released or communicated to third persons without prior written consent from a parent or guardian of the student. This policy applies to information which includes enough clues that could result in the identity of the student being discovered.

Exceptions:
 Any teacher(s) presently assigned a student may access that information needed to properly instruct and assess the student’s performance. Teachers not assigned responsibility for instruction or evaluation of a student may not access a student’s records. Teachers are legally and ethically bound to keep confidential any information taken from student records, and may not discuss such information with other teachers except as it is necessary for the instruction and evaluation of the student.

STUDY IDEAS FOR HELPING YOU BE SUCCESSFUL AT SCHOOL!

1. Establish a routine: Identify when and where you study best; before dinner, after bath time, right after school. Regardless of the decision, being consistent with a study time and place will help you to establish a routine. You will then learn to schedule other activities around your study time.

2. Decide the order or mix of homework that works best for you: Alternate easy and more difficult assignments, or written work with math problems. Either way, it's a good idea to do the most difficult work first, when you are less likely to be tired.
3. Plan short study breaks: If assignments are longer than your attention span, allow for short study breaks. It is important for you to be aware of your responsibility to return to the assignment. An egg timer may be used to time study breaks.
4. Try to review homework and class notes daily: This is a great way to make sure you understand the work. By reviewing daily, you will reinforce and remember more of the material.
5. Make a study chart: Make weekly study charts on which you can place a sticker, check, signature, etc., each day after homework is completed. A sense of accomplishment is a wonderful motivator, self-esteem builder, and good reward. Talk to your parents and maybe you can work toward a reward.
6. Keep up with schoolwork: Homework should be completed on time. Make sure you understand each day's work before moving on. Read textbook assignments. Start studying class notes and texts at least a week before test. The night before the test, you should only have to review. Read chapter headings and subtitles, pay attention to pictures and graphs, make sure you understand the main ideas and, especially for science topics, the sequence or order in which things happen.
7. Organize school assignments: Set up a monthly calendar and schedule in regular homework times, upcoming tests, due dates for reports and other longer-term assignments, as well as social activities. You will be able to see at a glance what needs to be done and when. You will learn to make other plans around study time. You will also be learning decision-making and goal setting skills.
8. Parent Resource Center: Located in the Media Center

TELEPHONE USAGE

Students may use the student phone for **EMERGENCY CALLS ONLY** and only with a note from the teacher. Student use of cell phones is prohibited during school or dismissal time. If a student has a phone out during the school day, it will be collect by the teacher. The teacher will bring the phone to the office and notify parents that they may come and collect it.

TEXTBOOKS

All texts are loaned to students for use during the school year. Texts are to be kept clean and handled carefully. All textbooks are barcoded. Students are not to deface or tear off the barcode. Should this happen, the book will be considered lost to that student and the student will be responsible for paying for this book. Fines will be levied against a student for abuse or loss of books. All hardback books are to be kept covered during the school year. Reusable book covers are available for purchase in the school store. At no time should adhesive book covers be used because the books are damaged when these are removed.

TRANSPORTATION CHANGES

Students will be sent home according to their regular mode of transportation, unless the parent sends a note. Notes are preferred; however, in an **emergency situation** you may send an email to the classroom teacher. These forms of communication must be received before 12:00 p.m. but it is not a guarantee that the transportation change will occur. A child **may not** tell the teacher that he/she will be going home a different way than usual.

WITHDRAWAL

If it becomes necessary for a student to withdraw from Martinez Elementary during the school year, the school office should be given at least 24 hours notice so that withdrawal papers may be processed. The student should turn in all their library books, textbooks, pay for lunches, and other fees before the withdrawal can be processed.

NONDISCRIMINATION POLICY AND GRIEVANCE PROCEDURE
COLUMBIA COUNTY BOARD OF EDUCATION
POLICY GAAA-EQUAL OPPORTUNITY EDUCATION PROGRAMS
AND EMPLOYMENT

Equal Opportunity Assurance

It is the policy of the Columbia County Board of Education not to discriminate on the basis of sex, age, race, handicap, religion, or national origin in the educational programs and the activities, or admissions to facilities operated by the Columbia County School System, or in the employment practices of the Columbia County Board of Education. The Columbia County School System shall comply with all aspects of Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 (Amended, 1974), Title XXIX of the Age Discrimination Act of 1967 and Section 504 of the Rehabilitation Act of 1973.

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports, O.C.G.A. 20-2-315). Students are hereby notified that Columbia County School System does not discriminate on the basis of gender in its athletic programs.

To insure compliance with this equal opportunity policy, the Superintendent of School shall designate staff members to:

- a. Coordinate efforts of the Department to comply with this policy;
- b. Develop and ensure the maintenance of a filing system to keep all records required under this policy;
- c. Investigate any complaints of violations of this policy;
- d. Administer a grievance procedure for employees, students and/or parents of students enrolled in the Columbia County School System, or community members who reside in Columbia County.

The Superintendent of Schools has appointed the following staff members to coordinate all aspects of compliance with the indicated acts:

Associate Superintendent of Student Learning Columbia County Board of Education 4781 Hereford Farm Road Evans, GA 30809 (706) 541-2723	Title VI of the Civil Rights-Act of 1964 (Amended 1974) Title VII of the Civil Rights Act 1964 (Amended 1974)
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Associate Superintendent of Student Support Columbia County Board of Education 4781 Hereford Farm Road Evans, GA 30809 (706) 541-2723	Title IX of the Education Amendments of 1972 (Interscholastic Athletics/ Equity) Section 504 of the Rehabilitation Act of 1973
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Executive Director of Human Resources Human Resources Department 4781 Hereford Farm Road Evans, GA 30809 706-541-2723	Title IX of the Education Amendments of 1972 Age Discrimination Act of 1967
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Director of Special Services Department of Special Services 4781 Hereford Farm Road Evans, GA 30809	Services Americans with Disabilities Act of 1992
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Any student enrolled in the Columbia County School System, parent of a child enrolled in the Columbia County School System, employee of the Columbia County Board of Education, or resident of Columbia County who believes the school system has violated any aspect of the laws governing equal opportunity is encouraged to file a complaint identifying the policy, act or practice deemed to be in violation.

The grievance procedure for filing such complaints shall be as follows, with the exception of charges of sexual harassment which shall follow the grievance procedure outlined in Policy GAEB/JCAC Prohibition of Sexual Harassment. The compliance officer or the building administrator shall assist the complainant in filing a complaint through the proper channels.

1. The student, parent, employee or community member with a complaint shall submit a written statement to the appropriate compliance officer describing the practice or action believed to be prohibited by the provisions of law.
2. Upon receipt of a written complaint, the compliance officer shall investigate the allegation to determine if the district is in noncompliance within 14 calendar days from the date of receipt of the written complaint.
3. A preliminary report of findings will be issued to the complainant within five days of completion of the investigation.
4. When the violations are found to exist, the compliance officer shall confer with the appropriate school personnel to determine the most appropriate course of action to correct the situation. Such action will then be submitted to the Superintendent of Schools for approval within 30 calendar days from the date of receipt of the written complaint.
5. Upon securing the Superintendent's approval, the compliance officer shall supervise the administration of the new procedures and communicate the response to the person who initiated the complaint no later than 60 calendar days from the date of receipt of the written complaint.
6. Should the compliance officer fail to agree that a violation exists; the complainant has the right to appeal to the Superintendent of Schools within ten days after receiving the final decision of the compliance officer. The Superintendent of Schools will review the evidence compiled within ten days from the date the letter of appeal was received. Should the Superintendent of Schools fail to agree, the complainant has the right to appeal to the Columbia County Board of Education within ten days after receiving the final decision of the Superintendent of Schools. The Columbia County Board of Education shall consider the evidence and documentation collected during the investigation and shall render a decision in writing to the complainant within 30 calendar days from the date the letter of appeal was received.
7. Should the Columbia County Board of Education fail to agree, the complainant may appeal to the Office of Civil Rights, Department of Health, Education and Welfare.

The Superintendent of Schools shall also provide for the publication of this policy and/or grievance procedure in publications of the Board of Education. Such publications should include the name, office, address, and telephone number of the compliance officers designated pursuant to this policy.

PARENTAL RIGHTS UNDER FERPA/NCLB (FERPA = Family Educational Rights and Privacy Act; NCLB=No Child Left Behind)

Under the Family Education Rights and Privacy Act (2- USC S. 1232g), parents/guardians have a right to:

1. Inspect and review the student's education records of a student who is your child, or in the case of a student who is eighteen years of age, your own education records.
2. 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;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except "Directory of Information", which may be released unless a parent objects in writing. Parents/guardians have the right to "opt out of participation" under the No Child Left Behind Act of 2001.

The Columbia County Board of Education has designated as "Directory of Information" the following:

- Student's name, address, and telephone number;

- Student's date and place of birth;
- Student's participation in official school clubs and sports;
- Weight and height of student if a member of an athletic team;
- Dates of attendance at the system's schools;
- Awards received during the time enrolled in the school system

4. File a complaint with the United States Department of Education under 20 C.F.R.99.64 concerning the alleged failures by the Columbia County Board of Education to comply with the requirements of FERPA.

5. Obtain a copy of the Board of Education Policy JR-Student Records, which the Columbia County Board of Educations has adopted regarding access to student records.

Copies of this policy may be obtained by contacting the Board of Education at 4781 Hereford Farm Road, Evans, GA 30809 or by the internet at www.ccboe.net, click on BOE policies.

Under the protection of Pupil Rights (Title X, Part F, Section 445 of the General Education Provisions Act), Local Education Agencies must adopt the following policies and notify parents/guardians of these policies at least annually at the beginning of each school year about the content of these policies.

1. Parents/guardians may inspect any third-party surveys of students before they are administered, including policies to protect student privacy if the survey contains sensitive subjects identified in the law. (Board of Education-Policy IKB-Controversial Issues, and Board of Education Policy JR-Student Records).
2. Parents/guardians may inspect any instructional material used in the curriculum. (Board of Education Policy IC/ICB-Curriculum Development/Planning).
3. Parents/guardians must be notified in writing of any physical examinations or screenings the school may administer. (Board of Education Policy/Procedures JGCA-Physical Examinations).
4. Parents/guardians have the right to "opt the students out of participation" of any of the following activities:
 - The collection or use of personal information gathered from students for the purpose of marketing that information (except for the development of educational products or services).
 - The administration of any survey that delves into the sensitive subjects identified in the law.
 - The administration of any non-emergency, invasive physical examination or screening that is not otherwise permitted or required by State Law, including those without parental notification.

Copies of this policy may be obtained by contacting the Board of Education at 4781 Hereford Farm Road, Evans, GA 30809 or by internet at www.ccboe.net, click on BOE policies.

Title 1 Parent Involvement Policy 2019 -2020

The involvement of parents and community members is critical to the success of education here at Martinez Elementary. Ongoing efforts will be made to solicit input from parents and community members and to seek their involvement. Members of the Martinez Elementary School, the community and parents were involved in developing the following Parent Involvement Plan.