



ACKNOWLEDGMENT OF RECEIPT OF MCSD STUDENT HANDBOOK & CODE OF CONDUCT

The undersigned student (where appropriate) and parent hereby acknowledge receipt of the Muscogee County School District Handbook and **Code of Conduct ("Handbook") for the 2021-2022 school year**. We have received, read, and discussed the requirements of the Handbook, including but not limited to: the code of conduct; disciplinary procedures; responsible use of devices and internet-based educational solutions as outlined in the Student Handbook and relevant MCSD Board Policy language, and the requirements of and penalties for violation of Georgia's compulsory attendance law, and we agree to fully abide by the same.

Signature of Parent

Date

Printed Name of Student

Signature of Student

Date

School: _____

Grade: _____

Home Room Teacher/Advisor: _____

***** Please complete and return within 5 days of receipt of the Handbook. *****

The Muscogee County School District supports the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act and does not tolerate discrimination in any form.



Behavior Contract
Student – Parent – School
2021 – 2022

Each student must review the Muscogee County School District Student Handbook and Code of Conduct, sign, and return this form to be maintained by the school. Students, please place your initials by each statement and sign at the bottom. Parents or Guardians please review the statements with your child and sign. Your signatures indicate that you and your child have read, reviewed, and understand the School District Code of Conduct and all School Board policies contained or referenced therein.

Board policies are available at www.muscogee.k12.ga.us

_____ I have received, read, and understand the Muscogee County School District Behavior Code and Discipline Policy Handbook.

_____ I will not disrupt or interfere with the day-to-day operations of the school.

_____ I will not damage or attempt to cause damage to school property.

_____ I will not bully others or verbally or physically harm any student or employee.

_____ I will not have a weapon or anything that could be considered a weapon on school property, on the school bus, on the way to school, or at a school function or event.

_____ I will not sell, possess, or be under the influence of alcohol, tobacco products, or illegal substances while on school property, on the way to school, or at a school function or event.

_____ I will comply with all directions and commands given by any authorized school personnel.

_____ I will take pride in my appearance by maintaining the MCSD dress code.

_____ I will attend all classes and not leave the school without permission.

_____ I will not demonstrate gang signs, nor will I draw or wear gang insignia.

_____ While at school or any school function, I will not participate in any inappropriate sexual behavior verbally, written, or physically.

Student Signature

Date

Parent/Guardian Signature

Date

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Muscookee County School District

Chromebook and G-Suite Agreement & Permission Form



MCSD believes that all students should be engaged in, be excited by, and take ownership of their learning.

Purpose: This year, MCSD students will use Google's Workspace for Education tools, Chromebooks, and web based applications selected and authorized by classroom teachers as learning tools to promote and maximize personalized learning and achievement. Although this Agreement authorizes the student's use of the Chromebook for the year, the device is the property of the District and must be returned upon the District's request, and no later than the last day of the student's attendance for the school year.

Permission: PLEASE READ CAREFULLY

My signature below indicates that I have read the information provided and referenced in this document and in the MCSD Student Handbook and Code of Conduct regarding the use of devices, technology and web-based applications in the MCSD. I give permission for the MCSD to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

School Name: _____

School Year: _____

Student Name: _____

Signature: _____

Parent Name: _____

Signature: _____

Type of Device	The student will be issued a Chromebook, a protective carrying case, and a USB-C charger (if the device is authorized to be taken home) to be used for educational purposes only.				
Use of and Care for the Tools	The device is to be treated as a valuable learning tool and should be cared for accordingly. The student's use of the device must comply with all applicable School Board policies and regulations as outlined in the MCSD RUP (Responsible Use Policy). The RUP is located within the MCSD Handbook & Code of Conduct. The student is responsible for the reasonable care of the device and all applicable equipment associated with the device. The student should take care not to drop it or get it wet, and must not leave it outdoors or in a car in extreme weather conditions, or use it near food or drink. The student may clean the device with a soft, dry cloth, only. The student will carefully transport the device in the assigned protective case, and if applicable, will bring it to school each day, fully charged. The student and parent/guardian understand that if the student comes to school without his/her device, the student may not be able to participate in classroom learning activities and his/her grade may be affected. The device is for the student's exclusive use. The student shall not: lend the device/equipment to anyone; alter, disfigure or deface the device/equipment; cover up any numbering, lettering, or insignia displayed on the device; alter or remove any MCSD software, programs or applications from the device, and will not load any software, programs or applications on the device. The student is responsible for all personal data contained on the device, and MCSD is not responsible for any data loss. The student should regularly back up all files and data to external media such as Microsoft's OneDrive or the Google Drive.				
Accidental Damage Protection Warranty	Each student-issued Chromebook comes with an Accidental Damage Protection (ADP) Warranty entitled VirtuCare Plus. This warranty is provided "free of charge" by the Muscookee County School District. The ADP warranty covers a variety of unintentional and/or accidental damage to the Chromebook. Students should follow all school procedures and policies when reporting damage to a Chromebook. Damage caused by intentional acts, fire, theft or loss, are not covered.				
Fees or Fines for Intentional Damage to or Loss of the Device	<p>Students and parents or guardians must comply with all District policies, procedures, and regulations as outlined online and in the MCSD Student Handbook and Code of Conduct and MCSD's RUP (Responsible Use Policy). A violation of any of these policies could result in a loss of privilege to use the Chromebook, appropriate discipline action and/or restitution.</p> <p><u>Board Policy JS: Student Fees, Fines, and Charges</u></p> <p>The Muscookee County School District Board of Education retains the right to charge students a reasonable fee for restitution of lost, damaged, or abused school system property, including textbooks, library books or media materials.</p> <p>The current replacement cost to MCSD from our Chromebook vendor, Virtucom, is listed below. All repairs must be completed by Virtucom. Prices can change at any time, and parents and students may be charged the current rate for intentional damage or loss of the device:</p> <table><tbody><tr><td>• Chromebook Replacement Cost - \$423.25</td><td>• Lenovo USB-C Charger Cost - \$41.00</td></tr><tr><td>• Chromebook Tablet Replacement Cost - \$359.80</td><td>• Chromebook Tablet Case - \$23.00</td></tr></tbody></table>	• Chromebook Replacement Cost - \$423.25	• Lenovo USB-C Charger Cost - \$41.00	• Chromebook Tablet Replacement Cost - \$359.80	• Chromebook Tablet Case - \$23.00
• Chromebook Replacement Cost - \$423.25	• Lenovo USB-C Charger Cost - \$41.00				
• Chromebook Tablet Replacement Cost - \$359.80	• Chromebook Tablet Case - \$23.00				
Inspection & Security Measures by MCSD	<p>The student has no expectation of privacy in his/her use of the device. MCSD reserves the right to monitor the student's use of the device and to inspect the device and anything stored on it without prior notice. MCSD has installed security measures on the device that are intended to filter or block access to sites MCSD deems to be inappropriate, in keeping with CIPA [http://fcc.gov/cgb/consumerfacts/cipa.html]. MCSD does not collect personal student info for commercial purposes per COPPA [http://ftc.gov/privacy/coppafaqs.shtml].</p> <p>While MCSD uses these technology protection measures to limit access to material considered inappropriate to students, it may not be possible for the system to absolutely prevent such access, and the parent/guardian should supervise the student's use of the device while at home. If the device is lost or stolen, MCSD will remotely render the device inoperable. Workspace accounts are school-managed, therefore administrators have access to information stored in them.</p>				

**Google's G
Suite for
Education
Information**

MCSD will be utilizing Google's Workspace for Education with the Chromebook. Workspace Core Services include Gmail, Calendar, and Classroom; these are required for Chromebook login. Workspace also offers additional Services like YouTube, Maps, and Blogger are used with Workspace for Education accounts only if appropriate and only for educational purposes. Full listings of Services and additional information is available at the links below.

Google does not own student data stored or created in MCSD Workspace for Education, nor does it sell student information residing in MCSD Workspace for Education. MCSD Workspace does not show advertising to logged-in students. Google's adherence to its contractual obligations to protect student privacy is audited by several third parties. You can learn more at the Workspace for Education FAQ (<https://support.google.com/a/answer/139019?hl=en>) and notice (<https://support.google.com/a/answer/7391849>) and the Workspace for Education Privacy and Security page (https://edu.google.com/why-google/privacy-security/?modal_active=none). Students may, where appropriate, access Google services such as Google Docs and Sites for collaborative work, which include features where users can choose to share information with others or publicly.

Google uses the information collected from all Additional Services to provide, maintain, protect and improve the services, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results, and may combine personal information from one service with information, including personal information, from other Google services. Google does not use any user personal information (or any information associated with a Google Account) to target ads.



**Parental/Guardian Opt-Out of Club Participation/Event Activities
2021-2022**

Student Name _____

School _____

I hereby acknowledge receipt of information regarding student clubs/event activities that are scheduled to be operational at the school during the current school year. I understand that if a club and/or event for which information has not been provided is started after this information is distributed, I will be provided with the information at that time and my written permission will be required prior to my student's participation.

I wish to withhold permission for my child to participate in the student club(s)/event(s) listed below:

1. _____
2. _____
3. _____

I wish to withhold permission for my child to participate in ALL clubs and/or events:

☐

YES

☐

NO

Parent/Guardian Name _____
(Please print)

Parent/Guardian Signature:

Date:

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Parent & Student Notification Agreement

Compulsory Attendance Law O.C.G.A §20-2-690.1

Mandatory attendance in a public school, private school, or home school program shall be required for children between their sixth and sixteenth birthdays. Such mandatory attendance shall not be required where the child has successfully completed all requirements for a high school diploma.

Every parent, guardian, or other person residing within this state having control or charge of any child or children during the ages of mandatory attendance as required in subsection (a) of O.C.G.A. §20-2-690 shall enroll and send such child or children to a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program; and such child shall be responsible for enrolling in and attending a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program under such penalty for noncompliance with this subsection as is provided in Chapter 11 of Title 15, unless the child's failure to enroll and attend is caused by the child's parent, guardian, or other person, in which case the parent, guardian, or other person alone shall be responsible; provided, however, that tests and physical exams for military service and the National Guard and such other approved absences shall be excused absences. The requirements of this law's subsection shall apply to a child during the ages of mandatory attendance as required in subsection (a) of O.C.G.A. §20-2-690 who has been assigned by a local board of education or its delegate to attend an alternative public school program established by that local board of education, including an alternative public school program provided for in O.C.G.A. §20-2-154.1 regardless of whether such child has been suspended or expelled from another public school program by that local board of education or its delegate, and to the parent, guardian, or other person residing in this state who has control or charge of such child. Nothing in this Code section shall be construed to require a local board of education or its delegate to assign a child to attend an alternative public school program rather than suspending or expelling the child.

Any parent, guardian, or other person residing in the State of Georgia who has control or charge of a child or children and who violates this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine of not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense. After two reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence without response, the school system shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested, or first-class mail. Prior to any action to commence judicial proceedings to impose a penalty for violating this subsection on a parent, guardian, or other person residing in this state who has control or charge of a child or children, a school system shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested. Public schools shall provide to the parent, guardian, or other person having control or charge of each child enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance under this Code section for children and their parents, guardians, or other persons having control or charge of children. The parent, guardian, or other person who has control or charge of a child or children shall sign a statement indicating receipt of such written statement of possible consequences and penalties; children who are age ten years or older by September 1 shall sign a statement indicating receipt of such written statement of possible consequences and penalties. After two reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance with this subsection if it sends a copy of the statement, via certified mail, return receipt requested, or first-class

mail, to such parent, guardian, or other person who has control or charge of a child or children. Public schools shall retain signed copies of statements through the end of the school year.

Local school superintendents in the case of private schools, the Department of Education in the case of home study programs, and visiting teachers and attendance officers in the case of public schools shall have authority and it shall be their duty to file proceedings in court to enforce this subpart. The Department of Education shall coordinate with local school superintendents with respect to attendance records and notification for students in home study programs.

An unemancipated minor who is older than the age of mandatory attendance as required in subsection (a) of O.C.G.A. §20-2-690 who has not completed all requirements for a high school diploma who wishes to withdraw from school shall have the written permission of his or her parent or legal guardian prior to withdrawing. Prior to accepting such permission, the school principal or designee shall convene a conference with the child and parent or legal guardian within two school days of receiving notice of the intent of the child to withdraw from school. The principal or designee shall make a reasonable attempt to share with the student and parent or guardian the educational options available, including the opportunity to pursue a general educational development (GED) diploma and the consequences of not having earned a high school diploma, including lower lifetime earnings, fewer jobs for which the student will be qualified, and the inability to avail oneself of higher educational opportunities. Every local board of education shall adopt a policy on the process of voluntary withdrawal of unemancipated minors who are older than the mandatory attendance age. The policy shall be filed with the Department of Education no later than January 1, 2007. The Department of Education shall provide annually to all local school superintendents model forms for the parent or guardian signature requirement contained in this subsection and updated information from reliable sources relating to the consequences of withdrawing from school without completing all requirements for a high school diploma. Such form shall include information relating to the opportunity to pursue a general educational development (GED) diploma and the consequences of not having earned a high school diploma, including lower lifetime earnings, fewer jobs for which the student will be qualified, and the inability to avail oneself of higher educational opportunities. Each local school superintendent shall provide such forms and information to all of its principals of schools serving grades six through twelve for the principals to use during the required conference with the child and parent or legal guardian.

The Muscogee County School District is required to obtain signatures from parents and students (who are ten years-old by September 1) as acknowledgment of receipt of this Compulsory Attendance Law and of the possible consequences due to non-compliance.

Please refer to the MCSD Student Handbook and Code of Conduct, MCSD Board Policies, and the District's Student Attendance webpage, created by the Division of Student Services' Counseling and Social Work Services for more information.

School Name: _____

Student Name (please print) _____ Date: _____

Parent/Guardian Signature: _____

Student Signature: _____

Student's Age as of September 1, (2021): _____

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GEORGIA STUDENT WELLNESS/STUDENT HEALTH 2.0 SURVEY PARENTAL PERMISSION FORM

The Student Wellness/Student Health 2.0 Survey is an anonymous, statewide survey instrument for grades 3-12 that was designed to collect data on student wellness and school climate issues that impact student achievement, and is administered during the current school year.

The Survey for grades 3-5 includes 15 school climate questions and should take no more than 10-15 minutes for students to complete.

The Survey for grades 6-12 contains 33 questions covering various topics such as school climate and safety, bullying, alcohol/drug use and mental health and should take approximately 20 minutes to complete.

All student survey data is anonymous and self-reported.

The Protection of Pupil Rights Amendment (PPRA) gives you the right to opt your child out of participating in the survey. If you do not wish for your child to participate in this survey, you must object in writing delivered to your child's school no later than September 1, 2021. If you would like to examine the survey, please visit the GaDOE website or contact your school and we will be happy to provide you with a copy for your review.

Please sign this form and return it to school by September 1, 2021 if you consent to your child's participation. Failure to sign this form and failure to notify your school of your objection as stated above will be considered as passive consent, as indicated by GaDOE.

I consent to my child's participation in the Student Wellness/Student Health 2.0 Survey.

SCHOOL _____

STUDENT _____ GRADE _____

Parent/Guardian Signature

Date

Thank you for your participation.



Student Health Record

School: _____ Year: _____

Student's Name: _____ D.O.B. ____ / ____ / ____

Last First Middle

Grade: _____ Teacher: _____ Sex (Check One): Male ☐ Female ☐

Race / Ethnicity (Check One):

☐ Black / African American ☐ White ☐ Hispanic ☐ American Indian ☐ Multi-Racial ☐ Other

Student Address: _____ Zip Code: _____

Mother / Legal Guardian: _____ Home Phone: _____ Work Phone: _____

Father / Legal Guardian: _____ Home Phone: _____ Work Phone: _____

Emergency Contacts:

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Special Health Issues (Please check all that apply and explain below):

☐ ADD / ADHD ☐ Drug Allergy (Name of Drug): _____ ☐ Prosthesis
☐ Asthma ☐ Food Allergy (Name of Food): _____ ☐ Glasses
☐ Diabetes ☐ Insect Sting Allergy (Type of Insect): _____ ☐ Braces
☐ Epilepsy (Seizures) ☐ Heart Condition (Type): _____ ☐ Hearing Aid

Please explain any/all medical conditions, surgeries or problems that your child has had that may or may not present a problem while at school:

List any medication that your student is currently taking:

Reason for medication:

Is there a medical reason that prohibits your student's participation in physical education?

☐ Yes ☐ No

If yes, please supply a doctor's statement for school files.

Additional Medical Emergency Contacts:

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Physician's Name: _____ Phone Number: _____

Dentist's Name: _____ Phone Number: _____

For COVID-19 resources, please refer to MCSD home page or <http://sites.muscogee.k12.ga.us/covid-19/>.

The Registered nurse or clinic worker will contact your child's physician regarding child's health care needs if necessary.

In the event of an emergency, a representative of the school will contact the family doctor if the parent or legal guardian cannot be reached.

In the event of an emergency, the school will contact an ambulance to transport your student to the hospital.

Parent / Guardian Signature

Date

Notes:



**PERMISSION TO ALLOW STUDENT
TO PARTICIPATE IN MEDIA RELATIONS OR INTERVIEWS
2021-2022**

On occasion, the Muscogee County School District is approached by various media outlets and other outside organizations, companies or groups to interview, record or photograph District students. These requests are approved by the District's Communication Office or designee. Once a student's photograph, video image, audio clip, quote or other identifying information is published by media outlets or other outside organizations, companies or groups, it can likely be publicly accessed by individuals on or off campus.

The media outlet, outside organization, company or group should not but may ask for personal information, such as the student's name, parents' names, addresses, telephone number, or opinions on various topics. **I understand** that, although the District makes efforts to ensure that these interactions are positive, the District ultimately has no control over what information the media outlet, outside organization, company or group will obtain from the student, how the media outlet, outside organization, company or group will use the information gathered from the student, or how the student will be portrayed by the media outlet, outside organization, company or group.

I hereby grant permission to the District to allow my student to be interviewed, photographed or recorded by media, including, but not limited to radio, television, and print outlets, or other outside organizations, companies, or groups while on District property or at District events. **I also agree** to indemnify, defend and hold harmless the members of the Muscogee County Board of Education, the District, its officers, employees, agents, successors and assignees from and against any and all claims and liabilities resulting from this activity.

Parents/guardians or students 18 years of age or older do not grant permission as noted above are required to provide an objection in writing to the principal or building leader of your school within five (5) days of your receipt of this form.

Name of Student (Please Print)

Signature of Student *Must appear if the student is 18 or older*

Name of Parent/Guardian (Please Print)

Signature of Parent/Guardian

Date

The Muscogee County School District supports the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act and does not tolerate discrimination in any form.



**PERMISSION TO POST STUDENT IMAGES, VIDEOS, WORK ON
MUSCOGEE COUNTY SCHOOL DISTRICT WEBSITE AND SOCIAL MEDIA PLATFORMS
2021-2022**

On occasion, the Muscogee County School District utilizes interviews, recordings, photographs of students or student work on its social media platforms and website. These posts are typically created and must be approved by the District's Communication Office. Once a student's photograph, video image, audio clip, quote or other identifying information is published it can be accessed by individuals on or off campus.

I hereby grant permission to the District that the student named below may be interviewed, photographed or recorded and those images and videos or images of student or student work may be posted to the District's website and social media platforms as authorized by District Communications personnel or designee. **I also agree** to indemnify, defend and hold harmless the members of the Muscogee County Board of Education, the District, its officers, employees, agents, successors and assignees from and against any and all claims and liabilities resulting from or arising out of this activity.

Parents/guardians or students 18 years of age or older do not grant permission as noted above are required to provide an objection in writing to the principal or building leader of your school within five (5) days of your receipt of this form.

Name of Student (Please Print)

Signature of Student Must appear if the student is 18 or older

Name of Parent/Guardian (Please Print)

Signature of Parent/Guardian

Date

The Muscogee County School District supports the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act and does not tolerate discrimination in any form.

School District: _____

Date: _____

Parent Occupational Survey

Please complete this form to determine if your child(ren) qualify to receive supplemental services under Title I, Part C

Name of Student(s)	Name of School	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- Has anyone in your household moved in order to work in another city, county, or state, in the last three (3) years? ☐ Yes ☐ No
- Has anyone in your household been involved in one of the following occupations, either full or part-time or temporarily during the last three (3) years? ☐ Yes ☐ No

If you answer "yes", check all that applies:

- ☐ 1) Planting/Picking vegetables (tomatoes, squash, onions, etc.) or fruits (grapes, strawberries, blueberries, etc.)
- ☐ 2) Planting, growing, cutting, processing trees (pulpwood), or raking pine straw
- ☐ 3) Processing/Packing agricultural products
- ☐ 4) Dairy/Poultry/Livestock
- ☐ 5) Packing/Processing meats (beef, poultry, or seafood)
- ☐ 6) Commercial fishing or fish farms
- ☐ 7) Other (Please specify occupation): _____

Names of Parent(s) or Legal Guardian(s) _____

Current Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Thank You! Please return this form to the school

Please maintain original copy in your files.

MEP funded school/district: Please give this form to the migrant liaison or migrant contact for your school/district.

Non-MEP funded (consortium) school/districts: When at least one "yes" and one or more of the boxes from 1 to 7 is/are checked, districts should fax occupational surveys to the Regional Migrant Education Program Office serving your district. For additional questions regarding this form, please call the MEP office serving your district:

GaDOE Region 1 MEP, 201 West Lee Street, Brooklet, GA 30415
Toll Free (800) 621-5217 Fax (912) 842-5440

GaDOE Region 2 MEP, 221 N. Robinson Street, Lenox, GA 31637
Toll Free (866) 505-3182 Fax (229) 546-3251

Family Contacted/Attempt Date: _____

Sent to Regional Office on: _____

1854 Twin Towers East • 205 Jesse Hill Jr. Drive • Atlanta, GA 30334 • www.gadoe.org

Richard Woods, Georgia's School Superintendent

An Equal Opportunity Employer





2021-2022

Parent's Right To Know

Parents may request the following information about his/her student's teacher:

- Whether the teacher has met Georgia qualifications as licensing criteria for the grade level and subject matter in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which Georgia qualification or licensing requirements have been waived.
- Whether the teacher is teaching in the field of discipline of the certification of the teacher.
- The teacher's college major, whether the teacher has an advanced degree, and, if so, the subject of the degree.
- Whether any paraprofessionals provide services to the child and, if so, their qualifications.

Point of contact: Federal Programs Office (706)748-2154

School: _____

Parent/Guardian Signature: _____

Date: _____

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Special Dietary Needs Prescription Form

Parents/Guardians: Please provide this **fully completed form, signed by a licensed physician**, or provide a **504 Plan** for a child with a disability in order for a student to receive modifications or substitutions to the regular school meals.

Date: _____

Student Name: _____ Student Number: _____

Date of Birth: _____ Grade: _____ School: _____

Diagnosis(es): _____ 504 Plan? Yes _____ No _____

Parent/Guardian: _____ Phone Number: _____

Describe the Student's: ☐ Disability ☐ Medical Condition that requires the student to have a special diet **and** the major life activity affected by the student's disability or condition:

History of anaphylaxis reaction due to severe food allergy: ☐ Yes ☐ No (If yes, please provide documentation)

Does your child use an EPI pen? ☐ Yes ☐ No

History of allergy testing to indicate food allergy: ☐ Yes ☐ No Date: _____

List food(s) to be omitted from the diet **and** food(s) that may be substituted:

Registered Dietitian consulting with patient: Name: _____ Phone Number: _____

SIGNATURES:

Physician's Signature: _____ Phone Number: _____

Physician's Name: _____ Fax Number: _____

Please complete and return as soon as possible. Thank you.

To be completed by office (complete and check):

Clinic Worker/RN contacted: ☐ Yes ☐ No

School cafeteria Manager contacted: ☐ Yes ☐ No

POS system updated: ☐ Yes ☐ No

Student Name: _____



August ____, 2021

Dear Parent or Guardian:

Muscogee County School District (MCSD) understands the importance of developing the “whole child.” There is evidence that students who struggle with social, emotional, and/or behavioral concerns often have lower academic achievement (National Institutes of Health). However, studies have shown that early identification and intervention improves student outcomes (National Institutes of Health). All students (PreK-12) will have brief wellness screenings in the form of a survey. The screenings will identify your child’s social, emotional, and behavioral strengths and areas in need of improvement. All MCSD schools, including [SCHOOL], will utilize the Behavioral and Emotional Screening System (BESS). The BESS is a brief wellness screener that includes:

1. Student Report - completed by students in grades 4-12
2. Teacher Report – completed by teachers of students in grades PK-3 (optional for grades 4-12)
3. Parent Report – completed by parents of students in any grade level

Please note, the BESS will not be used to determine the presence of mental health conditions or eligibility for special education programs. Results of the BESS will assist schools with identifying how to best meet the needs of all students. We recognize that parents are most knowledgeable about their child’s overall wellbeing. Therefore, parents are strongly encouraged to participate in the screening process, especially given the unexpected challenges caused by the current pandemic. As a parent or guardian, you may be contacted about a variety of school and/or community supports available to assist your child.

If you have any questions, feel free to contact your child's teacher. Additional information is available upon request.

Sincerely,

Principal
[PHONE]

IMPORTANT INFORMATION

I have read and understand the description of the BESS that will be provided in all Muscogee County schools. I understand the BESS is completed 2-3 times a year. I understand that once the BESS is completed, I may be contacted. I understand I am under no obligation to accept the resources and/or supports offered. **I also understand by completing and signing this statement, I am opting my child out of participating in the BESS.**

“I would like to opt-out my child, _____, from the completion of the BESS. I also understand this opt-out request is only valid for the current academic school year and will be kept on file.”

*Siblings (enrolled at same school): _____

Parent/Guardian Signature: _____

Date: _____

***Parent/Guardian: SIGN AND RETURN ONLY IF CHILD/CHILDREN WILL NOT PARTICIPATE (OPT-OUT)**

This notice is being provided to you under The Protection of Pupil Rights Amendment (PPRA).

Dear BRMS Parents,

We would like to welcome you to Blackmon Road Middle School for an exciting new school year. Despite the many challenges we faced last year, the PTO worked diligently to support students in several ways. This year, we are looking forward to working with you and your students as we continue to support BRMS as many more programs are available to in person activities and competitions.

This year I want to make efforts to involve more families in PTO. We have many openings on our board as well as a need for volunteers. If you would like to assist, please email me at BRMSPTO2021@gmail.com. We will post all information on the PTO section of the school website as well as the BRMS Facebook and Instagram pages. This should make our PTO information easy to find and readily shared.

I would like to personally invite you to our monthly meetings. At these meetings we will discuss recent issues, provide new information and updates on upcoming events and fundraisers, and bring everyone up-to-date on current programs and financials. We also welcome your feedback and ideas. Meetings will be held in person at the school. Our first meeting will be 26 August 2021.

I, along with our dedicated volunteers, will work hard this year to promote our fundraisers and PTO programs. Our common goal is to make our schools and our students' educational experience the best they can be.

We are offering two membership options this year. Basic membership will still be \$10. For \$15, you will receive a BRMS water bottle in addition to your membership. If interested, additional water bottles and will be available for purchase. Please use the membership form at the bottom of this letter to sign up for 2020-2021.

Again, welcome back and we look forward to seeing you soon!

Sincerely,

Cathy Baka
PTO President

Blackmon Road Middle School PTO Membership 2020-2021

☐ A: \$10 Family Membership

☐ Additional Water Bottle \$5

☐ B: \$15 Family Membership + BRMS Water Bottle

Make checks payable to **Blackmon Road Middle School PTO**. Our e-mail address is BRMSPTO2021@gmail.com

Parent's name: _____

Email address: _____

Phone number: _____

Child's name: _____ Grade: _____

Child's name: _____ Grade: _____



TELEPHONE CONSUMER PROTECTION ACT – SCHOOL DISTRICT USE OF AN ELECTRONIC MESSAGING SYSTEM

The *Telephone Consumer Protection Act* and the accompanying FCC Declaratory Ruling of 2016 requires school districts to receive express consent to make automated or pre-recorded telephone calls and texts to a cellular telephone under certain circumstances.

When you register your child for school and at the beginning of each school year, you provide contact information, which can include cellular telephone numbers. When you provide a cellular telephone number(s) to the school district as a contact number, you are consenting to allow the District to send calls and texts to your cellular telephone(s) in order to keep you informed about school operations, any specific concerns related to your child, and emergency information.

The District uses the Blackboard Connect system for these calls. The District may also make automated or pre-recorded calls or texts regarding non-school/community events, special election reminders, or other non-school related calls and this notice serves as the District's mandatory disclosure to you of such automated or pre-recorded calls or texts.

The District must remove telephone numbers that have been registered on the federal "Do Not Call" registry from the Blackboard Connect list of numbers. You must provide this to the District in writing to MCSD the Director of Communications within ten (10) days of your receipt of this notification.

Should you choose to revoke consent to receive automated calls/texts for any reason to your cellular telephone(s), please also email as indicated above, or follow any opt-out prompts in messages received. If you revoke consent for automated calls/texts, you may not receive time-sensitive informational or emergency messages about school operations or your child unless you provide an alternate emergency number.

The school district requires you to provide notice of any changes to your contact information within ten days. This includes changes to cellular telephone numbers you previously provided. Please be aware that the school district disclaims liability for any alleged damages that result from your failure to provide the school district with correct contact information. This includes notification that a telephone number you have given the school district has been disconnected or reassigned.

The Muscooke County School District supports the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act and does not tolerate discrimination in any form.



MCSD School Nutrition Program

Instructions for Special Dietary Needs Prescription Form

MCSD School Nutrition Program will make modifications and substitutions to the regular school meals for a student with a disability that restricts their diet. Parents/guardians seeking modifications to the school meal are asked to provide the MCSD Special Dietary Needs Prescription Form, completed and signed by a physician, or a copy of a current Section 504 Accommodation Plan. Completed documentation must be provided to the School Nutrition Program, including the school cafeteria Manager and the Special Needs Dietitian. The school cafeteria staff will prepare a modified meal along with the other meals being served that day to ensure the accommodation is made.

Please follow these steps to ensure a student with a disability requiring special nutrition needs is served the proper diet in the school breakfast, lunch, and snack programs:

1. Provide completed Special Dietary Prescription Form or provide a Section 504 Plan created by MCSD or another school district.
2. Regulations require that this documentation to be filed for each modified meal. This documentation must be on file in the school cafeteria and nurse's office, and with the Special Needs Dietitian. If you have any concerns about the documents requested, please contact School Nutrition or your Section 504 Chair, as appropriate, immediately to discuss.
3. Please communicate with the cafeteria Manager and the Special Needs Dietitian to know what foods will be served at school.
4. Dietary needs may be included in the Individual Education Plan (IEP) or the 504 Plan, where appropriate.

MCSD School Nutrition Program accommodates dietary needs or religious preferences where appropriate. Such determinations are made on a case-by-case basis. For further information, please visit USDA's Student Nutrition website at <http://www.fns.usda.gov/cnd/Guidance/>.

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Parental Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

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

- *Receive notice and an opportunity to opt a student out of* –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

- *Inspect*, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

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

MCSD will adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. MCSD will directly notify

parents of these policies at least annually at the start of each school year and after any substantive changes. MCSD will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. MCSD will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

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

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

The Muscogee County School District supports the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act and does not tolerate discrimination in any form.



Assistance with Homelessness: McKinney-Vento Students

Students experiencing homelessness are protected by the McKinney-Vento Homeless Assistance Act.

MCSD is committed to assisting students who qualify as McKinney-Vento Students. Please contact your School Counselor or Principal at your school or the McKinney-Vento Department at the Muscogee County Public Education Center.

The McKinney-Vento Act states that children and youth who lack “a fixed, regular, and adequate nighttime residence” will be considered homeless [42 U.S.C. § 11434A(2)(A)]. The Act does not define those terms. However, the following definitions may provide guidance:

- (1) Fixed: Securely placed or fastened; not subject to change or fluctuation. A fixed residence is one that is stationary, permanent, and not subject to change.
- (2) Regular: Normal, standard; constituted, conducted, or done in conformity with established or prescribed usages, rules, or discipline; recurring, attending, or functioning at fixed or uniform intervals. Consistent. A regular residence is one which is used on a regular basis.
- (3) Adequate: Sufficient for a specific requirement; lawfully and reasonably sufficient. Fully sufficient; equal to what is required; lawfully and reasonably sufficient. An adequate residence is one that is sufficient for meeting both the physical and psychological needs typically met in home environments.

The following definition of “homeless” is given in the McKinney-Vento Homeless Assistance Act

A. Means individuals who lack a fixed, regular, and adequate nighttime residence...; and

B. Includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (1) through (3).

Unaccompanied Youth

Unaccompanied youth includes youth in homeless situation who are not in the physical custody of a parent or guardian.

Children and youth who are sharing the housing of others due to loss of housing, economic hardship, or a similar reason are covered by the McKinney-Vento Act [42 U.S.C. § 11434A(2)(B)(i)]. This can include unaccompanied youth who are running away from home, even if their parents state a desire for the youth to return home. It could also include families who move in with others as a result of an emergency related to a job loss, reduction in work hours or pay, unexpected medical bills, natural disaster, or domestic violence. Families who share adequate housing on a long-term basis due to preference or convenience would not be covered by the McKinney-Vento Act.

MCSD will follow state procedures to ensure that youth in transition are identified and given equal access to appropriate secondary education and support services. School personnel shall refer children and youth in transition to appropriate health care services, including dental and mental health services. The liaison will assist the school in making referrals, as necessary. School personnel must also inform parents of all educational and related opportunities

available to their children and provide parents with meaningful opportunities to participate in their children's education. All parent information required by any provision of this policy must be provided in a form, manner, and language understandable to each parent.

- Under federal law, McKinney-Vento students must have access to a free appropriate public education, including preschool, and are given an opportunity to meet state and local academic achievement standards. They must be included in state and district-wide assessments and accountability systems.
- Information regarding the rights and services for McKinney-Vento students will be: distributed to all students and parents in August and January and upon enrollment. Information is posted in every school in the District, as well as other places where children, youth, and families in transition receive services, including family and youth shelters, motels, campgrounds, welfare departments, health departments and other social service agencies.

For more information, please see Board Policy JBC-1 and Georgia Department of Education Rule 160-5-1-28.

McKinney-Vento Parent and Student Rights

The school district shall provide an educational environment that treats all students with dignity and respect. Every McKinney-Vento student shall have equal access to the same free and appropriate educational opportunities for students who are not homeless. This commitment to the educational rights of students experiencing homelessness and youth not living with a parent or guardian applies to all services, programs, and activities provided or made available.

All McKinney-Vento Students Have Rights To:

- Immediate school enrollment. A school must immediately enroll students even if they lack health, immunization, school records, proof of guardianship, or proof of residency.
- Enroll in:
 - The school he/she attended when permanently housed (school of origin) The school in which he/she was last enrolled (school of origin)
 - Any school that non-homeless students living in the same attendance area in which the McKinney-Vento child or youth is actually living are eligible to attend.
 - The school is in the best interest of the student.
- Remain enrolled in his/her selected school for as long as he/she remains in a homeless situation or, if the student becomes permanently housed, until the end of the academic year.
- Priority in preschool programs.
- Participate in a tutorial-instructional support program, school-related activities, and/or receive other support services.
- Obtain information regarding how to get fee waivers, free uniforms, and low-cost or free medical referrals.
- Transportation services: A McKinney-Vento student attending his/her school of origin has a right to transportation to go to and from the school of origin as long as he/she is in a homeless situation, or if the student becomes permanently housed, until the end of the academic year.

McKinney-Vento students may receive appropriate full or partial credit, such as: consulting with prior school about partial coursework completed; evaluating students' mastery of partly completed courses; offering credit recovery.

If a dispute arise over any issues dealing with enrollment or other concerns, the McKinney-Vento student shall be immediately admitted to the school in which enrollment is sought, pending final resolution of the dispute. The student shall also have the rights of a student experiencing homelessness to all appropriate educational services, transportation, free meals and Title I services while the dispute is pending.

MSCD McKinney-Vento Department (Homeless Resources) below:

McKinney-Vento Liaison

Dr. Trikella Nelson 706-748-2226 Nelson.Trikella.L@muscogee.k12.ga.us

McKinney-Vento Outreach Specialist

Ms. Kimberly Brown 706-748-2276 Brown.Kimerly.D@muscogee.k12.ga.us

McKinney-Vento Case Worker

Ms. Monique Roberts 706-748-3226 Roberts.Quanasia.M@muscogee.k12.ga.us



Student Health Services 2021-2022

Dear Parent or Guardian:

Student Health Services is proud to be a part of the team effort that supports student success in Muscooke County. We are a team of a Lead Nurse, 9 Registered Nurses, 7 Licensed Practical Nurses and 54 Clinic Workers who work diligently to ensure your child remains healthy while at school. The RNs and LPNs travel throughout the school district to support students. School Clinic Workers are available 4 hours per day in your child's school to provide first aid, administer daily medications and emergency medications, and provide assistance during an acute illness. As your child's 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 medication, become ill, or have an injury during school hours.

School Medication Administration

The Muscooke County School District's medication administration policy (JGCD) is available on the MCSD website for your review. Important points to remember:

- The parent or legal guardian must complete and sign the Medication Administration Authorization form for ALL medications given at school. This applies to both prescription and over-the-counter medications. A new form is required each school year, and whenever there is a change in the student's medication (dosage, timing, etc.).
- A parent or legal guardian must bring all medication to the school clinic.
- All medication (prescription and over-the-counter) 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, time for administration and dispensing pharmacy. Over-the-counter medications must be provided in the original unopened containers.
- If your student has a life-threatening condition (i.e. asthma, diabetes, or severe allergy), permission may be granted to the student to carry medication on his/her person. Your health care provider's signature is required on the Permission to Carry Prescription Medication form.
- If medication can be provided BEFORE school, while the student is at home, then please do so. School clinics are staffed 4 hours per day and morning medications cannot be safely given prior to clinic worker arrival.
 - Medications should be given at home whenever possible.
 - Once a day medications should be given at home, before school.
 - If medication must be taken with food it should be given at home.
 - If medication is twice a day, both doses should be given at home (before and after school), unless specified differently on the prescription.
 - If medication is three times a day, all three doses should be given at home (before school, after school, and before bed), unless specified differently on the prescription.
- All students with medication administered during school hours, and those with emergency medication, must have a Student Health Care Plan signed by a physician and on file in the school clinic.
- School clinics are not stocked with medication. Any and all medication, to include antibiotic ointment, anti-itch lotion, cough drops, acetaminophen, ibuprofen, and antacids must be provided by the parent/guardian.

Student Illness and 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 school principal and school clinic immediately. **For COVID-19 resources, please refer to MCSD home page or <http://sites.muscogee.k12.ga.us/covid-19/>.**
- Your child will be sent home from school for fever of 100 degrees or greater; vomiting; diarrhea; drainage from a wound, eyes, rash or nose; head lice/nits; scabies; or unexplained rash.
- Your student may not return to school until they have been fever-free and symptom-free for 24 hours **without** the use of medication.
- Whenever there is a doubt about whether or not your child should attend school, please contact your physician.
- Students who become ill at school must be picked-up in a timely manner. Please ensure the school office and school clinic have working telephone numbers for you and an emergency contact. Always answer the phone when your child's school calls; they may be reaching you to inform you of an emergency.
- Sick, symptomatic students not picked up from school in a timely manner may result in a referral to the Department of Children and Family Services (DFACS).

Chronic Illnesses and Conditions

- If your child has a chronic illness or other health condition (i.e. asthma, diabetes, migraine headaches, seizures, sickle cell, or severe allergy, etc.) which may require medication or special care during school hours a Student Health Care Plan is required.
 - The Student Health Care Plan requires a physician's signature to be valid, and a new plan is required each school year.
- Any student returning to school following surgery or a hospitalization must present a physician's release to return to school. The release to return to school must include any instructions for care during the school day (i.e. activity restriction, use of crutches, etc.).
- If your child requires a procedure to be performed during the school day (i.e. catheterization, diaper change, tube feeding, trach care, etc.) a physician's order is required, as well as a completed Student Health Care Plan and Authorization for Administration of Health Procedure form. The parent/guardian of the student is required to provide training to all staff who will be performing the procedure.

Working together, we can promote the health and well-being of your student and ensure they obtain the maximum educational benefit while at school.

Sincerely,



Jeannie Polhamus, RN

Lead Nurse

Muscogee County School District

3/2021



Student Services Division

Annual Title IX Notice

Title IX of the Education Amendments of 1972 (“Title IX”) prohibits discrimination on the basis of sex in any federally funded education program or activity, including in admission and employment. Sexual harassment, which includes sexual assault and other sexual misconduct, is a form of sex discrimination. Under the District’s Board Policy JAA: Equal Educational Opportunities, the District prohibits all forms of discrimination, including discrimination based on sex in accordance with Title IX. The District defines discrimination on the basis of sex as sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, stalking and retaliation, which may constitute prohibited conduct under Title IX and/or under the District’s Student Code of Conduct. The District has appointed its Chief Student Services Officer, Dr. Angela Vickers-Ward, as its Student Title IX Coordinator for reports and complaints of alleged sexual discrimination by students. The Student Services Title IX Coordinator is responsible for overall Title IX compliance, including oversight of the District’s centralized review, investigation, and resolution process for matters arising under the District’s Board Policy JAA. Dr. Vickers-Ward can be contacted at the main district building, 2960 Macon Road, Columbus, GA 31906, via telephone at 706-748-3336, and/or via email at vickersward.angela.d@muscogee.k12.ga.us.

Any District student, employee or any third party who believes that they have been discriminated against on the basis of sex by a currently enrolled District student (“Student Respondent”), in violation of Title IX, or has been a victim of sexual misconduct by a student under the District’s aforesaid Policy, may file a complaint with the Student Title IX Coordinator designated above. The Student Title IX Coordinator is a District resource who can: discuss with Complainants and Student Respondents the availability of supportive measures with or without the filing of a formal complaint; consider the Complainant’s and Student Respondent’s wishes with respect to available supportive measures; explain to the Complainant the process for filing a formal complaint; and explain to the Student Respondent the process following the filing of a formal complaint. The Student Title IX Coordinator may consult with other District administrators, as needed, to resolve a report or formal complaint in the most effective manner and/or to initiate the District’s Title IX grievance procedures.

The grievance procedures/guidance for formal complaints filed against a Student Respondent, as well as the complaint form for reporting sexual discrimination, are located on the District’s website at <https://muscogee.k12.ga.us/c/Divisions/StudentServices/TitleIXCoordinator>.

For a hard copy of these Student Services Division Title IX and Sexual Harassment District Procedures/Guidance (for Student Respondent Complaints), please contact the Student Title IX Coordinator as indicated above.

If you have a complaint of sexual harassment or any other actions prohibited by Title IX against a District employee, contractor, vendor, or any adult, please refer to the Human Resources page of the District’s website or call 706-748-2011.

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UNIVERSAL SCREENING

BASC-3 Behavioral and Emotional Screening System (BESS)



Winter 2021



BASCTM3



Pearson

5 Things you need to know about Universal Screening in MCSD

1. The screener is for all grades (PK-12).
2. The screener includes teacher/parent forms.
3. Teachers and students will complete the form at school.
4. Parents/legal guardians can complete the form at home.
 - [Why Social-Emotional and Behavioral Screening is Important](#)
 - [How to Complete the BESS Parent Form](#)
5. This will NOT be used to diagnose students but to help identify resources that can improve your child's overall well-being.



muscogee.k12.ga.us

FREQUENTLY ASKED QUESTIONS (FAQS)

Q: To what types of statements will a child be asked to respond?

A: Sample statements from the student form include: "I am liked by others," "I worry but I don't know why," and "I like the way I look."

Q: To what types of statements will a child's teacher be asked to respond?

A: Sample statements from the teacher form include: "Pays attention," "Is easily upset," and "Has trouble keeping up in class."

Q: To what types of statements will a child's parent be asked to respond?

A: Sample questions from the parent form include: "Disobeys," "Is easily distracted," and "Organizes chores and other tasks well."

Q: How much time will it take a child, teacher, or parent to complete the form?

A: The average completion time of all forms range from 10 minutes to 15 minutes but might be longer based on the individual.

Q: Will the results of the child's form be available to parents?

A: Yes, parents will have access to results of their child's form. Additional consultation may also be provided by a professional at the child's school.

Q: How will all forms' information be protected?

A: All forms should be stored within a data system, with the highest level of encryption. Access to information will be limited to parents and specific instructional leaders and staff for instructional planning purposes.

Q: How will the form's information be used by schools?

A: The form information will be used for the planning and implementation of social, emotional or behavioral supports to improve the wellness and academic achievement of all students. Outside resources may also be provided.

Q: Can a parent or child opt-out of completing this form? If so, how?

A: Children under the age of 18 may not opt-out of the form. However, parents may opt-out their child/children by submitting the following statement, in writing or by email, with date of request and name of parent/legal guardian. Written statements must include signature of parent/legal guardian. See the Protection of Pupil Rights Amendment Notice for additional information:

"I would like to opt-out, (name of child/children), from the completion of the BESS for the 2020-2021 school year."

Q: What contact information should be used for additional questions or concerns?

A: Contact your child's school first. If further assistance is needed, contact MTSS@muscogee.k12.ga.us.