



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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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 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 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/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	<p>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.</p>
Use of and Care for the Tools	<p>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.</p>
Accidental Damage Protection Warranty	<p>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.</p>
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 - \$423.25 • Chromebook Tablet Replacement Cost - \$359.80 • Lenovo USB-C Charger Cost - \$41.00 • Chromebook Tablet Case - \$23.00
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/consumerfacts/cipa.html]. MCSDD does not collect personal student info for commercial purposes per COPPA [http://ftc.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. 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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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.



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): _____



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 Muscookee 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 Muscookee 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 Muscookee 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.

Student: _____



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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2021-2022
El Derecho de Saber de los Padres

Los padres pueden solicitar la siguiente información profesional de calificaciones sobre el/la maestro/a o asistente de su hijo/a:

- Si el/la maestro(a) o asistente ha cumplido con los requisitos y certificaciones de la Comisión del estado de Georgia para el grado y las asignaturas que está enseñando.
- Si el/la maestro(a) recibió un certificado provisional o condicional con los cuales el estado de Georgia ha excusado la calificación.
- Si el/la maestro(a) está enseñando en el campo de la disciplina de la certificación de el/la maestro(a).
- Que títulos universitarios y de maestría posee el/la maestro(a).
- Si su hijo/a recibe ayuda de una asistente de maestro(a) podrá obtener sus cualificaciones.

Punto de contacto: Oficina de Programas Federales (706) 748-2154

Escuela: _____

Firma de la Madre/Padre/Encargado(a): _____

Fecha: _____

MCSD no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad, estado militar o edad en sus programas, actividades o prácticas laborales y proporciona igualdad de acceso a los Boy Scouts y otros grupos juveniles designados.