Welcome to Parkway Elementary School for the 2020-2021 school year! Communication between home and school is essential in promoting our students’ success. Our handbook is one means of communication. Many policies, regulations, and services are discussed throughout these pages. Please read this handbook to or with your child(ren). It is also important that you keep this handbook readily available throughout the year should questions arise.

Information in this book should provide you with answers to many questions you might have about day-to-day operations of our school. We are always available to clarify any school matter. If you have questions, please do not hesitate to call either of us.

Parents are encouraged to visit the school and to attend scheduled meetings with the teachers. Mutual benefits occur when there is a meaningful exchange between home and school.

It is our desire that this handbook will be helpful to you. We hope this will be a successful and satisfying year for you.

Dr. Michael Doolittle
Principal

Beth Stewart
Assistant Principal
MESSAGE FROM THE P.T.O.
2020-2021

Dear Parents:

The Parkway Elementary Parent Teacher Organization (P.T.O.) Officers welcome you to the 2020-2021 school year. We hope your summer was pleasant and restful and that you are eager to begin the new school year here at Parkway Elementary.

As we begin this new year, we have several new goals to reach. To reach these goals we will need maximum participation from the parents. We believe that to be successful we must work as a team. We will have many opportunities for parent participation this year and hope for your support in all.

We welcome your suggestions and encourage your active participation as we strive to meet our goals in an organization where the responsibility for the school’s success is shared by teachers, administrators, parents, students, and the community. We are very excited about making our school one of which we can be proud.

In order to facilitate communication between parents and P.T.O. we will have a suggestion box located in the office, an active P.T.O. website, email, and a voice mail system. Feel free to contact us if you have any comments, questions, or suggestions, anytime throughout the school year. Thank you for your support.

Sincerely,

Amber Shehorn, President
Sarah Bene, Vice President
Allison Forshee, Secretary
Whitney Postoian, Treasurer

PTO MEETINGS WILL BE HELD AT 6:30 ON THE FOLLOWING DATES:

October 24
November 21 (Breakfast with Santa)
March 26
April 16
OFFICE STAFF

Dr. Michael Doolittle
Principal

Beth Stewart
Assistant Principal

Denise Thacker, Principal’s Secretary
Michelle Berry, School Secretary
Lori Azbell, Office Assistant
Judi Greiner, School Nurse

NUTRITION
Diane Sedam, Manager
Debbie Keller
Tammy Belk

CUSTODIANS
Warren Robinson, Lead
Kelli Swift
Lawanda Coleman
Paulette Jones
Cameron Hooks
COLUMBIA COUNTY SCHOOL DISTRICT
School Year 2020-2021

FIRST SEMESTER

July 27–31  Preplanning for Teachers
August 3  First Day of School
September 1  Progress Reports
September 4  Early Dismissal/Professional Learning
September 7  Labor Day Holiday
October 2  End of First Nine Weeks
October 9  Early Dismissal/Parent Conferences
October 14  Report Cards
November 3  Teacher Professional Learning Day/
No school for students
November 4  Progress Reports
November 9 – 13  Masters Week/Schools Closed
November 23–27  Thanksgiving Holidays
December 15–18  Semester Exams
December 18  Early Dismissal/Last Day of Semester
December 21–January 1  Student/Teacher Winter Break

SECOND SEMESTER

January 4  Teacher Work Day/No school for students
January 5  First Day of Second Semester
January 8  Report Cards
January 18  Martin Luther King, Jr. Holiday
February 5  Progress Reports
February 12  Teacher Professional Learning Day
February 15*  Student/Teacher Break
March 11  End of Third Nine Weeks/
Early Dismissal/Parent Conferences
March 12*  Student/Teacher Holiday
March 16  Report Cards
April 5–12  Spring Break
April 21  Progress Reports
May 21, 24–26  Semester Exams
May 26  Early Release Day/Last Day of Semester
May 27, 28  Post-planning for Teachers
May 20  Report Cards

* Should the need arise, February 15 and March 12 may be considered for possible inclement weather make-up days.

Please note: If the Masters is not open to the public or is canceled, October 12 will be restored to a holiday, the week of November 9 – 13 will be a regular school week, and the school year will end three days earlier than scheduled.
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PARKWAY ELEMENTARY STAFF
2020-2021

Administrators
Dr. Michael Doolittle, Principal
Beth Stewart, Assistant Principal

Support Specialist
Chasity Archer

Physical Education
Anne Tucker
Jeff Davis

Kindergarten
Joanne Ely
Jennifer Pounds
Jodi Wade
Michele Pate
Summer Salazar

Support Staff
Mary Catherine Hydrick

Gifted
Laura Hromyak

Music
Anita Dumars

Special Ed Speciallist
Jessica Keener

Special Ed OI
Melissa Apple

Special Ed OI Paraprofessionals
Debbie Garrity
Melissa MacFarland

First Grade
Stacey Oblak
Liza Bragg
Danielle Short
Tram Sukowatey
Patty Williamson

Special Ed CCETS
Christina Ballard
Dr. Allison Jackson

Special Ed CCETS Paraprofessionals
K’Lon Lovett
Janett Mojicha
Olivia Bortz

Guidance Counselor
Julie Owens

Special Ed S/P Paraprofessionals
Amy Ortiz
Ashley Bridges
Mary Wallace
Shauna Lambeth

Second Grade
Kimberly Kraft
Caroline Riggs
Jennifer Robertson
Lori Kamariotis
Kaylyn Earl

Speech
Tammy Sutton

Resource
Angela Bustillo
Marie Marshall
Macy Russell

Special Ed SID/PID
Rachel Kieman
Stacy Lee

Special Ed Adaptive Phys Ed
Meg McGowan

Fourth Grade
Dr. Carey Anne Cushman
Dr. Natalie Thigpen
Dr. Dana Thomas
Heather Wallace

Media Parapro
Kathy Baumann

School Nurse
Judi Greiner

Fifth Grade
Jessica Lasure
Sheri Christine
James Smith
Cheryl Williams
Christina Fortino

Principal’s Secretary
Denise Thacker

Safety Officer
William (Billy) Wilson

EIP
Shannon Quattlebaum

Office Assistant
Lori Azbell

School Secretary
Michelle Berry

Special Ed Adaptive Phys Ed
Meg McGowan

Support Staff
Mary Catherine Hydrick

Paraprofessional Staff 1-5
Billie Varner
Kristin Sanders
Lauren Walmsley

Nutrition
Diane Sedam, Manager
Debbie Keller
Tammy Belk

ESOL
Joanna Gavalas

Jodi Wade
Michele Pate
Summer Salazar

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Tammy Belk

ESOL
Joanna Gavalas
COLUMBIA COUNTY SCHOOL DISTRICT
DIRECTION STATEMENT

WE L.E.A.R.N.

- **L**ead by example
- **E**xpect all to succeed
- **A**chieve excellence through engaging experiences
- **R**espect and value each other
- **N**ow and tomorrow

COLUMBIA COUNTY SCHOOL DISTRICT
PURPOSE STATEMENT

*Empowering and inspiring all learners to excel in a global society.*

Columbia County
SCHOOL DISTRICT
ACCIDENT INSURANCE
Economical student accident insurance is available. It is an optional program that may be purchased by the parents. Application envelopes will be distributed through the school to every child.

ACCIDENT OR ILLNESS WHILE AT SCHOOL
Information cards will be distributed at the beginning of the year or at registration. The information will be used in the event a student becomes ill or is involved in an accident. It is very important that this information be accurate and kept up to date. PLEASE IMMEDIATELY NOTIFY THE MAIN OFFICE, THE SCHOOL NURSE AND THE TEACHER OF ANY CHANGE.

If an illness or accident occurs, we will notify the student’s parent(s) by phone and ask the parent to come to the school to take the child home. If we are unable to reach the student’s parent(s), the emergency number will be used. If parents or designee cannot be reached and a school administrator deems emergency medical care necessary, an emergency medical service will be called.

A parent/guardian must be notified if a child has an elevated temperature 100.0 degrees or higher. The child must be picked up from school and should not ride the school bus home. If a child’s temperature is 103 degrees or higher and a parent/guardian or responsible person cannot be contacted and the child needs immediate care, the school will call 911 for emergency care.

ATTENDANCE
We will follow the revised July 9, 2019 Columbia County Board of Education Attendance Policy JBD. Procedures are included in the Code of Conduct.

Columbia County students are expected to attend school daily. Parents should provide the school with a written explanation of any absence for records. Email and voice mail are not acceptable.

ABSENCES AND EXCUSES
Student absences from school may be excused for one of the following reasons, as indicated in the Columbia County Board of Education Policy JBD.

Excused Absences
1. Personal illness
2. Serious illness or death of an immediate family member (immediate family includes parents or legal guardians, grandparents, siblings, and stepfamily)
3. Special and recognized religious holidays recognized by their faith
4. Mandated order of government agencies
5. Registration to vote (limited to one day)
6. Emergencies which reasonably necessitate absences from school
7. Special events which reasonably necessitate absences from school (approval by principal required prior to event)
8. Days missed from school to visit with his or her parent or legal guardian prior to deployment to or during leave from an overseas assignment to a combat zone or combat support posting, up to a maximum of 5 school days per school year.
Permission to be excused for an absence due to a special event listed above must be submitted in writing to and approved by the school’s administration prior to the student’s absence. Requests to be absent for special events not listed above require written notification to and approval by the school’s principal prior to the absence (special event form). Appeals may be made to the office of the Assistant Superintendent of Student Support.

A health care plan should be developed for any student with an acute health condition that may cause excessive absences during a school year. This plan, developed by the school nurse in concert with the student’s parent and attending physician, will assist in the excusing of absences due to illness.

**PARENTAL NOTIFICATION:** Upon the student’s fifth unexcused absence, the school will notify the parent or guardian when a student is in jeopardy of becoming truant as defined by this policy and any parent, guardian, or other person residing in this 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 subject to a fine not less than $25 and not greater than $100, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction.

Upon the student’s 8th unexcused absence, the school administration will convene a meeting with the parent or guardian and a school social worker to determine whether to begin the process of compiling an official truancy complaint to the Department of Juvenile Justice.

Upon the student’s tenth unexcused absence, the student and the parent shall be referred by the school to the Department of Juvenile Justice. The parent or student may face penalties including a fine, loss of custody of the student, or incarceration for each day missed.

For elementary students, upon the 10th unexcused tardy to school in a school calendar year, a report should be made to the school social worker and the school will give written notification to the parent or guardian that, upon the child’s 13th tardy to school, a report may be made to the Department of Family and Children Services for its review of the matter.

By September 1 or within 30 days of a student’s enrollment, the Acknowledgement Form of the Columbia County School System Student Code of Conduct must be signed by the student and parent and on file with the school.

A student must be at school a minimum of 3½ hours each day to be counted present. When there is cause necessitating an individual student to be excused from school during the school day, the student shall be released from school only to his or her parent(s) or legal guardian or upon request by letter or telephone. A photo identification is required when signing a student out early.

Please avoid signing your child out before the end of the school day. When children are late for school or leave early, they miss important instructional activities. **No early checkouts after 3:15 p.m.**
Thank you for support in this endeavor to make sure your child receives all educational benefits.

**BEHAVIOR EXPECTATIONS**

*What is Positive Behavior Intervention Support?*

PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems.

### Rules and Expectations The Wildcat Way! P.A.W.S.

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<td>Positive Attitude</td>
<td>-Use good table manners</td>
<td>-Greet peers and adults appropriately</td>
<td>-Take turns on equipment</td>
<td>-Wait your turn</td>
<td>-Sit quietly</td>
<td>-Eyes on the performer</td>
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<tr>
<td>Active Learner</td>
<td>-Pick up all needed supplies: (milk, utensils, condiments)</td>
<td>-Stay on the right side of hallway</td>
<td>-Single file line</td>
<td>-Include others in activities</td>
<td>-Use good manners (Go, Flush, Wash, Leave)</td>
<td>-Have all materials with you and in book bag</td>
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<tr>
<td>Wise Choices</td>
<td>-Clean up all trash</td>
<td>-Keep hallways neat and clean</td>
<td>-Have all supplies needed</td>
<td>-Keep hands and feet to self</td>
<td>-Show good sportsmanship</td>
<td>-PRIVACY</td>
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<tr>
<td>Stay Safe</td>
<td>-Stay seated until dismissed</td>
<td>-Report problems</td>
<td>-Eyes and feet forward</td>
<td>-Ask permission to leave playground</td>
<td>-Line up when you hear the signal</td>
<td>-Return to class in a timely manner</td>
</tr>
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**CANCELLATION OF SCHOOL**

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship that can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances.

Every practical means is used to notify parents of a cancellation, including radio, TV, and newspapers. In the unusual circumstance where school must be cancelled during the school day, teachers will determine that all students have satisfactory transportation and supervision in their homes before releasing them from school.

**CONFERENCES**

Parents are encouraged to set a conference with their child’s teacher(s) to discuss progress whenever necessary. Please do not go to the classroom during class to request a conference. Also, teachers cannot be called out of class.
to accept phone calls. Simply call the office and leave a number where you can be reached or leave a message on voice mail. The teacher will gladly return your call during his/her planning period or after the school day ends. In an effort to guard your child’s instructional time, other parents will not be allowed to distract or occupy your teacher’s time from 8:10 a.m. to 3:40 p.m. Paraprofessionals work from 8:40 a.m. to 3:40 p.m., so it is very important that teachers devote their full attention to supervising their students during the beginning and end of each day.

CURRICULUM
Parkway Elementary School follows the Columbia County and State of Georgia curriculum guidelines. As required by the Quality Basic Education Act of 1985, Georgia must maintain a curriculum that specifies what students are expected to know in each subject and grade. Additionally, the state’s standardized test, the GMAS (Georgia Milestone Assessment System) for grades 3-8, must be aligned with that curriculum. The state’s curriculum is a guideline for instruction that helps teachers, students, and parents know what topics must be covered and mastered through their Georgia Performance Standards.

Georgia Standards of Excellence (GSE) provide clear expectations for assessment, instruction, and student work. They define the level of work that demonstrates achievement of the standards. The performance standards isolate and identify the skills needed to problem-solve, reason, communicate, and make connections with other information. Performance standards are used to assess the extent to which the student knows the material and can manipulate and apply the information for Reading, ELA, Math, Science, and Social Studies.

“Hands-on” materials are used by the students to implement the curriculum in all major content areas. Computers and instructional software, located in the computer lab, Learning Commons, and classrooms are also used.

The schedules for each grade level are determined at the beginning of the school year based on the time requirements for each content area, as well as the number of classes to be served in Music, Art, P.E, Learning Commons, Computer Lab, and Guidance. Every student will have a recess during the school day with the time dependent on the school schedule.

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 or Assistant 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.

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. Our philosophy is student-oriented and centered on effective classroom management and development of self-discipline.

**ZERO TOLERANCE:** Violence, unlawful possession and/or use of weapons, illicit drugs or alcohol by students is illegal, wrong, and harmful and will not be tolerated by the school system officials. Compliance with this standard of conduct is mandatory.

**FIGHTING:** Fighting involving physical contact may result in suspension from the classroom or out-of-school suspension.

All students have the right to a quality education while attending Parkway Elementary. ALL teachers have the right and deserve the opportunity to teach in an appropriate environment. We will not allow a few students to either prevent teachers from teaching or students from learning, and deprive the majority of what you, the parents, should expect – an excellent educational environment based on an effective educational program. Working together (parent, student, teacher, and administrator) students can have this type of learning environment and the quality of instruction will improve significantly in the classroom.

**Lunchroom Behavior:** Students are also expected to behave in the school lunchroom in a courteous manner and should follow these rules:

1. Follow directions of teacher/paraprofessional/lunchroom worker or parent volunteer.
2. Stay seated unless given permission by teacher or paraprofessional to leave seat.
3. Be silent while music is playing. (Voice Level 0)
4. Talk quietly to neighbors while the music is not playing.
5. Keep hands to yourself.
6. Clean up after yourself.

*Students are expected to abide by PBIS procedures.*

**Bus Behavior:** Please read the Columbia County Bus Rules and Regulations with your child (See page 20). A school bus carrying students will be considered as an extension of the school campus. Students may have their transportation privileges suspended for such period of time as may be deemed proper to ensure safety and appropriate behavior. *Students are expected to abide by PBIS procedures.*
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. Tennis shoes must be worn on PE days.
2) See-through tops, low neck and/or backless tops, midriff, 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.**

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, there may be a voluntary contribution. No student will be denied the chance to participate. Parents are encouraged to attend and help the teacher with supervision; however, preschoolers are not allowed to accompany parents. **Students are expected to abide by PBIS procedures.**

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.

FUNDRAISING AND SOLICITATION
The Southern Association of Colleges and Schools (SACS) has set a standard Columbia County Schools are to follow in regard to fund raising or solicitations.

The intent of this standard is to protect the health and safety of children and to prevent encroachment on the instructional day. The following guidelines will be adhered to:
1. Students may not participate in any commercially sponsored fund-raising in the name of the school at any time.
2. Fund raising from a service-based approach, utilizing voluntary participation, is permissible and encouraged. These would include, but are not limited to carnivals, spaghetti suppers, donations, etc.
3. School stores are permissible; however, no food or drink items may be sold to students.
4. Students may not sell anything at school.
5. Students are not to participate in door-to-door sales.

GUIDANCE AND COUNSELING
Guidance Services are offered to Parkway students. Individual, small group, and classroom guidance are offered throughout the school year. Individual counseling and small group counseling require written parental consent. The Elementary Guidance Program curriculum guide is available for your observation. We will adhere to Policy IG for all guidance services.

GUM CHEWING
Students are not permitted to chew gum in school. This will assist in helping to keep the school neat and clean.

HEALTH
Communicable diseases are diseases such as pink eye, ringworm, and normal childhood diseases such as chicken pox. It is very important that parents notify the school of any communicable disease at the earliest possible date. For health reasons, students should not return to school after an illness unless sufficiently recovered to participate in their regular school program as advised by your family physician. Please advise your child’s teacher of any health related concerns you may have. We will need to develop an individual “Health Care Plan” should your child’s situation be particularly critical.

Immunization: The State of Georgia Immunization Law, H.B.427, requires an adequate Certificate of Immunization Form 3231 (Rev. 03-2007), and a Certificate of Eye, Ear, Dental Examination, Nutrition Form 3300, be on file for every student enrolled. If your child has not been previously enrolled in a Georgia school, a 30-day grace period is given for presenting these certificates. All Kindergarten, First and Second Grade students must also present a Birth Certificate along with the above certificates. Both of the Health Certificates can be obtained at the Columbia County Health Department at 1930 William Few Parkway 706-868-3330, near Grovetown High School.

HOMEWORK
Homework can be an effective instructional technique as it has positive effects on a student’s learning and work habits. It also serves as a vital link between the school and the family. Homework shall not be assigned as a means of punishment. Lack of homework will not be the sole factor to cause failure.
If homework is to be effective, the purpose should be clearly defined. The general purposes of homework are:

a. to promote responsibility, self-direction, and independent work habits.
b. to reinforce skills and information learned in class.
c. to enrich and extend school research experiences.
d. to bring students in contact with out-of-school learning experiences.
e. to prepare students for upcoming class topics.
f. to aid in evaluating progress.

In accordance with the purposes stated above, the following guidelines have been established:

1. Assignments should be varied by providing total group, small group, and individual activities.
2. Assignments should be well within the capabilities of the students.
3. Assignments should be reasonable in view of the student’s individual circumstances.
4. Assignments should be based on clear criteria, evaluated fairly, and used in the daily program.
5. The students should be properly motivated and prepared for the work.

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>15 minutes</td>
</tr>
<tr>
<td>First Grade</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Second Grade</td>
<td>45 minutes</td>
</tr>
<tr>
<td>Third Grade</td>
<td>45 minutes</td>
</tr>
<tr>
<td>Fourth Grade</td>
<td>60 minutes</td>
</tr>
<tr>
<td>Fifth Grade</td>
<td>60 minutes</td>
</tr>
</tbody>
</table>

**HONORS FOR ACADEMIC PERFORMANCE**

Honors Day will be held in May to acknowledge students in grades 4 and 5 who have maintained an overall average of 90 and above in Language Arts, Science, Social Studies, and Math. Students in grades 1, 2, and 3 will also be recognized by their classroom teacher for academic performance at the end of the school year.

**INAPPROPRIATE ITEMS**

There are some items that are not allowed in our school for safety, health, or security reasons. Some of these are live animals, audio materials, videotapes, poisonous animals/plants, weapons or parts of weapons (real or toy), skateboards, and canned or bottled carbonated beverages. If your child has a cell phone or smart watch at school, it must remain turned off and not used, as this becomes a distraction. Exceptions to any of the above must be requested by the teacher with prior approval of the Principal.
INTERNET PERMISSION
All students in K – 5 must have written parental consent to access the Internet. This consent form will remain in your child’s permanent record. Should you decide that you do not want your child to access the Internet at school, you will have to notify the school in writing and that notice will be placed in the permanent record.

The universal nature of the Internet makes it necessary to use care when identifying students on individual school and system web sites. Unless a parent objects in writing to the principal of the school where the child is enrolled, the Columbia County School System and individual schools may periodically acknowledge student work, activities, and/or achievements on their web sites. Such information about your child will be limited to photographs, student’s first name, school, grade level, and/or student work.

LEARNING COMMONS
The Parkway Learning Commons serves as a complete learning center and a bridge to all areas of instruction within the school. While visiting the Learning Commons, students can enjoy traditional library book check-out, use technology equipment, and access a variety of items in the makerspace area. A “makerspace” allows students to work individually or collaboratively using hands-on tools to create and problem solve. Makerspace activities are an extension of classroom learning that provide additional thinking challenges for our students.

When visiting the Learning Commons, all school rules will apply as well as additional rules related to book care and specialized equipment and supplies. In the event that a library book is lost or damaged beyond repair, the replacement cost will be $20.00. These funds will be used to purchase an exact replacement of the book from the publisher, with the school barcode, spine label, and necessary cataloging information. Replacements from home cannot be accepted in lieu of the $20.00 fine. Books with minor damage, will be billed based on repair costs. Once any outstanding book fines are paid or any overdue books are returned, students can resume check-out.

Since an elementary school Learning Commons must supply books for ages 4-12 with a variety of reading and maturity levels and interests, not every book may be appropriate for every child. If your child ever checks out a book that you as the parent does not believe is appropriate for him/her, simply have your child return it and choose something else.

The Learning Commons is an exciting place with many activities. We welcome volunteers to assist in variety of ways. If you are interested in volunteering, please contact the Media Specialist.
LUNCH/BREAKFAST
A nutritious, well-balanced, hot lunch is provided for students at a daily cost of $2.85. We encourage at least a weekly meal arrangement be made. Students may pay daily if they wish. Meals must be purchased in the morning before school or during homeroom. Jumbo meals are available upon request (entrée only) for an additional $1.75. Extra milk is $.50. Those students who normally bring lunch and purchase milk in the cafeteria may purchase milk daily or they may purchase milk from their meal account.

Students may bring a thermos; however, canned and bottled drinks are not allowed in the lunchroom. For special occasions such as birthdays, parents may eat lunch with their child. However, please notify your child’s teacher via email or the school number (706-868-2346) at least one day in advance to ensure space is available. Non-student meals cost $3.75. Food from neighboring restaurants is not permitted. Parents may set up a method of payment by using EZSchoolPay.com. Use your child’s student ID number to get set up and manage the account. No charging in excess of $10.00 will be allowed for breakfast or lunch.

Students may purchase breakfast in the cafeteria beginning at 8:00 a.m. The cost for breakfast is $1.50. Non-student breakfasts are $2.00. Parents need to notify the teacher if they would like for their child to eat breakfast. Students who are car riders and eat school breakfast should be at school by 8:25 in order to eat breakfast and be in class on time.

MAKEUP WORK
If your child is absent from school for any period of time, makeup work may be picked up from the office. Please call the school before 12:00 noon to make arrangements to pick up the makeup work at 3:40 p.m. Makeup work will be allowed for “excused” absences only. Students must complete makeup work within 3 days.

MEDICATION
If a child requires medication (prescription or nonprescription) the following procedures will be followed:

1. All medications must be kept in the nurse’s office and administered by school employees only.
2. A Request to Administer Medication form must be on file in the nurse’s office. A form may be picked up in the nurse’s office or sent home with a student upon request by the parent.
3. Medication must be given immediately to the teacher or brought directly to the nurse’s office. It must be in the original container, appropriately labeled, stating the student’s name, and the physician’s name.
NEWSLETTER
A monthly school newsletter entitled *Home-School Connection*, containing items of interest to students and parents, will be posted online. The newsletter will feature at least one presentation concerning major facets of the school program and other timely information. Classroom notices and individual reminders will be sent home periodically.

PURPOSE & DIRECTION
Our Purpose and Direction is to promote learning by emphasizing students’ strengths in a safe and cooperative environment.

PARENT EXPECTATIONS
Students’ success is largely dependent upon parental support. We request parents to:

1) Support the school and its expectations for the behavior of our students.
2) Remember that children also learn by the example set by parents.
3) See that their child arrives on time and attends school every day.

PARENT TEACHER ORGANIZATION (PTO)
Parkway Elementary has an active and supportive PTO. We hope every family will join and be involved with the activities planned as well as attendance at regularly scheduled PTO meetings during the year. This is an opportunity for you to make a significant and positive contribution to the overall instructional program at Parkway Elementary School.

The PTO Officers and Chairpersons for 2020-2021 are:

President               Amber Shehorn
Vice President          Sarah Bene
Secretary               Allison Forshee
Treasurer               Whitney Postoian
PARENT VOLUNTEERS
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 office before going to any location in the building. Also, sign the parent volunteer book if you are volunteering. This is required in order for us to ensure a safe environment. Your cooperation is greatly appreciated. All volunteers must view the state-mandated Child Abuse video and submit the certificate to the front office before participating in classrooms.

PARTIES/CELEBRATIONS
Classroom celebrations must be requested by the teacher and approved by the principal. Birthday Celebrations: Invitations brought to school must be distributed to the entire class or all girls/boys. These guidelines must be followed or invitations will be returned. If you wish to send a small birthday treat for each student, please receive prior approval from the teacher. Balloons and flowers sent to the student cannot be accepted. We request your support in all these matters in order to prevent any child from being excluded.

PICTURES
Individual student pictures will be taken twice this year, class pictures will be taken once this year. These will be available for purchase at the parents’ option. Please note that 50% of all sales is kept by the school and used to support the overall instructional program. Yearbooks will also be available for purchase this year. Purchasing pictures is an excellent way to support your school and preserve memories of the elementary years.

PUPIL RECORDS
All pupil cumulative records will be kept in the office. Parents may request to see their child’s records through an appointment with the Principal.

REGISTRATION
Any child moving into the Parkway school zone for the first time must be registered in the school office. Parents need to bring the completed Georgia four-point screening form 3300 (eye, ear, dental, nutrition), the Georgia Immunization form 3231, social security card, birth certificate, and two proofs of residence (i.e., gas, electric, voter registration or valid Georgia driver’s license registered in parent’s name). The last report card and name and address of the previous school is essential. The school office is open from 8:10 a.m. to 4:10 p.m.
**Kindergarten Registration:** Children are eligible for enrollment in Kindergarten if they have reached their fifth birthday by September 1st. Parents need to bring the above documents to register a child at designated times in the spring preceding the end of school. If this is not possible, parents are requested to complete registration soon after the designated time.

**First Grade Registration:** Children are eligible for enrollment in First Grade if they have reached their sixth birthday by September 1st.

Attendance zones and guardianship requirements will be enforced as required by County Policy.

**REPORT CARDS AND PROGRESS REPORTS**

Report cards are issued four times per year at nine-week intervals (see school calendar). At the mid-point of each grading period, progress reports will be issued.

If your child’s report card or progress report indicates a problem, the teacher usually checks the box next to “parent conference”. If this has been done or if you have any questions concerning your child’s grades, you should call the school to schedule a conference.

No report card may be released until all fines and charges are paid.


**SCHOOL SPONSORED CLUBS AND ORGANIZATIONS**

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

<table>
<thead>
<tr>
<th>Club or Organization</th>
<th>Purpose/Mission Statement</th>
<th>Activities</th>
<th>Sponsors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Club</td>
<td>To offer students opportunity for in-depth study and discussion of age appropriate books</td>
<td>Read &amp; discuss books and compare them to audio or video version; Have guest speakers</td>
<td>Media Specialist</td>
</tr>
<tr>
<td>Chorus</td>
<td>To expose registered 4th and 5th grade students to a wide variety of musical styles while emphasizing the development of musical skills and understanding</td>
<td>Performances for school and county activities such as Patriotic Programs &amp; PTO meetings</td>
<td>Music Teacher</td>
</tr>
<tr>
<td>4-H Club</td>
<td>To provide students with the opportunity to learn leadership, citizenship, and life skills</td>
<td>Monthly meetings in classrooms &amp; community projects</td>
<td>5th Grade Teachers</td>
</tr>
</tbody>
</table>
### 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), he/she must be **signed in by the parent.** 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.

Please make sure that you do not drop your child off at the car rider ramp before 8:10 if a teacher or another adult is not present. Please bring your child to the office to sign in. This is for your child’s safety and to ensure that your child is not counted absent for the day.

<table>
<thead>
<tr>
<th>Club or Organization</th>
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<th>Activities</th>
<th>Sponsors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Patrol</td>
<td>To give leadership opportunities to 5th grade students as they mentor younger students in safety procedures while at school.</td>
<td>Help monitor students in hallways during arrival &amp; dismissal</td>
<td>PE Teacher</td>
</tr>
<tr>
<td>Student Council</td>
<td>To provide registered 4th and 5th grade students with the opportunity to contribute to school improvement efforts and to develop leadership skills.</td>
<td>Help with schoolwide projects such as Salvation Army Canned Food Drive &amp; Toys for Columbia County Foundation</td>
<td>4th and 5th Teachers</td>
</tr>
<tr>
<td>Jr. Beta Club</td>
<td>To provide eligible 5th grade students to contribute to school improvement efforts and to develop leadership skills.</td>
<td>Monthly meetings and community projects</td>
<td>5th Grade Teacher and gifted teacher</td>
</tr>
<tr>
<td>Art Club</td>
<td>To provide 4th and 5th grade students with the opportunity to think creatively, explore new techniques, and materials. Art Club projects will reinforce concepts from their 4th and 5th grade art curriculum.</td>
<td>Produce a variety of art projects, participate in community art events, and assist with art shows at Parkway Elementary.</td>
<td>Art Teacher</td>
</tr>
<tr>
<td>Drama Club</td>
<td>To promote student involvement for 4th and 5th grade in the performing arts, through theatre productions, and creating performance opportunities.</td>
<td>Learning more about the aspects of theater, including stage terminology, acting skills, set building and costume/makeup design.</td>
<td>Music Teacher</td>
</tr>
</tbody>
</table>
SCHOOL IMPROVEMENT PLAN
We are committed to continuous improvement based on our beliefs:

1. Student learning is the chief priority for the school.
2. Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
3. A student’s self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
4. Students’ learning needs should be the primary focus of all decisions impacting the work of the school.
5. The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.
6. Students need to not only demonstrate their understanding of essential knowledge and skills, but also need to be actively involved in solving problems and producing quality work.

STUDENT RELEASE TO NON-CUSTODIAL PARENTS
Schools shall not release students to individuals other than custodial parent(s)/guardian(s) without written permission except in emergency situations whereby the Principal at his/her discretion may release the student upon verbal request of the custodial parent. It is the responsibility of the custodial parent(s)/guardian(s) to notify the school when their child will be picked up by anyone other than those on file in the child’s record. You will be asked to present your picture identification when you sign your child out early.

STANDARIZED TESTING PROGRAM
The Columbia County School System administers a full program of standardized tests as required by the Georgia Department of Education. Parents will be informed prior to testing. The GKIDS Test is administered to Kindergarten students.

The Cognitive Abilities Test (CoGAT) is administered to all second grade students. The Georgia State Test (Georgia Milestones Assessment Systems) (GMAS), End-of-Grade Assessments (EOG), will be administered to students in grades 3 – 5 in April and May. CCBOE Policy IHE governs promotion/retention for all students. Third grade students must obtain a grade level score in Reading and fifth grade students must obtain a grade level score in Reading and Math to be promoted to the next grade level. The writing component for third and fifth grade students will be embedded within the GMAS in the areas of ELA and Math. Writing will consist of constructive responses. Multiple choice responses will continue to be utilized within the test. Students must take the standardized tests for the grade in which they are registered.
STUDENT DIRECTORY INFORMATION
Information that the Board of Education has designated “directory information” may be disclosed upon request unless a parent objects in writing to the principal of the school where the child is enrolled within a reasonable time after receipt of the notice as contained in the student handbook of the child’s school. Directory information about former students will be disclosed upon request.

The Board of Education has designated as directory 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.

STUDENT SUPPORT/Multi-Tiered System of Support (MTSS)
The purpose of the Student Support Team (SST) and Multi-Tiered System of Support (MTSS) is to provide a means through which students, parents, teachers, and other educators work cooperatively toward developing appropriate alternatives for students experiencing problems in school.

Please contact the school office for more information if your child is experiencing difficulty in school.

TELEPHONE USAGE
Children may use the telephone only in cases of emergency. Calling home to have parents bring forgotten items or request permission to go home with another student is not permitted.

TEXTBOOKS/LIBRARY BOOKS
Students are responsible for the care of textbooks and other school property issued during the school year. Textbooks should be covered and remain covered throughout the year. Care of library books and other materials is expected. Students will be charged a fee for lost or damaged books. Fines must be paid before final report cards or records can be released. These guidelines are set forth by the county.
TRANSPORTATION EXCEPTIONS
When transportation arrangements are altered, please notify the office through a note. Permission to ride a bus other than a student’s assigned bus will be granted only in cases of emergency. A note from the parent must be sent and approved by the principal. Phone calls to change or alter transportation will be accepted only in extreme emergencies.

No student will be permitted to ride in a private vehicle without written consent by the student’s parent. *NO VERBAL PERMISSION* for private transportation will be approved. This is for your child’s safety.

Students who normally ride the bus will be required to get on the bus unless they have a note from their parents or their parents are at school at dismissal.

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 5 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 signal before picking up the object.
7. Students will go directly to their assigned seats 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 students’ 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 shall be prohibited from using any electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver’s operation of a school bus.
18. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver’s operation of a school bus.
19. Students shall be prohibited from acts of physical violence, bullying as physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus and other unruly behavior.
20. 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.
21. Students will keep their bus clean and in good, safe condition. Students will be charged for any damage to the bus.

*Students are expected to abide by PBIS procedures.*

**VISITORS**

Parents and visitors are welcome. We do ask all parents, visitors, and guests to sign in at the office. We ask that all visitors wear a visitor’s badge while on the campus. No one is allowed to visit without approval from the administration. Please sign out before leaving the campus. **Volunteers and Visitors:** please do not go to areas in the building in which you did not request or sign-in.

**WITHDRAWAL**

Parents should notify their child’s teacher and the school office at least one day before the day of withdrawal from Parkway Elementary School. A withdrawal form must be completed and taken to the child’s next school.
Nondiscrimination Policy and Grievance Procedure
Columbia County Board of Education
Policy GAAA - Equal Opportunity Education Programs and Employment

Equal Opportunity Assurances

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.

To ensure compliance with this equal opportunity policy, the Superintendent of Schools 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 act:

Assistant Superintendent of Student Learning
Columbia County Board of Education
4781 Hereford Farm Road
Evans, Georgia 30809
(706) 541-2723

Title VI of the Civil Rights Act of 1964
(Amended 1974)
Title VII of the Civil Rights Act of 1964
(Amended 1974)

Associate Superintendent of Student Learning
Columbia County Board of Education
4781 Hereford Farm Road
Evans, Georgia 30809
(706) 541-2723

Title IX of the Education Amendments of 1972
(Interscholastic Athletics/Equity)
Section 504 of the Rehabilitation Act of 1973
Any student enrolled in the Columbia 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 procedures outlined in Policy GAEB/JCAC Prohibition of Sexual Harassment. The compliance officer of 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.

3. When 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.

4. 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.

5. Should the compliance officer fail to agree that a violation exists, the complainant has the right to appeal to the Superintendent of Schools. Should the Superintendent of Schools fail to agree, the complainant has the right to appeal to the Columbia County Board of Education.
6. 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.

**NONDISCRIMINATION STATEMENT**

The Columbia County Board of Education does not 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.

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. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator at the Columbia County Board of Education, 4781 Hereford Farm Road, Evans, Georgia 30809 (706) 541-2723.
We hope you will find this handbook helpful. We would like to know that you have received this, and have read and reviewed appropriate parts with your child. Therefore, please sign below, cut this page on the line below and return to your child’s teacher.

Thank You!
Dr. Michael Doolittle
Principal

My child and I have read and discussed this handbook.

____________________________________
Parent’s Signature

____________________________________
Child’s Signature