



**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 **2020-2021 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.

Student Information and the Media

The MCSD does not authorize or permit media, organizations, groups, or businesses on or in its schools/facilities for the purposes of video, recordings, or interviews etc. of students or its facilities without those individuals first obtaining express written permission from the District Communications Office. Requests, which include, but are not limited to interviews, photographs, television broadcasts, print, radio, videos and social media must be approved. From time to time, with prior approval from the Superintendent and/or his designee, media representatives may be permitted for a brief/limited time to cover an activity or event that takes place on school district property or at a school. At these times, students' images or voices may be captured by the media.

In addition, the District Communications Office maintains several online social media pages and manages the creation of online content. As such, the Communications Office often uses photographs and videos (with and without audio) that contain student images and audio in the creation of content for these sites.

The District Communications Office obtains parental permissions related to these media visits, and its use of student images and video, at the beginning of each school year, through the Media Permissions and Consent Form. If you have questions, please contact the District Communications Office.

Parents and guardians who do not consent or allow their child's image and audio to be portrayed on the District's social media and website, or who do not consent to allow their child to participate in approved media interviews must not sign and return this form to the school.

Parents and guardians may object to the use of their child's image or audio as noted in this document should notify the Principal or building leader in writing at the beginning of the school year, no later than ten days after the first day the student enrolls.

This written notification will ensure the District is aware of and can honor the parental objection.



Consent Form: Media relations and use of student images/audio/video

The District is approached by various media outlets and other outside organizations seeking to interview, record, or photograph students for non-advertising purposes. These requests must be made to and approved by the Director of Communications and/or designee. Once a student's photograph, video image, audio clip, quote, or other potentially identifying information is published by a media outlet or external organization, it can be accessed by individuals or groups that are not related to the District and that cannot be controlled by the District. The District will not authorize a media outlet to ask a student for personally identifying information such as their full name, parents' names, addresses, telephone numbers, or the like.

The District Communications Office maintains several social media platforms and manages the creation of online content; in doing so, the Communications Office often uses photographs and videos (with and without audio) that contain student images and student audio in the creation of content that is then published to these sites.

Please print: by signing below, I hereby grant permission to the District to allow the student named below to be interviewed, photographed, or recorded by the District or by media as outlined above.

Student's First Name: _____ Student's Last Name: _____

Parent's Signature: _____ Date: _____

Parent's First Name: _____ Parent's Last Name: _____

Student's Signature (*if 18 years of age or older*): _____

Permission to Display Student Work

My signature below indicates that I am providing non-exclusive rights to the District to publicly display and/or use work, art, or other materials created at school by the student named above in its print or electronic media. I understand that I can revoke this consent in writing by providing said written revocation to the Principal or building leader and that my revocation will be effective upon receipt.

Parent's Signature: _____ Date: _____

Parent's First Name: _____ Parent's Last Name: _____

Student's Signature (*if 18 years of age or older*): _____



Muscogee County School District

Chromebook and G-Suite Agreement & Permission Form



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

Purpose: This year, MCSDD students will use Google's G-Suite 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 MCSDD Student Handbook and Code of Conduct regarding the use of devices, technology and web-based applications in the MCSDD. I give permission for the MCSDD to create and maintain a G-Suite for education account for the named student, and I consent for Google to collect, use and disclose limited information only for the purposes described 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 MCSDD RUP (Responsible Use Policy). The RUP is located within the MCSDD 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 MCSDD 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 MCSDD 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 Muscogee 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 MCSDD Student Handbook and Code of Conduct and MCSDD'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 Muscogee 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 MCSDD 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> <ul style="list-style-type: none"> • Chromebook Replacement Cost - \$388.00 • Lenovo USB-C Charger Cost - \$41.00
Inspection & Security Measures by MCSDD	<p>The student has no expectation of privacy in his/her use of the device. MCSDD 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. MCSDD has installed security measures on the device that are intended to filter or block access to sites MCSDD deems to be inappropriate, in keeping with CIPA [http://fcc.gov/cgb/consumperfacts/cipa.html]. MCSDD does not collect personal student info for commercial purposes per COPPA [http://fcc.gov/privacy/coppafaqs.shtml].</p> <p>While MCSDD 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, MCSDD will remotely render the device inoperable. G-Suite 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 G Suite for Education with the Chromebook. G Suite Core Services include Gmail, Calendar, and Classroom; these are required for Chromebook login. G-Suite also offers additional Services like YouTube, Maps, and Blogger are used with G Suite 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 G Suite for Education, nor does it sell student information residing in MCSD G Suite for Education. MCSD G Suite 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 G Suite for Education FAQ (<https://support.google.com/a/answer/139019?hl=en>) and notice (<https://support.google.com/a/answer/7391849>) and the G Suite 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.



Behavior Contract **Student – Parent – School** **2020 – 2021**

Administrators, please have each student review the Muscookee County School District Behavior Code and Discipline Policy Handbook, 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 please review the statements with your child and sign. Your signature indicates that you and your child/ren have read, reviewed, and understand the School District Behavior Code and Discipline Policy and all School Board policies contained therein.

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

_____ I have received, read, and understand the Muscookee 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 Signature

Date



Parent & Student Notification Agreement
The Compulsory Attendance Law O.C.G.A §20-2-690.1

The Compulsory Attendance Law O.C.G.A. §20-2-690.1 continues to be in effect for the current academic year, which pertains to every school district in Georgia. The Compulsory Attendance Law states “children between their sixth and sixteenth birthday shall enroll and attend a public school, a private school, or a home study program”. If a child is under 6 years of age and has attended more than 20 days in a public school, he/she is then subject to this law. The law also provides “penalties for parent(s), guardian(s), or other person residing in Georgia who are in violation of O.C.G.A §20-2-690.1; which are imposed at the discretion of the court having jurisdiction”. Each day's violation of this law, after the School District has notified the parent, guardian, or other person in charge of a child having five unexcused absences from school, shall constitute a separate offense subjecting the person notified to the following measures:

- Fine of not less than \$25 and not greater than \$100
- Imprisonment not to exceed 30 days
- Community service
- Any combination of the above penalties

Elementary and middle school students may only miss **15** days per year before possible retention. High school students may miss only seven (7) days per semester to prevent loss of credits. Parents are required to provide proof of excused absences **within three days after the absence occurred**. Handwritten notes from parent(s), a doctor’s excuse, or a copy of a court order are a few examples of acceptable proof of absences. Schools may require additional verification for those students who have established a pattern of excessive absences.

The Muscookee 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 the **Parent & Student Notification Agreement** and of the possible consequences due to non-compliance.

Thank you for your cooperation in acknowledging receipt of this agreement and the consequences in the event of any violation of the Compulsory Attendance Law. Please return this to your school's administration.

School Name: _____

Student Name (please print) _____ Date: _____

Parent/Guardian Signature: _____

Student Signature: _____

Student’s Age as of September 1, (2020): _____



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:



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 he/she teaches.
- Whether the teacher is teaching under emergency or other provisional status through which Georgia requirements have been waived.
- The teacher's college major, whether the teacher has an advanced degree, and, if so, the subject of the degree.
- Whether any teachers' aides or similar paraprofessionals provide services to the child and, if so, their qualifications.

Point of contact: Federal Programs Office (706)748-2138

School: _____

Parent/Guardian Signature: _____

Date: _____

*Principals: Federal regulations require the collection of this document from each of your parents. Please send a sampling (25 copies) to Federal Programs, Muscogee Public Education Center.

SCHOOL COUNSELING and SCHOOL SOCIAL WORK SERVICES
Safe and Drug-Free Schools

PARENTAL PERMISSION FORM

In order to provide the most effective prevention resources and/or activities for your child, Safe and Drug-Free Schools collect survey information from students at various grade levels during the school year. The surveys are anonymous, voluntary and ask for responses that pertain to student involvement in substance abuse/use, bully prevention, nutrition, mental health, suicide prevention, child abused prevention, college and career readiness, and school climate. Students and/or parents have the right to opt-out.

The data collected is to identify critical areas of need for our Safe and Drug-Free Schools efforts. Survey analysis of these data provides information/data that:

- ~ Assists in the maintenance of a school environment that is free of drugs and violence.
- ~ Drives School Counseling Core curriculum for grades PreK-12 (e.g. *Child/Teen Lures Prevention Program*, Character Education, Social-Emotional Learning, Soft Skills Development, etc.)
- ~ Promotes a classroom atmosphere that allows teachers to teach and students to learn.
- ~ Develops and offers experiences that involve students in applying the concepts of making healthy decisions, accepting responsibility for behaviors, and understanding consequences.

Safe and Drug-Free and School Counseling Core curriculum and activities are based on following domains:

- ~ Academic Development
- ~ Career Development
- ~ Social/Emotional Development
- ~ Mindsets and Behavior for Student Success

Please check one:

I give permission for my child to participate in these important School Counseling and Safe and Drug-Free Schools' curriculum instruction, activities and surveys.

I DO NOT give permission for my child to participate in School Counseling and Safe and Drug-Free Schools' curriculum instruction, activities and surveys.

Please sign and return this form to your child's school.

SCHOOL: _____

STUDENT NAME: _____ **GRADE:** _____

Parent/Guardian Signature

Date

Thank you for your participation.