

Braelinn Elementary Student and Parent Handbook



2017-2018

975 Robinson Road
Peachtree City, GA 30269
School Office: 770.631.5410
After School Program Office: 770.487.3947
Visit our website at: www.braelinnelementary.org



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FAYETTE COUNTY SCHOOL SYSTEM

Vision

Our students will be capable of living and working effectively, responsibly, and productively in a global environment.

Mission Statement

The mission of the Fayette County School System is to deliver effective instruction and set high expectations resulting in continued improvement in student achievement.

Belief Statements

Public education is the foundation of a free society.

Schools exist to promote the intellectual, social, and personal development of all students.

All children can learn in a safe, supportive, and nurturing environment.

Education is a partnership among students, parents, schools, and community.

Students should be prepared as independent, productive problem solvers to successfully meet the challenges of the future.

BRAELINN ELEMENTARY SCHOOL

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VISION

Empower students to learn, lead and succeed.

VALUES

We can all be leaders.
We all have star qualities and shine in our own ways.
We strive to develop the whole person.
We empower students to lead their own learning.
Change begins with me.

MISSION

To educate, equip, and inspire students to become
leaders of our school, our community, and our world

MOTTO

Be the kind of leader you would follow.

THE FAYETTE COUNTY SCHOOL SYSTEM CODE OF CONDUCT IS HEREBY MADE A PART OF THIS HANDBOOK. PLEASE REFER TO THE CODE OF CONDUCT FOR INFORMATION NOT INCLUDED IN THE CONTENTS OF THE BRAELINN HANDBOOK

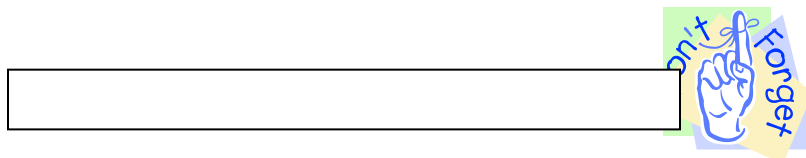


Braelinn Elementary School is a child-centered school emphasizing innovative process-oriented instruction. The Common Core Georgia Performance Standards, Georgia Performance Standards, and the Fayette County Board of Education Curriculum Guides provide a basis for the curriculum. The design of the instructional program addresses the curriculum areas of the language arts, mathematics, social studies, science, health and safety, music, art, computer usage, and physical education. While areas are interrelated, the emphasis is placed on language arts and mathematics.

All instruction is planned according to the developmental levels of the students in order to facilitate maximum learning. Students are encouraged to think critically and explore new content as

they grow and develop. Active participation, hands-on experiences, interdisciplinary activities, and cooperative learning embody the instructional program in all curriculum areas.

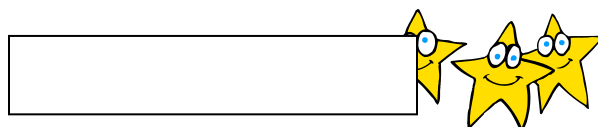
A staff of highly competent and caring educators ensures a quality education for Braelinn students. Classroom teachers, resource teachers, and paraprofessionals provide flexibility in large-group, small-group, and individual instruction.



ENTRANCE AGE: The age at which a child may enter public school in Georgia has been established by the State Legislature. Students may enter Kindergarten if they are five years old on or before September 1st of the year they enroll. To enter first grade, students must be six years old on or before September 1st of that year. A certified copy of the child's birth certificate and a copy of the child's Social Security Card must be presented for school enrollment.

IMMUNIZATION: Georgia law requires that all students entering or attending school must present an adequate Certificate of Immunization stating that the child has been immunized for diphtheria, whooping cough, mumps, tetanus, polio, measles, chickenpox, Hepatitis B, and rubella. This certificate must be signed by a physician licensed under the laws of the State of Georgia or by an appropriate official of a local Board of Health on a form provided by the Georgia Department of Human Resources (Form #3231, Revised 3/00).

VISION, HEARING, AND DENTAL: Georgia law also requires that a Certificate of Ear, Eye, and Dental Examinations be presented for school entry on Georgia State Form 3300. This form can be obtained from a Georgia physician or the Health Department.



Regular School Attendance is necessary for a child's academic and social development. Every effort should be made to keep absences and tardies to a minimum.

SCHOOL CALENDAR: The official calendar is approved by the Board of Education. The calendar for this school year is included in the back of this handbook. When weather conditions require school closings, notifications are officially announced on WSB 750 AM Radio and are usually announced on other radio and television stations.

SCHOOL DAY: School hours are 7:40 a.m. to 2:25 p.m. Classes begin promptly at 7:40 a.m. Students may not arrive before 7:00 a.m. Supervision of students is not provided before 7:00 a.m.

Students remain in the cafeteria from 7:00 until 7:30 a.m. at which time they report to their classrooms. Students should be in their classrooms at 7:40 a.m. If a student must be checked out in the afternoon, please do so **no later than 2:00 p.m.** Any student not picked up by 2:40 p.m. will be assigned to the After School Program and charged the standard daily rate.

TARDINESS: Any student who is not in the classroom at 7:40 a.m. is considered tardy. A parent or guardian must sign in a tardy student in the school office. Parents are encouraged to schedule medical, dental, and other appointments outside the school hours. If this not be possible, a child must be signed out in the school office before leaving. Students must attend school for at least one-half of the school day to be counted present for that day.

ABSENCES: A student is considered absent if he/she does not attend classes for at least one-half of the official school day. Absences may be excused for make-up work for the following reasons: personal illness, family illness, death in the family, or a religious holiday.

Parents may request up to 5 days per semester for trips that are considered educational in nature. It is the responsibility of the parent to inform the school of the dates of this pre-arranged absence in advance of the trip. Teachers are not required to prepare assignments in advance for students who are anticipating days of absence. If the trip is approved, the student will be permitted to make up assignments missed while absent. Arrangements to make up assignments must be completed by the student no later than 5 days after the absence. We cannot legally record the days as excused. The days missed must be recorded as unexcused on the student's attendance record.

Any student who is absent a total of 15 or more days, excused or unexcused, is reported on both state and federal reports. We request that every effort be made to have your student in attendance unless ill.

A student must present to the teacher a dated and signed written excuse from his/her parent or guardian the day following the absence. Please review the student Code of Conduct for information regarding the Compulsory Attendance Laws in Georgia.

MAKE-UP WORK: Parents of students with excused absences for more than one day at a time may request make-up assignments by 12:00 p.m. of that day. Teachers will have the assignments ready for pickup on the shelves by the office by 3:00 p.m. Students with excused absences for only one day will be given appropriate make-up assignments by the teacher upon the student's return.

PERFECT ATTENDANCE: All students with perfect attendance for the school year will be recognized at the end of the year.

ACADEMIC PROGRESS AND GRADING



REPORT CARDS: The Fayette County Schools operate on the semester system, each semester divided into 2 nine-week grading periods. All students, grades K-5, receive a report card every 9 weeks. Please utilize **Infinite Campus** to monitor student grades (4th and 5th) as well as attendance, lunch account, and After School Program information.

GRADING SCALE:

Explanation of Grading System (K and 1st)

4 Working above grade level standards 3 Working at grade level standards 2 Working at grade level standards with accommodations 1 Working below grade level standards with accommodations * Not formally assessed	S Satisfactory NI Needs Improvement	
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Explanation of Grading System (2nd-5th)

A+ 98-100 A 93-97 A- 90-92 B+ 88-89 B 83-87 B- 80-82 C+ 78-79 C 73-77 C- 71-72 D 70 F Below 70	4 Working above grade level standards 3 Working at grade level standards 2 Working at grade level standards with accommodations 1 Working below grade level standards with accommodations * Not formally assessed	S Satisfactory NI Needs Improvement
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HONOR ROLL: The principal will issue an Honor Roll each grading period of all students in grades 4 and 5 earning all A's in the following academic subjects: Mathematics, Science, Social Studies, English, Reading and Health.

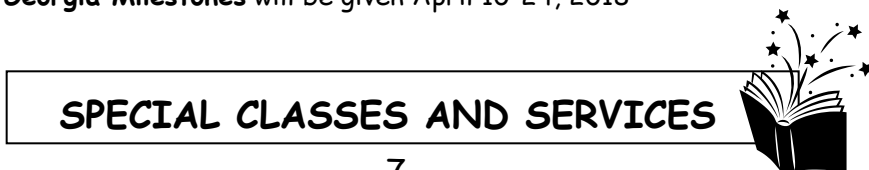
PRESIDENT'S EDUCATION AWARD: The gold award is given to fifth grade students who receive all A's in all subjects every grading period during fifth grade. Students receiving the President's Education Award will receive all satisfactory grades in all specials classes, including enrichment.

PROGRESS REPORTS: Written progress reports will be sent home periodically. In addition, if the progress of a student changes to the degree that would cause concern, his/her teacher will communicate with the parents.



Grades 3-5

Georgia Milestones will be given April 10-24, 2018



HOMEBOUND: Students who are absent for extended periods due to physical inability to attend school are seen by homebound teachers on a referral basis.

SPECIAL EDUCATION: Students with specific learning disabilities and/or behavior disorders are served by an interrelated teacher in a collaborative, resource, or self-contained classroom. Students with specific language processing or articulation difficulties are served by a Speech/Language Pathologist. In order to be placed in any of these programs, a student must have been referred, completed testing, and been through the placement process.

PSYCHOLOGICAL TESTING: The system provides a school psychologist to evaluate students at the recommendation of the Student Support Team.

COUNSELING/GUIDANCE: A counselor is available to work with individual students as needed. The counselor teaches guidance lessons in the classroom and leads groups on special topics.

ENRICHMENT: Enrichment classes are provided on a regular schedule for students who qualify.

RESPONSE TO INTERVENTION AND PYRAMID OF INTERVENTIONS:

If we truly believe that "all students can learn," then we need to be sure that we are doing "whatever it takes" to help all students be successful whether they struggle or they can go beyond the regular curriculum.

Response to Intervention (RtI) and our Pyramid of Interventions (PoI) provide a framework for us to ask the following questions:

- Are our kids learning?
- How do we know what they are learning? And most importantly,
- What are we prepared to do when they do not learn or they already know what is to be learned?

With RtI and the PoI, we have a four-tiered process to systematically develop and deliver instructional and behavioral interventions to struggling learners as well as extremely high-level learners. It provides us with a common focus and a common language regarding instructional practices and interventions. It can serve as a way to explore all avenues to assist students in their learning process.

The essential components of our PoI and RtI include the following:

- providing scientific, research based instruction and interventions in the general education classroom;
- monitoring a student's progress in response to these changes in instruction and interventions; and
- using this information to shape instruction and make educational decisions.

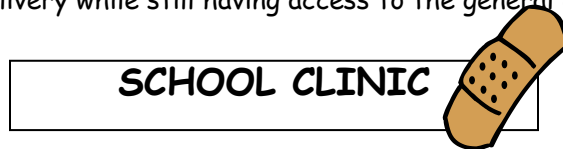
Tier 1 is Standards-Based Classroom Teaching and Learning. It consists of high quality instructional and behavioral support that is provided for all students in general education. This includes implementing the Common Core Georgia Performance Standards (CCGPS) using research-based instructional practices, adjusting instruction to meet student needs, and monitoring student progress on a regular basis. Parents are notified of concerns related to their child's academic or behavioral struggles. If students still struggle or they need a more enriched curriculum, Tier 2 instruction is recommended.

Tier 2 is Needs Based Teaching and Learning. Students receive more specialized interventions, remediation, acceleration, and enhancement within the general education setting. The "Success Team" works collaboratively to formalize interventions in addition to Tier 1 instruction. If indicators suggest a need for greater academic challenge, students will be assessed for gifted services. Otherwise, the teacher, remedial teachers, connection teachers, or others generally provide Tier 2 instruction in small groups. Monitoring of the student's progress is increased. As always, communication with parents is vital, and the school's intervention plan must be communicated to parents. Should the student continue to show lack of progress or failure to thrive academically and/or socially and need more specialized instruction, Tier 3 level instruction is considered.

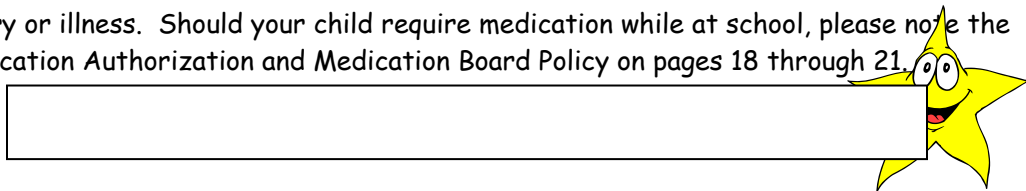
Tier 3 is Student Support Team (SST) Driven Teaching and Learning. At this point the SST reviews the student's progress and generally plans for more intensive and systematic instruction. Individualized assessments and evaluations are used to tailor interventions to the specific needs of a child. The interventions are provided one-on-one, in small groups, or in classes (based on gifted assessment) developed to accelerate learning and provide greater challenge. This instruction is more frequent and for longer periods of time. Progress monitoring is implemented more frequently to determine continued instructional interventions.

If, with all the interventions and intensive instruction provided, the data indicates a student still shows lack of appropriate academic or behavioral progress, Tier 4 interventions are considered.

Tier 4 is Individually Designed Teaching and Learning. At this point, the student is referred for specialized programs through special education. Grade or subject-area acceleration may be considered for learners demonstrating the need and readiness. Other students may require adapted content and instructional delivery while still having access to the general curriculum.



A school clinic funded by the Board of Education and sponsored by the P.T.O. is operated daily. The service is provided to those students who become ill or injured while at school. Minor injuries such as scratches or bruises will be treated in the clinic. Parents will be contacted in case of more serious injury or illness. Should your child require medication while at school, please note the School Medication Authorization and Medication Board Policy on pages 18 through 21.



The parents of our students are a vital part of the Braelinn Elementary School community. The staff and parents form a team to educate our students to their maximum potential.

Parents and other visitors must enter the main entrance and report to the office immediately upon entering the building to sign-in and receive a visitor's sticker. If you are waiting to pick up your child at the end of the school day, please remain in the lobby or in your vehicle. **Please do not bring dogs on school grounds regardless of how friendly the animal may be because the potential exists for a child or an adult to be bitten.** These regulations are required to ensure the safety of all students.

Parents who wish to have lunch with their children must notify the appropriate teacher before 8:00

a.m. on the day of the lunch. Guests joining students for lunch should sign-in in the front office then wait in the lobby for the students to enter the cafeteria. Grandparents are also welcome for lunch.

Parents are encouraged to volunteer in any area of program where they may have talent or expertise. The best possible educational program for the students is the common goal of both parents and teachers. Volunteers are asked to log their volunteer hours in the book in the front office. Before volunteering or chaperoning a field trip, parents are required to view the mandatory Child Abuse Reporting Video and complete and submit the verification form to the front office. Both the video and verification form are available on the Braelinn Elementary website.

CHAPERONES FOR FIELD TRIPS: After scheduling a field trip, the teacher will send home a note for parent volunteers to chaperone the trip, following the county guidelines for the number of parents needed. If a parent is interested in serving as a chaperone, they will return the slip indicating their interest by a designated deadline specified on the slip. If more parents volunteer than the number needed, a random drawing will be held in the office to determine which parents will chaperone. On the next trip, only parents' names that have not chaperoned will be placed in the drawing. All interested parents will be given the opportunity to chaperone. If every parent has been given the opportunity to chaperone and not enough chaperones have signed up, a parent who has already chaperoned during the school year will be placed in the drawing. This policy will help to be fair to every parent who would like to chaperone. **REMINDER:** Siblings are not permitted to go on field trips. Students may not be signed out of school while on a school sponsored field trip.

CLASSROOM OBSERVATIONS: All classroom observations must be arranged through the principal or assistant principal. Observations are limited to two adult observers at a time. Younger siblings are not allowed during the observation. Scheduling observations shall take place one to two days prior to the visit and must be done with the consent of both the principal and teacher. Observations are limited to thirty minutes.

PARENT-TEACHER ORGANIZATION (P.T.O.): Braelinn parents and teachers actively support the school through the P.T.O. Meetings are held regularly throughout the school year, and the meeting times alternate between mornings and evenings. Please check the weekly lunch menu and Sneak Peak email for specific dates and times of the meetings. Additional information regarding P.T.O. will be sent home throughout the school year. Everyone is encouraged to become involved.

SCHOOL COUNCIL: The establishment of school councils is intended to help local school boards of education develop and nurture participation, bring parents and the community together with teachers and administrators to create a better understanding of and mutual respect for each other's concerns, and share ideas for school improvement. The council is made up of two parents, two teachers, two business members, and two administrators. Meetings are scheduled for August 20, 2015, November 5, 2015 and February 4, 2016, and May 5, 2016 @ 7:00 a.m. Meetings are held in the Braelinn Conference Room.

STUDENT CLUBS AND EXTRA-CURRICULAR ACTIVITIES

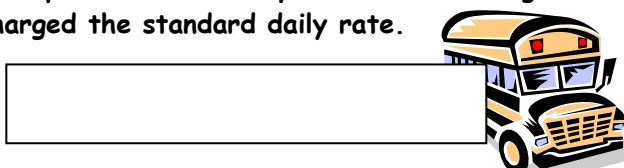


Faculty members sponsor clubs related to special interests. Students will receive information about clubs from their classroom teachers. All meetings are scheduled immediately after school once a semester. Parents must send in a note each club day stating that their child will participate in clubs

on that day and the transportation arrangements for getting home after clubs. On club days, parents may change transportation and verify club meeting up until 12:00 the day of the club.

<u>CLUB NAME</u>	<u>MISSION/PURPOSE</u>	<u>FACULTY ADVISOR</u>	<u>ACTIVITIES</u>
Running Club K-5	To encourage physical fitness	Heather Allen	Morning runs and Fun Run
Kindness Kids 4 th -5 th	To provide school and community service opportunities	Heather Sherwood	Organize food drives, Change for Kids, other community service activities
Chorus 4 th -5 th	To develop performing arts	Amy Meyer	Meets weekly for practice and two performances
Chimes 4 th -5 th	To develop performing arts	Amy Meyer	Meets weekly for practice and two performances
Science Olympiad 3 rd -5 th	To develop science interests and	Paige Beaty	Event practices and county and possibly state competition
Chess Club Grades 3 rd -5 th	To practice chess skills with other interested students	Donna Buffington	Meets weekly
Art Club 2 nd -5 th	To provide opportunities for students to participate and contribute artistically to school events and activities	Ellen Mitchell	Meet weekly: 4 th / 5 th grades: 1 st semester and 2 nd /3 rd grades: 2 nd semester
Origami Club Grades TBD	To learn about the traditional Japanese art	Sandra Teague	Meets monthly after school as announced

Any student not picked up by a parent immediately after the meetings will be assigned to the After School Program and charged the standard daily rate.



TRAFFIC: Students may be dropped off and picked up in the front of the school. Single lane traffic only is permitted in the parking lot. During drop-off and pick-up times drivers are asked to pull up to the last of the four marked parking spaces. **Cars and golf carts are not to be driven in the bus zone (on the side of the school)** in order to ensure student safety. During the day physical education and other classes utilize this area. Vehicles are not to be parked unattended in the fire lane marked by the yellow curb. Violators are subject to being ticketed by the police department. Golf carts should park in the two designated parking areas rather than coming through the car lane.

RUNNING CLUB: Running Club participants should be dropped off at the front of the school. Cars should not be driven through the bus zone to drop off participants.

ALTERNATE TRANSPORTATION AT DISMISSAL: A written notice from a student's parent or guardian is required any time a student wishes to ride a different bus, go home with a friend, or change his/her normal routine for getting home from school. Students will be issued a bus pass from their teacher to ride home on a different bus. Arrangements for after school pick up should be made with your child before coming to school and with a note to the teacher rather than through a phone message to the office. Emergency changes, which **must** be made by phone, should be

completed by 2:00 p.m.

BICYCLES: Students arriving from north of the school must park bicycles in the mulched area in front of the gymnasium. Students arriving from south of the school must park bicycles in the mulched area at the end of the cart path by the bus loop. **The state of Georgia requires all children riding bikes to wear a hard shell bicycle helmet.**

SCHOOL SERVICES



ICE CREAM: Ice cream will be sold in the lunchroom after lunch three to five times per week. The classroom teacher will inform parents as to the days that ice cream will be available for \$0.75.

SCHOOL INSURANCE: Student accident insurance is available through the school system. Information is sent home at the beginning of the year.

MEDIA CENTER: The Braelinn Elementary School Media Center is accessible to students every day during the school year. Students will come with their class but are also encouraged to come when they need a new book. Students are responsible for books checked out to him or her. Lost or damaged items may result in replacement fees.

PUBLISHED PICTURES OF STUDENTS: From time to time pictures are made of students engaged in school activities and published in the local newspapers. If you do not want your child's picture released to a newspaper or other publication, please submit your request in writing to the school principal.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT: Parents have a right to inspect and review, within 45 days of a request, the education records of a student who is your child. Parents should submit to the school a written request identifying the records they wish to inspect. The school will make arrangements for access and provide notice of such arrangements.

RETURNED CHECKS: There will be a \$10.00 charge for returned checks.

LUNCHES: Students may buy a lunch from school or bring a lunch from home. **Bringing "fast food" to students for lunch is discouraged.** The cafeteria menu is available for review on the Braelinn website. Students are assigned a lunch account number. Parents may deposit money into their student's account to be used by the student to purchase lunches. **No canned drinks, glass containers, or soft drinks are allowed in the lunchroom.** Elementary student lunches will be \$2.75. Milk, juice, and bottled water will be \$0.50 (lunch prices are subject to change by the Fayette County Board of Education). If you would like to eat lunch with your child, adult lunches will be \$3.75.



The Leader In Me (LIM):

The Leader in Me is a whole-school transformation model in which our emphasis lies in teaching students to truly lead their own lives and meet the great challenges and opportunities of the 21st century. The Leader in Me is modeled after *The 7 Habits of Highly Effective People* and includes the following habits: Be Proactive; Begin with the End in Mind; Put First Things First; Think Win-

Win; Seek First to Understand, Then to Be Understood; Synergize; and Sharpen the Saw.

BRING YOUR OWN TECHNOLOGY (BYOT): All Fayette County schools are equipped with wireless Internet access. With a signed BYOT Permission Form (available on our website and on pages 21-22 of the Handbook) and the completion of the BYOT Device Registration (available on our website), students are permitted to bring their own technology (Kindles, Nooks, iPads, tablets, etc.) to use at the discretion of the teacher for academic purposes. New BYOT Permission Forms and Device Registrations must be completed each year.

ROLLING BOOK BAGS: Rolling book bags are NOT permitted due to safety concerns in the hallways.

PHYSICAL EDUCATION: Georgia law requires physical education instruction, and participation is mandatory except for health reasons. A written note from a physician or parent explaining the nature of the illness or injury and stating specifically the length of time before normal participation can be resumed should be presented to the physical education instructor. Sandals and flip flops are not recommended for physical education classes and recess, due to safety concerns.

CLASSROOM PARTIES: Two classroom parties (Holiday and End of Year) are permissible. Room parents should consult with the classroom teacher to determine if any students have food allergies.

BIRTHDAY CELEBRATIONS: Parents may bring cupcakes, ice cream, or cookies; however, these are to be eaten in the lunchroom rather than the classroom. These refreshments should be delivered to the office before the student's lunch period so that they can be taken to the lunchroom at the appropriate time. Parents should be aware of food allergies and food restrictions for students in the classroom. Party bags, hats, and candles are not permitted.

PRIVATE INVITATIONS OR CORRESPONDENCE: Invitations to private parties or other personal correspondence should not be distributed at school. The practice of passing out invitations at school can cause both hurt feelings and class disruptions.

PETS, REPTILES, etc: Animals may come to school with prior permission from the administration. Their presence at school must serve an instructional purpose. They must be on a leash or in a cage and must remain on a leash or in a cage during their entire visit. They may not be transported by school bus but must be delivered by the parent and be returned when the presentation or lesson is finished. Please do not bring pets on school property during arrival and dismissal without prior permission.

LOST AND FOUND: It is strongly recommended that items such as jackets, caps, and sweaters be identified with name labels as these are articles of clothing that may be lost easily. A designated location for lost and found is available in the front hall skylight area where lost items may be claimed. Articles not claimed will be sent to a charitable organization several times during the year.

STUDENT USE OF SCHOOL TELEPHONES: The telephones are reserved for school use only. Students will not be allowed to use the phone except in an emergency or at the direction of a staff member. Arrangements for after-school club meetings should be made prior to that day. All necessary phone calls regarding club meetings or after-school activities must be made before 12:00 noon.

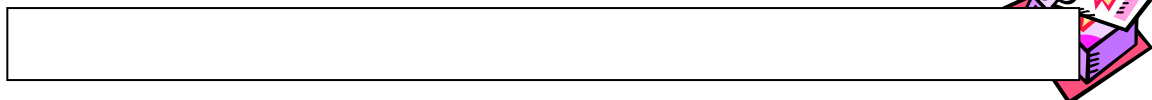
SALES AND SOLICITATIONS: Students are not allowed to sell any ticket or merchandise of any type at school without permission being granted by the principal.

SCHOOL SAFETY AND VIOLENCE TASK FORCE HOTLINE: The Georgia Department of Education has instituted a statewide toll free school safety hotline 1-877-SAY-STOP (1-877-729-7867). It will be manned by a certified safety expert and supervised by the Safe and Drug Free Schools and Communities Coordinator. The hotline hours will be Monday through Friday, 8 a.m. to 5 p.m. After 5 p.m. all calls will be forwarded to the Georgia Bureau of Investigation headquarters. Information received over the hotline relating to potential violations of state law will be forwarded to the appropriate law enforcement agency.

CLASSROOM DISRUPTIONS: Please do not go directly to your child's classroom after 7:30 a.m. or before 2:45 p.m. to talk to the teacher (unless you have a scheduled appointment and have signed-in in the front office). A two minute unscheduled walk-in can cause a major disruption in the classroom learning process. The front office will deliver forgotten lunches and homework.

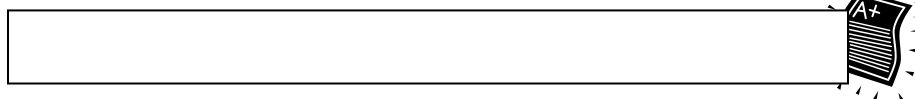
RETURNING TO CLASSROOM: Due to the continued need for maintaining a safe school, students will be unable to return to a classroom to retrieve work/books once a teacher has locked his/her classroom door for the day. Custodians are not allowed to unlock classroom doors for returning students, and we kindly ask that they not be asked to do so.

OVERDUE/LOST BOOKS AND TEXTBOOKS: Parents will receive notification when a media book is overdue. Students are responsible for overdue or lost media books and textbooks. If you determine that a media book is lost, the media center can provide documentation regarding the replacement cost.



AUGUST	August 15 th August 22 nd	Information Night for K-2 nd Information Night for 3 rd -5 th
NOVEMBER	November 15 th	Kindergarten and 4 th grade Thanksgiving Lunch
DECEMBER	December 5 th	1 st and 2 nd grade Holiday Lunch
FEBRUARY	February 8 th	3 rd and 5 th grade Valentine's Lunch
MAY	September 8 th	Grandparents Day Breakfast
	May 15 th	K-2 Braelinn Blast
	May 16 th	3-5 Braelinn Blast
	May 17 th	K-5 Firetruck

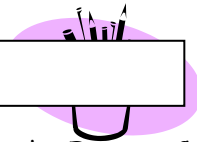
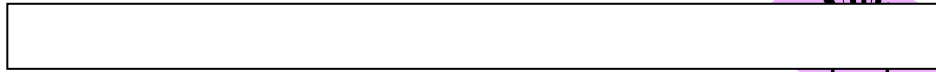
TBA	Academic Competitions:	
	Recitation Contest	Essay Contest
	Math Bowl	Science Olympiad



Progress Reports Go Home: 09-12-17 Report Cards Go Home: 10-16-17

11-13-17
02-08-18
04-30-18

01-05-18
03-22-18
05-25-18



In compliance with the requirements of the No Child Left Behind statute, the Fayette County School District informs parents that they may request information about the professional qualifications of their child's teacher(s). Parents wishing to request the information should contact one of the school administrators.

The following information may be requested:

1. certification information;
2. college major/graduate certification or degree held by the teacher;
3. whether or not the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
4. qualifications of the paraprofessional, if paraprofessional services are provided



FAYETTE COUNTY BOARD OF EDUCATION

LaFayette Educational Center
205 LaFayette Avenue
FAYETTEVILLE, GEORGIA 30214
(770) 460-3990
(770) 460-3928 FAX
www.fcboe.org

Dr. Jeff Bearden
Superintendent

Board Members
Dr. Bob Todd, *Chair*
Marion Key, *Vice-Chair*
Terri Smith
Janet Smola
Dr. Sam Tolbert

Dear Parent or Guardian:

School Health Services is proud to be part of the team effort that supports student success in our county. As your school nurse works with you this year, we need your assistance and cooperation in preparing for the possibility that your student might need to take a medication, become ill, or have an injury during school hours. **This parent letter, Immunization Information, the NEW School Medication Policy, NEW School Medication Authorization and Health Care Plans are available on the Fayette County Board of Education web site at www.fcboe.org under “School Health Services”.**

STUDENT EMERGENCY/SAFETY INFORMATION

Please make corrections, sign and return your student’s Emergency Safety Card. This information must be updated annually to enable us to contact you in case of an emergency. **If any information changes during the school year, contact the school immediately.**

SCHOOL MEDICATION ADMINISTRATION

The Fayette County School’s **NEW Medication Policy** is available on the website e-Board under Policies and will be followed for all medications given at school.

- The parent or legal guardian must complete and sign the NEW School Medication Authorization for all medications given at school. For prescription, homeopathic or supplement medications, a duly-licensed, Georgia physician must also complete and sign the School Medication Authorization or Health Care Plan available on the website or from your school nurse.**
- A parent/legal guardian or other designated adult must bring all medication, accompanied by the NEW School Medication Authorization or Health Care Plan, to the school clinic unless special permission given by the principal or school nurse.**
- All over-the-counter, prescription, homeopathic and supplement medications must be in their original containers with unexpired dates and labeled in English.** Prescription medications must be clearly labeled with the physician’s name, medication’s name, strength, dosage, date, time for administration, and dispensing pharmacy. **Parent/Guardian must provide over-the-counter medications to the clinic.**
- If your student has a life-threatening condition (i.e. asthma, diabetes, or severe allergy), permission may be granted to carry the medication (such as inhaler, glucose tablet, epinephrine injector, or internal Insulin pump) on his or her person from the student’s physician and parent/guardian on the NEW School Medication Authorization or Health Care Plan.**
- Saline eye drops, antibiotic ointment, lotion to control itching (i.e. Calamine lotion, Hydrocortisone Cream), alcohol, peroxide, petroleum jelly (i.e. Vaseline), oral Benzocaine (i.e. Anbesol), topical wound dressing (i.e. QR or Styptic Pencil), un-medicated throat lozenges/cough drops, and aloe vera gel are routinely used in the school clinic unless instructed differently by the parent/guardian.**

STUDENT ILLNESS/INJURY

The main reasons for keeping your student home from school are he/she is too sick to participate comfortably at school or might spread a contagious disease to other students. If your student has been **diagnosed with a**

contagious disease, please contact the clinic so other student's parents and school staff may be alerted of the symptoms.

Reasons Your Child will be Sent Home from School

1. **Fever >100 degrees F or 37.8 degrees Celsius***

Student should stay home until there is NO FEVER for 24 hours WITHOUT MEDICATION. Call your doctor if the fever is with pain, rash, weakness, vomiting or diarrhea.
(*Based on CDC Recommendations)

2. **Vomiting or Diarrhea**

Student should stay home with ONE event of vomiting or watery diarrhea. Call your doctor if vomiting or diarrhea continues or with fever, rash, or weakness.

3. **Drainage from a wound, rash or eyes**

Student should stay home with drainage from a wound, rash, or eyes. Call your doctor for treatment.

4. **Head Lice or Scabies**

Student should stay home until after treatment is complete and no lice or nits. Contact the health department or your doctor for treatment. The student must be cleared by the Clinic to return to school.

5. **Unexplained Rash**

Student should stay home with an unexplained rash. Call your doctor for treatment.

Your student may not return to school until they have been fever-free and symptom-free for ONE FULL school day (i.e. If your child goes home sick at 11:00am on Monday, your child can not return to school until Wednesday morning.). When there is doubt in your mind about sending your student to school, consult your doctor. **Your school nurse or principal may ask for a "Release to Return to School" from your doctor before returning to school.** Please make sure that your student's school knows how to reach you during the day.

IMMUNIZATION CERTIFICATES

All students entering or attending Grades Pre-KG through 12th grade in the Fayette County School System are required to have a complete Georgia Certificate of Immunization (Form 3231) in accordance with Georgia Law, OCGA 20-2-771. All students must be immunized against disease as specified by the Georgia Department of Human Resources, or have medical or religious exemption on file at school. **Immunization information and flyers for Pre-Kindergarten, Kindergarten, "New Entrants", and 6th Grade students are available on the website.**

HEALTH CARE PLANS

If your student has a severe allergy, asthma, diabetes, seizures or other chronic health condition which may require medication or special care during school hours, we recommend you and your healthcare provider complete and sign a *Health Care Plan* available on the website or from your school nurse.

Working together, we can promote the health and well-being of your student and ensure they obtain the maximum educational benefit while at school. Please contact your School Clinic if you have any questions or concerns.

Sincerely,
Debbie King, RN, BSN
School Health Services Coordinator
770-460-3990 Ext. 182

Fayette County School Health Services
SCHOOL MEDICATION AUTHORIZATION

Please bring or mail this School Medication Authorization to the school or send to the secure FAX to Braelinn at 770-631-5430.

Student's Name: _____	Birth Date: _____	
School: _____	Grade: _____	Homeroom Teacher: _____
List any drug allergies/reactions: _____		

PARENT OR LEGAL GUARDIAN AUTHORIZATION

(Required for ALL Medications)

If medications must be given during school hours, this form must be completed. The parent/guardian must provide the school with the over-the-counter or prescription or homeopathic/supplement medication in the original container with unexpired date and will be given as directed on the package or as directed by the below physician. It is the responsibility of the parent/guardian to notify the school of medication changes and complete a new Authorization. _

Name of medication: _____ Daily OR As Needed

Dosage: _____ **Frequency/Times to be given:** _____ **Medication Expiration Date:** _____

Medication for: This School Year 20__ - 20__ Following Dates Only _____

Physician's Name: _____ **Phone Number:** _____

I, this child's parent/guardian, hereby authorize the named Healthcare Provider who has attended to my child, to furnish to the School Health Services Coordinator and/or School Clinic Staff any medical information and/or copies of records pertaining to my child's medication and for this information to be shared with pertinent school staff at my child's school. I understand that as of April 14, 2003, under the Health Insurance Portability and Accountability Act ("HIPAA") disclosure of certain medical information is limited. However, I expressly authorize disclosure of information so that my child's medical needs may be served while in attendance in the Fayette County Schools. This authorization expires as of the last day of the school year.

Parent/Legal Guardian Signature **Date** **Home Phone** **Work Phone**

PHYSICIAN AUTHORIZATION

(Required for Prescription or Homeopathic OR Supplement Medications ONLY)

Name of medication: _____

Dosage: _____ Route: _____ Frequency/Time to be given: _____

Start Medication On: _____ Stop Medication On: _____

Condition/Illness Requiring Medication: _____

Common Side Effects of the Medication: _____

Student may carry and self-administer medication due to a life threatening condition: Yes No

Special Instructions: _____

Physician's Signature: _____ **Date:** _____

Physician's Name: _____ **Telephone Number:** _____

Policy Level: BOARD POLICY	Descriptor Code: JGCD	Rescinds Code:
Descriptor Term: MEDICATION		Effective Date: June, 2001

It is the policy of the Fayette County School District that the administration of medication by the staff members of the Fayette County schools to students shall be permitted if it is not feasible for the parent or legal guardian to administer the medication at home. In the event the administering of medication to a student during school hours is necessary, each school will provide appropriate control and assistance in the administration of the medication.

1. The principal or staff member designated by the principal shall be responsible for administering or assisting the student in self-administration of medication, documentation of administration of medication, and storage of all medications in a locked cabinet.
2. The parent or legal guardian must complete and sign a *School Medication Authorization* for administration of any medication at school detailing the student's physician, medication's name, dosage, and frequency. For a prescribed medication or homeopathic medication/supplement, a duly-licensed, Georgia physician must also sign the *School Medication Authorization or Health Care Plan* detailing the medication's name, dosage, time of administration, and potential side effects. The medication will be administered only in accordance with the written instructions from the prescribing physician. The parents or legal guardians shall authorize the staff member assisting with the administration of medication to correspond directly with the student's physician in the event the staff member deems it appropriate or necessary. The parent/guardian should also be contacted as soon as possible if this should occur. Only medical information related to this instance shall be discussed.
3. A parent or legal guardian or other designated adult must bring all medications, accompanied by the *School Medication Authorization or Health Care Plan*, to the school clinic. In the event that a parent or legal guardian cannot bring the medication to school, it is the parent or legal guardian's responsibility to notify the school. The principal or staff member designated by the principal can give approval for the student to transport the medication and *School Medication Authorization or Health Care Plan* to school before the beginning of the school day.
4. All over-the-counter and prescription medications must be in their original containers with unexpired dates and labeled in English. Prescription medications must be clearly labeled with the physician's name, medication's name, strength, dosage, date, time for administration, and dispensing pharmacy. Prescription medication at school shall be limited to no more than a 30-day supply. Parent or legal guardian must provide over-the-counter medications to the clinic. Homeopathic medications/supplements will only be accepted if the *Medication Authorization or Health Care Plan* is signed by a physician.
5. Under certain circumstances, a student who has a serious medical condition (i.e. asthma, diabetes, or allergic reaction) may be granted permission to carry medication (such as inhaler, glucose tablets, Epinephrine injection, or internal insulin pump) on his or her person. Such permission will only be granted in response to a written statement from the student's physician and parent or legal guardian that such a need exists based on a serious medical condition on a completed and signed *School Medication Authorization or Health Care Plan*.
The parent or legal guardian must also sign a statement releasing the school district and its employees and agents from civil liability if the self-administering student suffers an adverse reaction as a result of self-administration of such medication or for a designated staff member administering such medication to students who are unable to self-administer because of age or any other reason.
6. Nurses or other school employees are authorized to administer epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer epinephrine to a student in such circumstances shall be immune from civil liability.
7. All over-the-counter and prescription medication or homeopathic medication/supplement require an appropriate completed and signed *School Medication Authorization or Health Care Plan* by a parent or legal guardian and/or physician for each new school year or whenever there are changes in the student's medication to be administered at school.

Policy Level: BOARD POLICY	Descriptor Code: JGCD	Rescinds Code:
Descriptor Term: MEDICATION CONTINUED		Effective Date: June, 2001
<p>8. Any student not complying with this policy and possessing any medication (prescription or over-the-counter medication or homeopathic medication/supplement) on the school campus shall be subject to discipline as set forth in Fayette County School's Student Code of Conduct policy.</p> <p>ADOPTED: March 17, 1980 REVISIED: June 17, 1985; July 13, 1998; June 18, 2001; July 31, 2007; May 17, 2011; June 7, 2011 Board of Education of Fayette County</p>		