New Mountain Hill Elementary

Parent & Student Handbook



2026-2027

New Mountain Hill Elementary
33 Mountain Hill Road
Fortson, Georgia 31808
Phone 706.323.1144

Harris County School District Mission:
Ensuring an excellent education for every child in Harris County

Vision:
One community committed to the well-being and preparation of every student for life-long success in a global society

We Believe:

- Safety is a priority.
- Education is a shared responsibility.
- Inclusive environments develop the whole child.
- Compassionate and nurturing relationships are vital to success.
- Workforce development empowers individual success in a global society.

NEW MOUTAIN HILL OFFICE STAFF

Principal	Jessica Burnett
Assist. Principal	Gabby Webster
Counselor	Denise Belt
Bookkeeper	Keeley Frick
Secretary	Mary Horn
Nurse	Amanda Moore

ACADEMIC DAY

Our mission at NMHE is to provide all students with an excellent education. Our academic day is from 8:00 AM to 2:25 PM. Student homeroom begins at 8:00 AM. **Parents will not be allowed to walk students to class in the mornings**. Students should not be checked out of school early except for medical appointments. We begin our dismissal process at 2:25 PM with our car riders. The dismissal process for bus riders & ASEP students will begin at 2:45 PM.

AFTER SCHOOL ENRICHMENT PROGRAM

NMHE offers an After-School Enrichment Program from 2:30 PM to 6:00 PM. This program offers parents a child care option for the afternoon. The program employs a certified teacher to serve as the ASEP Director that directs and plans activities. Children are provided a snack, outside activity time and homework time. Any students who have outstanding debts from the previous year will not be allowed to enroll in the program. Information is sent home during the first week of school.

AFTERNOON DISMISSAL

Bus riders are escorted directly to the buses by their teacher or paraprofessional and car riders are escorted to their designated holding area by a designated staff member. This process is in place for the safety of our students. Car riders are grouped by grade levels.

Students are called over a radio and dismissed by staff members. No parents are allowed to be in the building during afternoon dismissal.

ATHLETIC EQUIPMENT
Students are not permitted to bring athletic equipment or bags to school. This includes bat bags, football equipment or any large bags.

ATTENDANCE
Absences from school are outlined as excused or unexcused. This is defined in the Harris County Board of Education Student Behavior Code and Attendance Protocol Booklet. This handbook serves as an addendum to the booklet. The attendance policy may also be accessed online at the Board of Education website and is Policy JBD.

A student will be counted tardy after 8:00 AM. A student will not be counted as tardy due to a late bus. Students arriving on late buses will be allowed to eat breakfast as needed. If tardy students are car riders, then the parent should sign in the student at the front office. Letters regarding excessive absences will be sent from the school office. For more specifics, please refer to the Harris County Attendance Protocol booklet.
If a student becomes ill at school, the teacher will allow the student to report to the clinic and contact parents as needed. Parents must come into the office and sign out the student before a student will be dismissed from the clinic or classroom.

If there are individuals who are not allowed to pick up a student at school, a letter should be written to the principal listing those individuals. This information will be placed in the student's cumulative folder and will become part of his/her official record. Any legal documentation regarding individuals who are restrained from interacting with a child should be on record.

If at all possible, please do not pick up your children before 2:20 PM, as instruction continues until this time. It is understood that there are days when children must leave school early. Early checkouts of students that are unable to be avoided should occur before 2:00 PM in order to not interfere with NMHE afternoon dismissal procedures.

BOOKBAGS
Students may bring individual backpacks or book bags that can be carried. For safety reasons, we ask that students not bring the suitcase-type book bags with wheels. They create a safety hazard in crowded hallways and cause a storage problem in classrooms. Students with physical disabilities are the exception.

CHANGE IN AFTERNOON TRANSPORTATION
Please send any transportation changes in writing to your child's teacher. The notes are then forwarded to the office each morning so that changes are communicated to the office staff. Daily or weekly changes must be communicated in writing, as we are unable to follow verbal directions from students. In the event parents need to call to make changes, please call as early in advance as possible. This allows the school staff the opportunity to make certain that the transportation arrangement is correct and ensures that changes are communicated correctly.

COUNSELOR

There are four types of referrals to see the counselor: administrative, teacher, parent and student. Students may be referred for individual and/or small group counseling. Possible reasons for referrals to the counselor may include tardiness, absenteeism, school/academic adjustments, suspensions, home difficulty, peer relations, health services, as well as others.

The counselor is scheduled into classrooms to conduct group guidance activities dealing with career education, peer relations, study and test-taking skills, and other topics from which all students benefit.

CUSTODY OF CHILDREN

School personnel are bound by law to release children to either of their natural parents unless we have on file a copy of a court order granting exclusive custody to one parent or the other. It is the parent's responsibility to provide the school office with a complete, certified copy of the appropriate legal documents. Copies of legal documents are treated in a confidential manner.

DISTRACTIONS TO THE EDUCATIONAL PROCESS

Students should **NOT** bring the following items to school:

- ✓ Toys of any kind
- ✓ Knives or any items that may be used as a Weapon
- ✓ Firecrackers or Poppers
- ✓ Sunglasses
- ✓ Tape player, CD player, Radio or Electronic Games
- ✓ Laser Pointers or any item that causes disruption of class
- ✓ Trading Cards
- ✓ Electronic Devices used for entertainment purposes

The teacher or Principal may take up any item that may cause disruption of the educational process. Items will be returned to the parent of the child upon request or at the end of the year. Special circumstances regarding electronic devices should be communicated to the Principal.

DRESS CODE

Students are expected to be well groomed when coming to school. Any form of dress that causes a distraction in the classroom is not allowed. Inappropriate hairstyles and hair color are strongly discouraged as this too causes a disruption to instruction. Students may not wear the following items:

- ✓ Revealing Clothing, including Halters or Mesh Tops
- ✓ Cleated Shoes
- ✓ Any type of shoe with Roller Skate Wheels
- ✓ Any type of Pants or Shorts hanging down to expose undergarments
- ✓ Clothing that exposes the Stomach, Sides or Back

- ✓ Tank Tops or Shirts with Spaghetti Straps
- ✓ Facial or Body Glitter
- ✓ Sunglasses (only allowed for special assemblies such as Red Ribbon Week)
- ✓ Hats or Nylon Stocking-Type Caps
- ✓ Shorts/dresses no shorter than fingertip length
- ✓ Tight or Revealing Clothing
- ✓ Any clothing that encourages or Advertises Alcohol, Tobacco, Violence, Drugs, Nudity or Obscene / Vulgar Language

Appropriate school shoes (sneaker type shoes) are highly encouraged for all students as they are safer for the playground, physical education, and movement in hallways and classrooms. Slip-on type shoes, backless shoes, high heels and flip-flops **are highly discouraged.**

When a student is not dressed appropriately (according to the judgment of the Principal), the parents will be contacted to bring the student a change of clothes. Students who are inappropriately dressed will not be allowed in class.

DROP OFF & PICK UP

Students that arrive between 7:30 AM and 8:00 AM will be dropped off at the front entrance of the school. Students may be dropped off at the side entrance of the school on the Bus Ramp once buses have been dismissed. Staff members are on duty in the morning to supervise and assist these students. Students that arrive after 8:00 AM are considered "tardy" and they must be escorted to the Front Office by their parents and signed in.

Students will only be released to parents that progress through the car rider line. **No parents should park and walk into the school to pick up their child. All parents need to remain in their vehicle and follow proper car rider pick up procedures to ensure the safety of all our children.**

EARLY INTERVENTION PROGRAM (EIP)

The Early Intervention Program is designed to provide additional instructional resources to help students who are having difficulties in an instructional area to obtain necessary academic skills in the shortest possible time.

FEES, TUITION, AND CONTRIBUTIONS

There are no fees or tuition received from students or parents who are residents of the Harris County School District. No student shall be penalized or denied full participation in any state-funded instructional program.

A tuition fee of $4,700.00 per year is charged for each out of county student. This tuition is due by the first day of the school year. Payment may be made each semester by increments of $2,350.00; payment is due the first day of each semester.

FIELD TRIPS

Field trips are planned to enrich classroom instruction. Field trip opportunities are available only for students enrolled in our system. Students who transfer to another system may not return for participation in previously scheduled field trips.

Transportation will be provided by the Harris County School System. While on the trip, students must remain on the bus with the class. Once the trip is completed, parents may sign out their own child for transportation home. Only children who are enrolled in New Mountain Hill Elementary are eligible for bus transportation. Parents who are asked to chaperone field trips are present to help supervise the children. Pre-school children or other siblings shall not be brought on field trips. Parents will be expected to follow the same regulations as school personnel while on such field trips and set good examples. These regulations include: appropriate dress, no tobacco or alcohol use of any kind and no use of profanity. There may be one chaperone for each ten children allowed to ride the bus on an out-of-town trip. Chaperones are randomly selected by the teacher and determined by the number of students participating and space available.

The lunchroom staff will provide sack lunches for students who wish to purchase a lunch. Due to limited space, individual coolers are not allowed. Chaperones may purchase a school lunch for an adult price. Money must be received in advance in order to give the cafeteria staff an accurate count.

FITNESSGRAM

As a part of your child's Physical Education program, New Mountain Hill Elementary takes part in the FITNESSGRAM physical fitness assessment. All students in 1st - 4th Grade participate in this assessment. FITNESSGRAM was selected by the Georgia Department of Education because it measures only those areas of fitness related to the health of students. The areas of health-related fitness include: cardiovascular endurance, muscular strength and endurance, flexibility and body composition. **The FITNESSGRAM assessment does not compare your child to anyone else, nor does it measure skill or athletic performance.** Rather, it compares your child to health standards that have been established by researchers as the level of fitness all students should reach in order to attain health benefits.

Please plan on using the student report as a tool to come up with ways to support your child in leading a healthy and active lifestyle. A few ways to support your elementary child include:

- ✓ Stress the importance fitness has on feeling good!
- ✓ Give your child equipment that encourages physical activity.
- ✓ Help your child identify a time and place for daily physical activity.
- ✓ Spend less time watching T.V. and playing video games.
- ✓ Be a role model for your child.
- ✓ Teach your child games you enjoyed playing as a child.
- ✓ Praise and encourage your child to be active.
- ✓ Involve your child in after school or recreation programs within your community.

We are very excited about participating in FITNESSGRAM and hope you will support and help your child reach his/her potential. If you have any questions, please contact your child's Physical Education teacher.

FOOD ALLERGIES

Harris County Schools have procedures in place to identify and serve students with diagnosed food allergies. The parent will need to obtain a food allergy form from the school nurse. Upon completion by a physician, the form should be returned to the school. The school nurse will then contact parents to develop a special dietary needs action plan. Harris County Schools will provide dietary alternatives as needed.

Students with food allergies must have written documentation from their physician to omit a food item from their tray. Documentation must be in the student's permanent folder. Students who are not drinking milk with their meal due to a documented allergy may bring a drink from home. Juice can be provided in some cases. These students and those who bring a lunch from home may bring what they are going to drink in a thermos or unbreakable container. Breakable containers and soft drinks in their original containers are not allowed.

Classroom snacks brought to school by parents must conform to the BOE Wellness policy. Teachers will send home information to parents. Do not bring snacks to school unless requested and cleared by the teacher. Many of our students are **severely allergic** to some food items.

Our goal is to make sure our staff is aware of any conditions that our students may have and to ensure our school is a safe environment for your child.

FUND RAISERS

NMHE generally conducts school pictures and yearbook sales during the year. The PTA may conduct other fund raisers.

To ensure safety, students are not to sell items door-to-door. Parents are encouraged to support the school by selling a part of all fundraising items. The funds will contribute towards the purchase of items that will contribute to school improvement. No private individual shall raise money for his/her own profit.

GIFTED PROGRAM

The Harris County Board of Education recognizes the need to provide gifted education services for students who have the potential for exceptional academic achievement in grades K-12.

A gifted student is one who demonstrates a high degree of intellectual, and/or creative abilities, exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields, and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his or her abilities.

The Harris County Board of Education provides a differentiated curriculum for gifted students which consist of courses of study in which the content, teaching strategies and

expectations of student mastery have been adjusted to be appropriate for gifted students. Elementary gifted students are provided differentiated instruction in a resource classroom one day per week through integrated-curriculum units that are developed around topics of high interest. Georgia Standards of Excellence are addressed through student tasks and activities that are specifically designed to meet the needs and academic level of each gifted learner. The needs of the middle school gifted students are met through differentiated instruction and curriculum in content classes using either the Advanced Content or the Cluster Model. The identified needs of gifted high school students are met through being served in one or more of the following: advanced content class, Advanced Placement (College Board AP), gifted internship placement, and/or dual enrollment in a post secondary institution.

A student may be referred for consideration for gifted educational services by teachers, counselors, administrators, parents or guardians, peers, self and other individuals with knowledge of the student's abilities. Students who score at specified levels established by the Harris County Board of Education on a norm referenced test shall be automatically referred for determination of eligibility for gifted services (IDDD.1).

The Georgia Board of Education has set two (2) standards of eligibility (GA SBOE Rule 160-4-2-.38).

- ✓ A student may qualify by meeting mental ability (composite) and achievement criteria.
- ✓ A student may also qualify by meeting three (3) of the four (4) criteria: mental ability (component), achievement, creativity and motivation.

Parents and guardians will be notified and afforded an opportunity for a conference to discuss student eligibility requirements. Any test score approved by Harris County Schools used to establish eligibility shall be applicable for two (2) calendar years.

Any student who has met the state eligibility criteria for gifted education services in another Georgia public school system shall be considered eligible to receive gifted education services by Harris County Schools. A student transferring from a Georgia public school system to Harris County Schools shall meet the criteria for continuation of gifted services established by the Harris County Board of Education. Gifted eligibility established in another state shall not be recognized by Harris County Schools.

Students must meet specific criteria established by the board of education to continue to receive gifted services. By not meeting the continuation criteria, students may be placed on probation and removed from the program.

Written consent for testing is required from parents/guardians of students being considered for gifted education services. Written consent is also required before students determined to be eligible for gifted education services can receive these services.

GRADING

All Harris County Schools use the following grading scale for First - Fourth Grade:

A 90 - 100
B 80 - 89
C 70 - 79
F Below 70 indicates a Failing Grade
S Satisfactory Progress (80-100%)
N Needs Improvement (70-79%)
U Unsatisfactory Progress (Below 70%)

** Conduct grades will be reported as S for Satisfactory or N for Needs Improvement

Georgia Kindergarten Inventory of Developing Skills (GKIDS): Kindergarten students receive a report card based on GKIDS and the curriculum of the Harris County School System. Report cards are sent home each 9-week grading period and should be signed and returned.

Progress Reports: Every 4 ½ weeks, a progress report is sent home. The purpose is to inform parents of academic progress during the grading period to allow time for remediation and parental support in improving grades before report cards are sent home. Parents should sign and return the progress report immediately, so the teacher knows they have viewed the grades. Each week, classwork is sent home for parents to view, sign, and return. Signing does not indicate that parents approve of the grades, but rather, that they are aware of them. This process helps parents stay current on student's progress and assures timely, two-way communication between the home and the school.

Awards Program: The awards program is held at the end of the school year to recognize our students' achievement; Perfect Attendance, Principal's Honor Roll (earning an A in each subject area for the entire school year) and A-B Honor Roll (students earning A's and/or B's in each academic area for the entire school year).

HONOR ROLL & PRINCIPAL'S HONOR ROLL (*First through Fourth Grade)*

Honor Roll (A's and B's or ALL B's):

Students must have ALL A's and B's or ALL B's for each Nine Week Period to receive an end of the year certificate.

Principal's List (ALL A's):

Students must have ALL A's for each Nine Week Period to receive an end of the year certificate.

HOSPITAL HOMBOUND SERVICES

The Harris County School System offers Hospital Homebound Services for students too ill or injured to attend school. A student may qualify for regular or intermittent Hospital Homebound Services. Regular Hospital Homebound is a student absent from school for at least 10 days or more consecutively. Intermittent Homebound is a student that has a chronic illness that may require frequent hospitalizations or be absent throughout the school year due to a chronic illness. A licensed physician or psychologist must provide medical certification verifying the illness or injury. A student does not accumulate absences while on Hospital Homebound status. Contact your school counselor for an

application. For questions, call the School Social Worker at 706.628.4206, Extension 1220.

INFINITE CAMPUS
Infinite Campus is a district-wide student information system designed to manage attendance, grades, schedules, test scores and other information about the students in the Harris County School System. Please contact the school for your Parent Portal Activation Code.

LABELING STUDENT ITEMS
Please label the belongings of your students with the student's full name; especially winter coats and lunchboxes. Lunchboxes can be labeled with a permanent marker on the bottom or inside.

LICE POLICY
Definition
Infestation of the hair, with adult lice, larvae, or nits (eggs).

Etiology
- ✓ Pediculus humanus capitus – the head louse.
- ✓ Head lice in school-aged children and pubic lice infestations in adolescents and young adults occur in epidemic proportions in the United States and other countries. Head lice occur in all socio-economic groups.
- ✓ Under optimum conditions, the eggs of lice hatch in a week, and sexual maturity is reached approximately two (2) weeks. The female louse lays 5-10 eggs a day and has a life span of approximately 30 days.
- ✓ Transmission occurs by direct contact with infested individuals or indirectly by contact with their personal belongings, combs, brushes, headgear and clothing.

Subjective
Intense itching of the scalp, skin or trunk which may lead to complications such as impetigo, furuncles, and enlarged cervical lymph nodes.

Due to the impossible and very probable epidemic infestation of pediculosis in the school environment the Board of Education deems it necessary to immediately isolate someone exhibiting pediculosis. The student with pediculosis will be advised to see his/her physician or public health nurse for treatment.

Contact
The school principal is the contact for each school for questions regarding the presence of head lice at school.

Notice
When a case of head lice is discovered in a particular classroom a letter will be sent home to the child's parents outlining the procedures to be followed.

If the student has a second infestation, the parents must present a certificate of treatment from the Health Department, a physician, or a Harris County School Nurse before the student can be readmitted to school. Another letter will be sent home to all other members of the class advising the parents that a case of head lice was discovered in the classroom.

LOST BOOK REGULATION

All students are provided textbooks for each class which the Board of Education has adopted a text. In the event a student loses a textbook, he/she must reimburse the system for the cost of the book. The student will not be issued another text until the price of the lost book is paid.

The student must pay for lost library books. The Media Specialist will issue the price of the book. Children who return library books past the due date will be assessed a fine.

MAKING UP ASSIGNMENTS

When a child is suspended from school, he/she will be given the opportunity to make up work missed. The parent of the student must come to the school between 3:00 PM and 3:25 PM to meet with the teacher and get assignments. Teachers will not be expected to gather assignments or meet with parents during the middle of the instructional day, thus interrupting learning time for the entire class. Students will have two school days for each day the child is suspended to complete and submit make up assignments. The student will not be allowed on campus during a suspension.

MEDICATION AT SCHOOL

All medications, prescription and non-prescription, are to be brought immediately to the clinic upon arrival at school. The student will report to the clinic at the designated time to take the medicine. Inhalers may be kept with the student as needed **ONLY** if proper medical documentation is provided to the school nurse. The following is an outline concerning medications:

- ✓ A written request must accompany all medications with detailed instructions on how it is to be given.
- ✓ The medication must be brought to school in its original container. The label must show student name, medication name, dosage directions, physician's name and date. The parent must complete the permission form for prescribed medications. The school nurse may need additional information from the health care provider prior to your child receiving medication.
- ✓ Over-the-counter medications must be brought to school in a sealed, unopened container. Administration of non-prescription medications (Tylenol, etc.) will be done only if a permission form has been completed. The container must be labeled with the child's name, name of medication, and dosage information.
- ✓ It is best if a parent or guardian brings medication to school. The medications will be counted and documented in a medication log.
- ✓ The school nurse or staff member designated by the Principal will administer the medication.

MILITARY FAMILIES
A student whose parent is in military service and called to duty or is on leave from overseas deployment shall be granted excused absences up to a maximum of five school days per year to visit with the parent. These days may be taken prior to deployment or during the parent's leave. This comes under an additional category of excused absences.

NEWSPAPER ARTICLES
NMHE frequently submits school articles and pictures to the local newspaper, the *Harris County Journal.* School happenings, events and activities are examples of items published. Please notify the school if you do not wish for pictures of your child to appear in the newspaper.

NON-DISCRIMINATION STATEMENT
The Harris County School System does not discriminate on the basis of sex, race, color, creed, religion, national origin, handicap, or age in their programs, activities or employment practices and policies.

PARKING
When visiting the school, parents should not park in the bus parking zones. Violations of parking in Handicapped spaces will be reported to the Sheriff's Department.
Do not park in the driveway or circle in front of the school during school hours.

PHYSICAL EDUCATION
Students are required to have sixty hours of physical education instruction each school year. Students will attend classes with the physical education teacher. Students are excused from activities with a written excuse from a doctor. On some occasions, a parent may request in writing that a child not participate for one day due to a recent illness. These requests will be honored but monitored closely to ensure students meet the hours required by the state of Georgia.

REGISTRATION REQUIREMENTS
Children entering NMHE for the first time as a Pre-K student must provide the school with a copy of the child's Birth Certificate, a Hearing, Dental, and Vision screening form, immunization record, proof of residency and Social Security Number. Children enrolling in grades Kindergarten through Fourth must provide the same information. Parents who are transferring their child from another school must also sign a Release of Records form in order for school personnel to request records from the previous school.

RESPECT FOR PROPERTY
The NMHE facility is beautiful. Vandalism of any kind (writing on walls, furniture, destroying textbooks, etc.) will be dealt with harshly. We are proud of our school and expect all students to treat it with respect.

SCHOOL DAY
The school day begins at 8:00 AM and ends at 2:25 PM. No students should arrive before 7:30 AM, as there will be no supervision. Breakfast for all students is served from 7:30 AM to 7:50 AM. Breakfast will not be served after 8:00 AM except in emergencies involving late buses.

Please try to schedule your child's appointments after the school day. When your child checks out early, he/she misses valuable instructional time, which continues until 2:25 PM. Students picked up early, must be signed out in the front office. Students are called over the intercom; students cannot be dismissed from classrooms unless signed out first.

Students who are car riders are dismissed at 2:25 PM. Parents must pick up these students by following the proper car rider pick up procedures. Teachers and paraprofessionals are available in the designated car rider holding rooms to supervise students. Please be courteous and do not block the car rider driveway at the front entrance of the school. Traffic must flow around this drive at all times.

Students who are not picked up by 3:00 PM will be sent to the After School Enrichment Program for proper supervision. At the time of this printing, the cost is $25.00 per day with a $20.00 registration fee. This fee is subject to change at the beginning of the school year based on Board of Education approval.

SILENT REFLECTION
In compliance with Georgia law, each teacher shall conduct a brief period of quiet reflection at the opening of every school day. The time will not exceed 60 seconds with the participation of all students. This moment of quiet reflection is not intended to be a religious service or exercise but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day.

Teachers and Administrators shall not suggest or imply that students should or should not use the moment for prayer, nor shall they deny to any student the right to use it for quiet prayer. Students and staff may not under any circumstances use the moment of quiet reflection to audibly pray, singly or in unison.

SNACKS
Foods of minimal nutritional value will not be served to students before the end of their lunch period. Ice cream may be purchased for $1.00 at the discretion of your child's teacher. Please send snack money in a separate envelope labeled with your child's name and amount of money in envelope. A wellness policy is in place to promote healthy snacks that are used for class parties and events. Healthy food and drink choices are emphasized.

SPECIAL EDUCATION
The Special Education Program is designed to meet the needs of individual students with special needs. Referrals to special agencies concerning physical, academic, emotional needs can be handled through the Student Support Team. The SEP is also designed to meet the needs of the academically advanced student (The Gifted Program).

STUDENT COMPLAINTS

The Harris County Board of Education realizes that there may be conditions in the school that need improvement. Students should have some means to effectively express their concerns, which will be considered and handled with fairness. Student complaints shall be resolved through an orderly process and at the lowest possible level. Listed below are the steps that will be taken in handling student complaints:

- ✓ Any student and his/her parent should discuss a decision or situation that he/she considers unjust with the classroom teacher.
- ✓ If the matter remains unresolved, the student, parent, or teacher may bring the matter to the principal for consideration.
- ✓ If the matter remains unresolved, it may be brought to the Superintendent or designee for consideration.
- ✓ Complaints that remain unresolved following the action of the Superintendent may be referred in writing to the Board of Education. The Board's decision, if it chooses to make one, shall be final.

Parents and students may contact teachers and the Principal at NMHE, 33 Mountain Hill Road, Fortson, GA 31808; Phone Number: 706.323.1144. Appeals of decisions made at the school level should be made to the Superintendent of Schools, PO Box 388, Hamilton, GA 31811; Phone Number: 706.628.4206. More detailed procedures for resolution of complaints may be found in the Harris County Board of Education policy JCE. A copy may be found in the Media Center or Principal's Office.

STUDENT CONDUCT AND DISCIPLINE

We believe that every student has the right to learn and every teacher has the right to teach. Students do not have the right to interfere with the learning of other students. All students must follow the discipline code of the Harris County Board of Education. The Student Behavior Code may be accessed online on the Harris County BOE web site.

STUDENT INSTRUCTION

NMHE believes that every student can learn and that it is the responsibility of educators to help each student reach his/her potential. Each student should be recognized and developed. An educator should teach a child to respect him/herself, peers, adults and public property. To ensure that needs are met, NMHE provides the following programs:

The state-funded Pre-K program is for children that turn four years old by September 1st. These children attend school for the entire school day and each class serves a maximum of 22 students. The program uses the High Scope Curriculum, which fosters children's thinking skills and prepares them for the Kindergarten curriculum. This program also provides families with a Resource Coordinator for support and educational opportunities. The coordinator may also serve as a link to appropriate community resources as needed.

The Early Intervention Program (EIP) is a program that provides additional individualized instruction in reading and math for students who demonstrate a need in these areas. The purpose of the Early Intervention Program is to provide additional

instructional resources to help students who are performing below grade level obtain the necessary academic skills to reach grade level performance in the shortest possible time.

The Special Education program is designed to meet the needs of individuals with special difficulties. Referrals to special agencies concerning physical, mental, or emotional disabilities can be handled through the Student Support Team. The Student Support Team is a committee of educators who assist teachers by suggesting alternative strategies that may be used with students who are experiencing difficulties with behavior or academics. The services of this committee range from offering simple strategies to recommendation of students for testing through the Special Education Department.

The Harris County Board of Education provides an enrichment program for those students who are gifted in the areas of mental ability, achievement, creativity, or motivation. In order to maximize instructional materials and provide a supportive environment for these students, a centralized program is offered. Gifted students from NMHE currently attend the Odyssey program at NMHE. It is the goal of the program to encourage students to reach their potential while working on interesting and innovative assignments.

STUDENT REPORTING ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT
Students wishing to report instances of alleged inappropriate behavior by teachers, administrators or other school employees towards a student shall do so utilizing the process listed below established by the Georgia Professional Standards Commission and implemented by the Harris County Board of Education. This shall not prohibit students from reporting the incident to law enforcement authorities. **Students are prohibited by Georgia law and Harris County Board of Education policy from falsifying, misrepresenting, or erroneously reporting incidents of alleged inappropriate behavior by school personnel and may be disciplined for doing so.**

(a) Any student *(or parent or friend of a student)* who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

(b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.*

(c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the

Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

STUDENT SAFETY

THE SAFETY OF STUDENTS IS OUR TOP PRIORITY

Therefore, certain rules must be strictly adhered to. Students are not to be dropped off at any entrance other than the Front Entrance or Bus Ramp after buses have unloaded in the morning. Parents may seek a temporary exception from the principal in cases where the student is on crutches or if a student has a special disability.

The person registering the student has control as to who may or may not pick up a student from school unless the principal receives a copy of a legally recorded instrument to the contrary.

Teachers are not to release a student from class without authorization from the school office. Office personnel will communicate with the teacher by intercom. Safety drills are held on a regular basis at NMHE. **Electronic visual surveillance** may be in use to help us achieve the safest school environment possible. Video surveillance is also utilized on school buses.

We ask that you please follow all our safety regulations. This includes using the Front Entrance (Located by the Flag Pole) **ONLY** to enter the school during the school day. You will be asked to sign in and receive a visitor's badge of some kind. You may be asked your business at school and asked to show identification. **PLEASE DO NOT BE OFFENDED BY THESE SAFETY PROCEDURES**. We are attempting to insure the safest environment possible for our students and staff!

STUDENTS WITH DISABILITIES

Any student physical disability or injury should be communicated to the teacher and administration. Special assistance will be provided as needed.

TELEPHONE USAGE

Students may not receive telephone calls at school. Students may use the phone in an emergency situation and/or school staff members will contact parents as needed. School staff members will relay messages to students in classrooms regarding afternoon transportation. If afternoon transportation arrangements change, please inform the school

as early as possible. Dismissal time is hectic and it is easier to communicate changes earlier in the day.

TITLE I

The No Child Left Behind Act of 2001 contains provisions regarding teacher quality. The new provisions require all educators in core academic areas to be licensed by the state, hold a degree, and demonstrate competence in their subject area by the end of the 2005-2006 school year.

Based on the NCLB Act of 2001, In regard to the teacher quality provisions, parents of children who attend schools receiving Title I funds may request pertinent information about their child's teacher and paraprofessional.
The information includes: (1) completion of state requirements for certification; (2) emergency or other provisional status; (3) educational background; and (4) if paraprofessional(s) are serving the child, the qualifications of the paraprofessionals(s).

In accordance with the Elementary Secondary Education Assistance Act of 1965 (ESEA), parents have the right to know the following:

- ✓ Qualifications of Teachers and Paraprofessionals
  For the 2017-2018 academic school year, one hundred percent (100%) of the teachers and paraprofessionals employed by the Harris County School District meet the standards to be highly qualified.

- ✓ Status for Meeting State Standards
  For the 2017-2018 academic school year, no schools in the Harris County School District were identified as Alert, Focus, or Priority. This means that all Harris County Schools met the State of Georgia standards for academic progress.

- ✓ Training and Credentials of Teachers and Paraprofessionals
  Parents have the right to know the following regarding training and credentials of their child's teacher:

  1) Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction.

  2) Whether the teacher is teaching under an emergency or other conditional status through which Georgia qualifications or certification criteria have been waived.

  3) The college major and any graduate certification or degree held by the teacher.

  4) If your child receives assistance from a paraprofessional, you have the right to know the paraprofessional's qualifications.

If you have questions or concerns about the parental rights outlined in this document, please contact the Director of Federal Programs or your child's principal:

Shelia Baker	Director of Federal Programs
706.628.4206	Telephone Number

IDEA - Child Find
The purpose of Child Find is to identify, locate, and evaluate children and youth, birth to age 21, who are suspected of, or have a disability or developmental delay. Harris County Schools serve children ages 3 through 21 with identified special education needs. Please contact the Office of Federal Programs if you have any questions or if you know of a child with a disability at 706.628.4206.

TITLE II, PART D- ENHANCING EDUCATION THROUGH TECHNOLOGY
The primary goal of the Title II, Part D program is to improve student academic achievement through the effective use of technology in schools. Title II, Part D is designed to assist every student in crossing the digital divide by ensuring that all students are technologically literate by the end of eighth grade and to encourage the effective integration of technology through teacher training and curriculum development to establish successful, research-based instructional methods.

TITLE IX
Title IX is a federal law which protects students and employees from sex discrimination. Its regulations apply to all educational programs, preschool through graduate school, which receives federal aid. Any school system that receives federal money, services or property must comply with Title IX.

TRANSFER BUSES TO CREEKSIDE SCHOOL
Transfer buses are provided in the morning at NMHE for Creekside School students that live in the NMHE School district. Students must ride their regularly assigned bus to the NMHE campus in order to be allowed to transition to the transfer bus.

Students that miss their regularly assigned bus will not be allowed to be dropped off and catch their transfer bus at NMHE. Parents will be responsible for transporting their child to Creekside School themselves in these cases.

TRANSPORTATION
Riding a school bus is a privilege and students are expected to follow all rules of conduct which are given to them in the Harris County Board of Education Student Behavior Code and Attendance Protocol on the first day of school.

UNEXCUSED ABSENCES
In the event of unexcused absences, NMHE will follow the Harris County Board of Education policy.

VACCINATIONS
The Georgia Department of Human Resources has made changes in the vaccine requirements. Students entering Kindergarten and 6th Grade will be required to have additional Varicella vaccinations. The Health Department will require any new Georgia student, Pre-K through 12th grade, to follow these new requirements as well. Please contact your healthcare provider to determine if your child needs the update.

VIDEO SURVEILLANCE
Having carefully weighed and balanced the rights of privacy of students and staff against the district's duty to maintain order and discipline, the Board of Education has authorized the use of video camera surveillance in its transportation vehicles and on school grounds. The use of video recordings from surveillance equipment shall be subject to other policies of the district including policies concerning the confidentiality of student and personnel records.

WELLNESS POLICY
The Harris County School System has a wellness policy in place to promote good health for students. In addition to physical activity, the system encourages healthy snack alternatives whenever planning a class party or function. When class parties are planned, there should be nutritious foods available in addition to sweet items like cupcakes and cookies. For further details, the wellness policy can be accessed online through the Harris County Board of Education website.

WRITTEN NOTIFICATION
Parents must send written notice when a child will use different transportation home or is scheduled to go to a different destination at the end of the day. A child will not be allowed to stay after school for special activities without written permission from the parents. We ask that you send in written notification rather than notifying the school by phone. This helps eliminate confusion and errors. Having written notification allows all staff members to know the afternoon arrangements and ensures that your child gets to the correct destination.

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

TITLE 20. EDUCATION
CHAPTER 2. ELEMENTARY AND SECONDARY EDUCATION
ARTICLE 6. QUALITY BASIC EDUCATION
PART 14. OTHER EDUCATIONAL PROGRAMS
O.C.G.A. § 20-2-315 (2009)

§ 20-2-315. Gender discrimination prohibited; authorized separate gender teams; equal athletic opportunity; physical education classes; employee designated to monitor compliance; grievance procedures; reporting requirements

(a) No student shall, on the basis of gender, be excluded from participation in, be denied the benefits of, be treated differently from another student, or otherwise be discriminated against in any interscholastic or intramural athletics offered by a local school system, and no local school system shall provide any such athletics separately on such basis.

(b) Notwithstanding the requirements of subsection (a) of this Code section, a local school system may operate or sponsor separate teams for members of each gender where selection for such teams is based upon competitive skill or the activity involved is a contact sport. However, where a local school system operates or sponsors a team in a particular sport for members of one gender but operates or sponsors no such team for members of the other gender, and athletic opportunities for members of that gender in that particular sport have previously been limited, members of the excluded gender must be allowed to try out for the team offered unless the sport involved is a contact sport. Nothing in this subsection shall be construed to limit the authority of a local school system to operate or sponsor a single team for a contact sport that includes members of both genders. As used in this subsection, the term "contact sport" includes boxing, wrestling, rugby, ice hockey, football, basketball, and any other sport the purpose or major activity of which involves bodily contact.

(c) A local school system which operates or sponsors interscholastic or intramural athletics shall undertake all reasonable efforts to provide equal athletic opportunity for members of both genders. In determining whether equal opportunities are available the following factors shall be considered:

(1)Whether the selection of sports and levels of competition effectively accommodate the interests and abilities of members of both genders;
(2) The provision of equipment and supplies;
(3) Scheduling of games and practice time;
(4) Travel allowance;
(5) Opportunity to receive coaching and academic tutoring;
(6) Assignment and compensation of coaches and tutors;
(7) Provision of locker rooms and practice and competitive facilities;
(8) Provision of medical and training facilities and services; and
(9) Publicity.

Unequal aggregate expenditures for members of each gender or unequal expenditures for male and female teams if a local school system operates or sponsors separate

teams will not constitute noncompliance with this subsection, but the failure to provide essential funds for the basic operations of teams for one gender may be considered in assessing equality of opportunity for members of each gender. Nothing in Code Section 20-2-411 shall be construed to limit the authority of a local school system to expend school tax funds as authorized by Article VIII, Section VI, Paragraph I(b) of the Constitution in order to comply with the requirements of this Code section.

(d) A local school system may provide separate toilet, locker room, and shower facilities on the basis of gender, but such facilities shall be comparable to such facilities provided for students of the other gender.

(e) This Code section does not prohibit the grouping of students in physical education classes by gender.

(f)(1) Subject to the provisions of paragraph (3) of this subsection, if a local school system sponsors an athletic activity or sport at a particular school that is similar to a sport for which an institution in the University System of Georgia offers an athletic scholarship, it must sponsor the athletic activity or sport for which a scholarship is offered at that school. This paragraph does not affect academic requirements for participation nor prevent the local school system from sponsoring activities in addition to those for which scholarships are provided.

(2) Two athletic activities or sports that are similar may be offered simultaneously.

(3) If a local school system demonstrates by a bona fide survey of eligible students at the school, which is approved by the Department of Education for compliance with generally accepted opinion survey principles regarding neutral wording and other matters, that there is insufficient interest among students at the school to field a team described in paragraph (1) of this subsection, then the local school system shall not be required to sponsor such athletic activity or sport at that school. The exemption provided for by this paragraph shall be valid for 24 months following the date when the most recent bona fide student survey demonstrating a lack of student interest was completed, unless a new bona fide student survey is conducted within the 24 month period that demonstrates sufficient interest to field a team. If such a new bona fide student survey demonstrates such sufficient interest, then the local school system must comply with paragraph (1) of this subsection during the local school system's next fiscal year and until such time as a new bona fide student survey demonstrates insufficient interest to field a team described in paragraph (1) of this subsection. A local school system shall conduct the bona fide student survey described in this paragraph regarding interest in a team described in paragraph (1) of this subsection upon the request of nine students at the school, but no more frequently than once every 12 months.

(4) Nothing in this subsection shall be construed to preclude the application of generally applicable policies or rules regarding the cancellation of an athletic activity or sport due to lack of student participation in scheduled practices or contests.

(g) Each local school system shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this Code section,

including the investigation of any complaint communicated to such local school system alleging its noncompliance with this Code section. The employee designated under this subsection may be the same person required to be designated under 34 C.F.R. Section 106.8. The local school system annually shall notify all its students of the name, office address, and office telephone number of the employee or employees appointed pursuant to this subsection. Such notification may be included in a student handbook distributed pursuant to Code Section 20-2-736.

Compliance Officer	132 Barnes Mill Road
Stacey Carlisle	Hamilton, GA 31811
Assistant Superintendent of Human Resources	706.628.4206 Extension 1217

(h) Each local school system shall adopt and publish grievance procedures providing for prompt and equitable resolution of written student complaints, including complaints brought by a parent or guardian on behalf of his or her minor child who is a student, alleging any action which would be a violation of this Code section. Such procedures shall require that:

(1) The employee designated under subsection (g) of this Code section shall render his or her decision in writing no later than 30 days after receipt of the complaint, and such decision shall set forth the essential facts and rationale for the decision;

(2) A copy of such decision shall be provided to the complainant within five days of the date of the decision; and

(3) A complainant shall have a right to appeal such decision to the local board within 35 days of the date of the decision.

(i)(1) A complainant may appeal a decision of a local board that is rendered under subsection (h) of this Code section in accordance with the procedures specified in Code Section 20-2-1160. If the State Board of Education determines that a local school system has failed to comply with this Code section, then the state board shall provide the local school system with opportunities to prepare a corrective plan. If the state board determines that a corrective plan of the local school system adequately plans and provides for future compliance with this Code section, then the state board shall approve the plan and direct the local school system to implement such plan.

(2) If, upon a complaint filed pursuant to subsection (h) of this Code section after one year following the date of a state board order directing implementation of a corrective plan pursuant to paragraph (1) of this subsection but within four years of the date of such order, the state board determines that the local school system which was subject to such order has willfully failed to comply with this Code section, the state board may, after consideration of the local school system's efforts to implement the corrective plan approved in the earlier proceeding and of any other corrective plan that may be submitted by the local school system, transmit a certification of such determination to the Department of Community Affairs. If the state board's determination of noncompliance is

later reversed or vacated upon appeal, the state board shall immediately notify the Department of Community Affairs of such action.

(3) If, upon a complaint filed pursuant to subsection (h) of this Code section after one year following the date of a state board certification to the Department of Community Affairs pursuant to paragraph (2) of this subsection but within four years of the date of such order, the state board determines that the local school system which was subject to such order has willfully failed to comply with this Code section, the state board may, after consideration of the local school system's efforts to implement a corrective plan approved in an earlier proceeding and of any other corrective plan that may be submitted by the local school system, order that a team or teams within the local school system or school within the local school system shall not participate in interscholastic postseason athletic contests and that participation in violation of such an order may result in withholding of state funds allotted pursuant to Code Section 20-2-186. An order of the state board barring participation in interscholastic postseason athletic contests shall be made and announced before the beginning of a school year.

(4) If, upon a complaint filed pursuant to subsection (h) of this Code section after one year following the date of a state board order prohibiting participation in interscholastic postseason athletic contests pursuant to paragraph (3) of this subsection but within four years of the date of such order, the state board determines that the local school system which was subject to such order has willfully failed to comply with this Code section, the state board may, after consideration of the local school system's efforts to implement a corrective plan approved in an earlier proceeding and of any other corrective plan that may be submitted by the local school system, withhold state funds that are allotted pursuant to Code Section 20-2-186 in an amount that the state board determines is sufficient to secure the local school system's compliance with this Code section. In the event that state funds are withheld pursuant to this paragraph, such funds shall later be allotted to the local school system at such time as the state board determines that the local school system is in compliance with this Code section.

(j) No later than October 1, 2003, and every year thereafter, the Department of Education shall submit a report to the General Assembly regarding the compliance of local school systems with the requirements of this Code section. Such report shall include information regarding expenditures and participation rates for each gender and such other information as the state board and department deem relevant. Each report shall cover the time period beginning on July 1 of the previous year and ending on June 30 of the year in which the report is due.

TITLE 20. EDUCATION
CHAPTER 2 ELEMENTARY AND SECONDARY EDUCATION
ARTICLE 16. STUDENTS PART 2. DISCIPLINE
SUBPART 2. PUBLIC SCHOOL DISCIPLINARY TRIBUNALS
O.C.G.A. § 20-2-751.4 (2009)

§ 20-2-751.4. Policies prohibiting bullying; assignment to alternative school; notice
(a) As used in this Code section, the term "bullying" means
(1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or

(2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.
(b) Each local board of education shall adopt policies, applicable to students in grades six through 12, that prohibit bullying of a student by another student and shall require such prohibition to be included in the student code of conduct for middle and high schools in that school system. Local board policies shall require that, upon a finding that a student has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative school. Each local board of education shall ensure that students and parents of students are notified of the prohibition against bullying, and the penalties for violating the prohibition, by posting such information at each middle and high school and by including such information in student and parent handbooks**.**
(c) Any school system which is not in compliance with the requirements of this Code section shall be ineligible to receive state funding pursuant to Code Sections 20-2-161 and 20-2-260.*O.C.G.A.*

FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)
Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) you have a right to:

1) Inspect and review the education records of a student who is your child, or in the case of a student who is eighteen years of age (18) or older, your own education records. Educational records maintained for your child are:
2)

Type of Record(s)	Location(s)	Contact Person(s)
Special Education (Back-up File)	HC Board Office	Special Education Director
Special Education Due Process File	HC Schools	School Building Principal
Cumulative File	School	School Building Principal
Regular Education File	School	School Building Principal

3) Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
4) Consent to disclosures or personally identifiable information contained in the student's education records, except to the extent that the Act authorizes disclosure without consent;
5) File with the United States Department of Education a complaint under 20 C.F.R. 99.64, concerning the alleged failures by the Harris County Board of Education to

comply with the requirements of the Act or the regulations promulgated hereunder; and

6) Obtain a copy of the policy which the board of Education has adopted regarding access to student records.

Copies of this policy may be obtained by contacting the Central Office of the Board of Education at P.O. Box 388, Hamilton, Georgia 31811 or online at www.harris.k12.ga.us