



Omega Elementary School

2018-2019 Student Handbook

Contact Information: 229-387-2418

Mr. Jim Byers, Principal

Mrs. Amanda Lee, Assistant Principal

One Team, One Goal = Student Success

Dear Parents and Students,

Welcome to Omega Elementary School! The beginning of each school year brings excitement and new possibilities as we plan for the upcoming year. With new beginnings, we are given an opportunity to help our boys and girls achieve success in the many areas of their lives. At Omega Elementary School, this opportunity is not something we take lightly. We will work hard to achieve the continued success we have had in the past and work even harder to make this school year even better!

At Omega Elementary School, we understand the importance of partnering with parents to prepare students for success. I encourage you to continue to communicate with your child's teacher, attend school functions, and have daily talks with your child about school. Your involvement is key to student success.

As always, our doors are open to assist you as we work together for the boys and girls of Omega Elementary School.

Sincerely,

Jim Byers

Jim Byers, Principal

Honor and Respect Between Us All

Omega Elementary School has been a cornerstone of this community for many years. It has always been regarded as one of the best schools in Tift County and in the state. It has reached this distinction by striving to maintain a positive relationship between the school and family. Omega Elementary School staff has always taken personal ownership of its children and the result has been a strong school that has persevered and held firm to the values and beliefs held by the community.

Our goal for **2018-19** is to continue to build upon the strong relationship that currently exists among our staff, the students, and the parents. We have high expectations for all of our students and hope that you will assist us in expecting academic success and appropriate behavior. We demand that our students honor and respect each other - a principle that has always been associated with this school. Please join with us in helping to make the **2018-19** school term a huge success for all of our children.

Please be advised that this student handbook is designed to be read in conjunction with the Tift County Schools Code of Student Conduct. It is imperative that students and parents read both documents and address any questions to the classroom teacher and/or school principal. The school has a discipline plan that all students and teachers will follow this school year. On the last page of the document, please sign the form stating you have read it.

Daily Procedures

Arrival Procedures

Students are not to arrive at school before **7:20!** We do not have staff available to supervise their safety. Breakfast begins at **7:20.**

Car riders will be dropped off at the main entrance of the school. The students will report to the cafeteria, if they are eating breakfast or report to the gym if they are not.

Students will be allowed to read silently or whisper softly to their neighbors while awaiting the bell. Any student having a problem while in the gym, hallway, or cafeteria should immediately notify a staff member.

All students should gather their belongings to proceed into their classroom at the sound of the bell.

After reaching campus, via bus or otherwise, a student is not allowed to leave the school grounds for any reason without permission from the principal's office. Leaving without permission will result in disciplinary action.

Checking In Procedures

All students arriving after the **8:00** a.m. tardy bell must report to the office. A parent should come in with a tardy child to sign him/her in. The student will be required to sign in and state the reason for his/her tardiness. Our goal is to begin instruction at **8:00** a.m. Please make every effort to have your child prepared to begin the school day on time. Students who are consistently tardy will be referred to the Attendance/Truancy Committee.

Breakfast and Lunchroom Procedures

Omega Elementary School serves breakfast and lunch for students, staff, and visitors on a daily basis.

Students are not to bring food items into the cafeteria that advertise outside vendors, such as Burger King, McDonald's, Pizza Hut, etc. unless the parent is planning on eating with their child.

Parents are always welcome to come enjoy lunch with their children.

Checking Out Procedures

We strongly encourage parents to make dental, medical, and other appointments for their children after school hours. We do realize that at times it is necessary for your children to be checked out prior to the bell. All students must be signed out in the main office. Teachers will not be allowed to release a child from their classroom without permission from the principal's office.

Parents must provide written authorization for other family members or friends to pick their children up from school. Please be advised that the office may request to see identification before releasing a child to a parent, family member, or friend. We have many new students and may not know everyone. Please remember that if we request identification we are only doing it for the protection of your child.

Students who are checked out early on a continual basis will be referred to the Attendance/Truancy Committee. Please make every effort to have your child in school for the entire school day.

Dismissal Procedures

All car riders must be picked up by 3:30 or sent to KAC for after school childcare. The paras who watch them for pick-up end their day at 3:30 p.m. Therefore, no one is available to supervise your children. **Please be on time!**

All walking students will congregate at the cross walk and cross together.

Walking students who have to wait on siblings riding the bus must wait with the bus students. Once a student walks off the campus they will be directed to immediately walk home.

All bus students will be directed to the gym at dismissal time. Students will be directed to their appropriate bus line. Students will be required to remain seated. They will be allowed to talk with neighbors, work on homework, or read a book.

All car-riding students will assemble under the canopy located in front of the gym. Students will be seated on the sidewalk and will be called by a staff member when their vehicle arrives. A staff member will escort students to the vehicle. Please be advised that students who report to a vehicle without an appropriate escort will receive disciplinary action. Our goal is to have children safely placed in their vehicle. Please be patient.

Academic Regulations

Grades

Report cards will be issued at the end of each nine-week grading period. For the first nine weeks, no report cards will be issued until parents attend a conference, to be scheduled after the first nine-week grading period. A mid-quarter progress report is issued at four and one half weeks. Each mid-quarter must be signed by a parent and returned to school.

The grade policy for Tift County is as follows:

Grades K-3

4 - Extending 3 - Achieving 2 - Developing 1 - Beginning

Grades 4-5

A - 90-100 B - 80-89 C - 70-79 F - Below 70 (failing)

Honor Roll (Grades 4& 5) is achieved by making grades of 90 or above in all academic subjects during the grading period.

Merit Roll (Grades 4& 5) is achieved by making grades of 80 or above in all academic subjects during the grading period.

Parent Conferences

The faculty welcomes the opportunity to discuss classroom performance and behavior with parents and guardians. Please contact **Mrs. Kennedy** or **Mrs. Hawkins** in the principal's office to set up a conference. We will make every attempt to schedule a time that is conducive to your schedule. Conferences will not be scheduled during a time that interferes with instructional activities. Please note that if you come without a scheduled conference time you will more than likely not be allowed to visit with the teacher. Teachers will not be allowed to conduct hallway conferences while their students are in the classroom.

Promotion/Retention

Students who are found to be working off grade level or not demonstrating sufficient progress by the end of the first semester will be monitored carefully. If it is determined that a student needs to be referred to Tier II you will receive notification. Parents will be notified that their child is in danger of not meeting necessary standards and may be a candidate for retention.

Testing Program

Omega Elementary School students will be required to participate in a variety of local and state administered tests. Kindergarten students are administered the GKIDS at various times throughout the term. Students in 3rd, 4th and 5th grade will participate in the spring administration of the Georgia Milestones Assessment

System (GMAS) test. English Language Learners (ELL) students participate in the ACCESS assessment. Students in grades 2-5 will participate in the Write Score Assessment.

Support Services

Clinic

Omega Elementary School does provide a school clinic for our students. **Mrs. Ann Barber** is our clinic aide. Each student will be requested to complete a personal data sheet that will be placed on file. Please indicate if your child has a specific medical concern that we need to be aware of even if your child does not take medicine at school for this condition. All prescription and non-prescription drugs must be properly labeled with instructions for use and must be in the original container. No medication will be given to students without prior parental consent. All medication should be turned into the clinic upon arrival to school. No medication will be dispensed in the classroom.

Please make sure to provide **Mrs. Barber** with an inhaler if your child has been diagnosed with asthma and provided one by your family doctor. We strongly recommend that we have an available inhaler even if your child has not had an attack in some time. We CANNOT allow your child to use another person's inhaler even in the case of an emergency. PLEASE make sure we have one in our clinic aide's office.

Guidance Program

Our Guidance Counselor is **Mrs. Tammy Slaven**. The Guidance Program provides numerous services to our students. The counselor meets with all of our classes to discuss topics such as peer relations, academic achievement, and family relationships. Our counselor coordinates our Pyramid of Interventions. **Mrs. Slaven** will be available for scheduled conference sessions with parents and students.

Hospital/Homebound

Hospital/homebound instruction is provided to students who have medically

diagnosed conditions preventing school attendance for ten days or longer. Please contact the principal's office immediately if you feel your child may need these services.

Lost and Found

Please place your child's name on all coats, jackets, and lunchboxes. All lost and found items will be kept in the gymnasium. Each year, we have a large number of unclaimed jackets and coats. At the end of each semester, coats are donated to a **local charity organization**.

Media Center

The Media Center is one of the most important places at our school. It contains books, magazines, reference materials, and student computers that are available to staff and students. The Media Center is open for use from **7:45 to 3:30** each day. All materials should be checked out and returned in the designated time. Parents will be required to pay for lost and/or damaged books.

Our school will be participating in many reading programs this year. We strongly encourage parents to visit our media center to check out books for their family. Reading at home is critical to your child's success in the classroom.

P.T.O.

The mission of the PTO is to strengthen the bond between the school and the home. We strongly encourage parents to become members of our PTO and to actively attend all meetings. The PTO has been responsible for providing our students and staff members with academic planners, teacher supplies, bus transportation, playground and physical education equipment, and teacher appreciation

gifts. An active PTO can make a tremendous difference in the success of a school. PTO membership is **\$5.00** per family. PLEASE JOIN TODAY!

Local School Governance Team (LSGT)

The LSGT is comprised of the principal, two teachers, two parents, and two business leaders who are parents. The team meets a minimum of six times throughout the school term to discuss school issues and provide input on various school functions. All LSGT meeting dates will be published in the Tifton Gazette, Omega's website, school calendar and a copy of meeting dates can be picked up from the principal's office.

Rules and Regulations

Accidents

All student accidents should be reported to the nearest teacher who will then notify the school nurse if necessary. Physical education classes and recess involve running and playing, and thus the opportunity of an accident does exist. It is important that students notify their teacher or a staff member if they have been involved in an accident.

Book bags

Book bags are allowed on the Omega Elementary School campus. The student's name should be clearly marked on the book bag. Rolling book bags will be allowed.

Bullying

Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited.

Bullying is defined as follows: An act which occurs on school property, on school vehicles, at designated school bus stops, or at related functions or activities, or by use of data or software that is accessed through a computer system, computer network, or other electronic technology of a local school system, that is:

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

Omega Elementary School encourages students, parents, guardians, or other persons who have control or charge of a student, either anonymously or in the person's name, at the person's option to report or otherwise provide information on bullying activity. Any retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.

Report will be investigated by the school administrator based on the nature of the complaint. Upon a finding by the administrator that a student has committed an act of bullying or is a victim of bullying, the administrator shall notify the parent or guardian of the student.

Acts of bullying shall be punished by a range of consequences. Such consequences shall include, at a minimum and without limitation, disciplinary action, as appropriate under the circumstances.

Campus Maintenance

Students are to assist in maintaining our school. All paper and trash should be placed in the proper trashcans.

Disciplinary Procedures

Each Omega Elementary School student will adhere to the policies stipulated in the Tift County Code of Student Conduct. It is imperative that parents read the Code of Conduct and discuss the potential implications of inappropriate conduct with their children.

Every classroom and resource teacher will follow the set of classroom and school rules that are to be followed on a daily basis. We expect and demand positive behavior. Students who fail to adhere to school policies will be subject to disciplinary action.

Disturbances

Students are not to bring electronic devices that play media, cameras, lasers, playing cards, or any item not related to school or school supplies. Any items that will create a disturbance in the school is prohibited and will be confiscated.

Dress Code

The rationale for dress standards is to foster good citizenship and the school's ability to achieve their academic and instructional purposes. The goal is to promote student learning, safety, and behavior by assisting students in making choices about appropriate school attire. The expectation is for students to dress in a clean, modest, and dignified manner reflecting self-respect and respect for others. **Continuing this school year, Tift County has adopted a uniform dress code for all K-5 students. Pre-K students at Omega Elementary School will be required to follow this same uniform dress code as part of Omega Elementary School. Please visit www.tiftschools.com website under news and events—uniforms for more information.**

Dress Code General Guidelines;

- Ø Clothing must be worn with appropriate undergarments and the undergarments must not be exposed.
- Ø Clothing must not expose cleavage or midriffs.
- Ø Clothing must not have holes or tears where skin is visible.
- Ø Clothing, body, and hair should be clean.

Shirts/Tops

- Ø All shirts and tops must have sleeves and be appropriately sized.
 - Exception for grades 4-12; a dress jacket, blazer, shirt or sweater may be worn to cover a sleeveless top
 - Exception for grades K-3; tank tops allowed, halters and spaghetti straps not allowed
- Ø Untucked shirts must be hemmed and may not exceed the length of the hips.
- Ø Shirts that exceed the length of the hips must be tucked in.
- Ø Clothing with words or graphics depicting or alluding to any of the following are strictly prohibited:
 - *Violence
 - *Weapons
 - *Gang Affiliation
 - *Sex
 - *Profanity
 - *Drug Use
 - *Alcohol
 - *Tobacco
 - *Intimidation
 - *Bullying
 - *Self-Destructive Behavior
 - *Negative/Inappropriate Message

- Ø Any attire deemed by the administration to be a threat to the safety and security of the campus or a distraction to the learning environment will not be permitted.

Pants/Skirts/Dresses

- Ø Pants and skirts must be fastened securely at the waist. Sagging and oversized pants are strictly prohibited.
- Ø Pants, skirt, and dresses must be knee length or longer.
 - Exception for grades K-3; shorts above knee of appropriate length allowed.

NOT ALLOWED

- Athletic sweat or sheer silky pants (exception in the gym)
- Pajama pants
- Biker pants
- Leggings without a skirt or dress of the above appropriate length

Shoes/Footwear

- Ø Shoes must be worn at all times and properly secured. Appropriate footwear is required at all times in P.E., and other classes deemed appropriate by administration

NOT ALLOWED

- House Slippers
- Roller-Skate Shoes/Heels
- Flip Flops

Accessories/Hair

- Ø Accessories or jewelry promoting gang activity, exhibiting demeaning symbols or words presenting, a hazard, or construed to be a weapon are strictly prohibited.
- Ø Earrings and pierce jewelry may be worn on the ears; other facial or exposed body piercing jewelry is not permitted.
- Ø Hair bands and hair pins designed to secure hair from the eyes are allowed.

NOT ALLOWED

- Hair dyed inappropriate or odd colors
- Excessive and distractive hair styles
- Earrings on males

Headwear All headwear, including sunglasses, must be removed upon entering the building unless recommended by a doctor.

Field Trips

Field trips will occur throughout the school term. Field trips are planned as part of the curriculum of which students need to be exposed. Students will ride to the field trip on the bus with their class, as opportunities for discussion and learning may occur on the bus. Parents will be allowed to check their child out after the trip to ride home with them.

Since field trips extend your child's educational experience, make this a shared time with your child. Do not take siblings, friends, or extended family along. It is a chance to share something special with your child.

Also, if the field trip is a paying trip, money can only be refunded if the school cancels the trip. Many trips have to be paid in advance. As soon as the money is received it is deposited.

Flower, Gift, and Balloon Deliveries

Omega Elementary School does accept delivery of flowers, gifts, and/or balloons to students on special occasions. However, we will not deliver the item to the student until the end of the school day.

Gum Chewing

Gum chewing is prohibited on the school campus unless provided by the school staff.

Ice Cream and School Store

Ice cream will be sold on a daily basis. Teachers will distribute ice cream during planned recess. School Store items will be sold before and after school.

Parties

Parties may not be held during the school day without prior approval from the administration or classroom teacher. During parties, refreshments are brought for the number of students in the classroom. Please do not bring siblings or extra guests as this creates a hardship for the teacher. Tift County allows three parties a year.

Teachers' Lounge

This area is strictly off limits to all students.

Telephone

The use of the office telephone is a privilege. Students must request permission from their teacher or office staff prior to placing a call. Students may not use the phone to ask parents to bring their homework, lunch, or to make social arrangements. Students will not be called out of class to take a phone call unless it is an extreme emergency. Parents may leave messages for the children and the office will deliver these prior to the dismissal bell, via e-mail.

Visitors

We are so grateful that we have a large number of parents who visit our school on a daily basis. We do ask that all visitors check in at the office and obtain a visitor's pass before going to a classroom. This policy is for the protection of all students. Please help us keep your children safe by setting a good example for others.

Remember, teachers will not be able to meet with you during the school day, except during their planning period. Please contact your child's teacher if you need to set up an appointment.

After the first week of school, we expect students to go to their classrooms alone. The teacher and the child will be ready to start their day at **8:00 am**. The exception will be Pre-K students who will be allowed two weeks.

Withdrawal and Transfer

The procedure for withdrawing or transferring is as follows;

1. A parent must come to the main office to obtain appropriate withdrawal form.
2. Form must be completed by all teachers.
3. Student must return all school books and property, and make sure all fees are paid, including library and lunchroom.
4. Take completed form back to the main office for final clearance by signature of the office staff.
5. Student records will be transferred by mail.

Right to Know

Tift County School District informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- The college major and any graduate certification or degree held by the teacher;
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.
- Whether or not the teacher is "Highly qualified" as required by the state.

Notice of Rights of Students and Parents Under Section 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator at the following address:

Dr. Gina Cox
207 North ridge Ave
Tifton, GA 31794
229-387-2400
gcox@tiftschools.com

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform

to the requirements of 34 CFR 104.35.

8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

Section 504 Procedural Safeguards

1. Overview: Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

2. Hearing Request: The Request for the Hearing must include the following:

- a. The name of the student.
- b. The address of the residence of the student.
- c. The name of the school the student is attending.
- d. The decision that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the grievant.
- g. The name and contact information of the grievant.

Within 10 business days from receiving the grievant's request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

3. Mediation: The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

4. Hearing Procedures:

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- b. Upon a showing of good cause by the grievant or school system, the impartial review official, at

his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.

- c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
- e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.
- f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
- g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
- h. The hearing shall be closed to the public.
- i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.

Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.

- a. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
 1. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
- m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

5. **Decision:** The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.

Review: If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

Please sign this form stating you have read and reviewed Omega Elementary School's 2018-2019 Student Handbook. Keep the handbook for your records and have your child return this signed sheet with your signature to the school.

By signing below I am affirming that I have read and reviewed the 2018-2019 Student Handbook.

Parent's Signature

Date