



World Language Academy Student Handbook



Important Information

World Language Academy @ Chestnut Mountain 4670 Winder Highway Flowery Branch, GA 30542 Office Hours: 7:30-4:00pm Phone: 770-967-5854 Fax: 770-967-3496	World Language Academy @ Pre-K Jones 6th Street Gainesville, GA 30504 Office Hours: 7:15-3:15pm Phone: 770-534-3939 Fax: 770-531-2346
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Website - wla.hallco.org

**Hall County Board of Education
Hall County Transportation**

**770-534-1080
770-287-0942**

School Closing Information

The decision to close schools due to inclement weather is made by the superintendent and announced on WDUN Radio (550 AM). If it becomes necessary to close schools after a school day has begun, transportation arrangements made on the school enrollment form will be followed. After School Program students will be sent home as designated on the form.

Attendance/School Hours for the Chestnut Mountain campus:

Monday - Friday 7:50 -2:20

*****EARLY DROP-OFF WILL BEGIN AT 7:15, BEHIND THE GYM *****

The school building will open at 7:30. Please do not drop off at the front of the school before 7:30. Students arriving after 7:50 are tardy and must be signed in at the office by a parent. Students must receive a tardy slip from the office before entering the classroom to ensure that students are not counted absent.

School ends at 2:20. Students who leave school before 11:15 are counted absent for the day. A student must be at school by 11:15 to be counted present for the day. Students not riding buses may be picked up between 2:20 and 2:40 in the car rider line. Cars should not enter the bus loading area. This could create a safety concern for our students. Please help your child attend school regularly and on time. Valuable instruction is missed when students are absent from class. Any student with excessive absences or tardies will be placed on a contract. If absences/tardies continue, your child will be asked to return to his/her school of residence.



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Students may only be released from the office. Parents must designate a list of people allowed to pick up their child from school. Those not on the list will not be allowed to take students. Please do not go to your child's classroom to get your child.

Students may not be checked out after 2:00 as we are preparing for dismissal. After this time students must be picked up in the car rider line. The WLA staff is available to welcome all students who are transported by parents to school. Please drop off and pick up students utilizing the car rider line. There will be someone in the car rider lines to assist you and your child. During dismissal, please do not come to the gym to pick up your child (ren). If you are volunteering or forgot your car raider tag, please wait in the office.

Attendance/Absences

Attendance procedures for Hall County require that all student absences and tardies be entered into the computer system as excused or unexcused. Excuses for absences shall be furnished to the school by the student's parent or guardian within ten (10) days after the student returns to school and shall specifically state the reason for the absence. If a note is not received, the absence or tardy will be recorded as unexcused. Parents need to furnish a doctor's excuse if their child was seen by a doctor. If the student did not visit the doctor, a note explaining the absence from the parent will be accepted. Students shall be permitted to make up work missed.

Under State Board of Education Policies, a student's absences may be justified, if validated for the following reasons:

1. Personal illness or attendance endangering a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. Observing religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. Local boards of education may allow a period not to exceed 1 day for registering to vote or voting in a public election.

State law requires that students attend school from age 6 to 16. Students entering kindergarten are subject to the same attendance requirements as the other grades. The WLA follows the attendance guidelines set by the Hall County Board of Education and the State of Georgia.



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INFORMATION FOR PARENTS /GUARDIANS REGARDING ATTENDANCE MONITORING PROCEDURES:

As a parent or guardian, you play the most important role in the education of your child. In order to make this a successful school year, your child must be in the classroom every day possible.

The following process will be followed in all schools:

- The school will record attendance daily and collect excuses for all students absent from school indicating, if necessary, what interventions have been tried to address attendance problems.
- When a student has 5 **unexcused absences** the law requires that a letter be signed by the parent/guardian.
- A letter from the school will be sent to **all** parents/guardians of children who have 10 absences.
- A school administrator and/or school counselor will monitor and provide appropriate interventions, through the Hall County Magnet Contract.
- Any student with excessive absences and/or tardies will be asked to return to his/her school of residence.
- If unexcused absences continue, the administrator or counselor will submit information about students with **a pattern of unexcused absences** to the school social worker or other designated school personnel.
- The school social worker or other designated school personnel will assess the situation by talking to the student, parent, and school staff, suggest appropriate interventions, and document attempts to reduce absences.
- If unexcused absences continue, the school social worker will refer the parent and/or the student to the appropriate court for truancy.

We look forward to your cooperation in having your child in school every day she/he is able to attend.

COMPULSORY EDUCATION NOTIFICATION TO PARENTS:

O.C.G.A. 20-2-690.1 – Compulsory Education

- a) Every parent, guardian, or other person residing within this state having control or charge of any child or children between their sixth and sixteenth birthdays shall enroll and send such child or children to a public school, private school, or a home study program that meets the requirements for a public school, private school or a home study program; and such child shall be responsible for enrolling in and attending a public school, private school, or a home study program under such penalty for noncompliance with this subsection as



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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 child's parent, guardian, or other person alone shall be responsible;

- b) Every parent, guardian, or other person residing within this state having control or charge of any child or children and who shall violate this code section shall be convicted of a misdemeanor, and upon conviction thereof shall be subject to:
- A fine not less than \$25 and not more than \$100
 - Imprisonment not to exceed 30 days
 - Community service
 - 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, of other person who has control or charge of a child of five unexcused absences shall constitute a separate offense.

O.C.G.A 20-2-150 – Compulsory Education Law Pertaining to Kindergarten Students

All students enrolled for 20 school days or more in the public schools of this state shall become subject to all provisions of this article, the provisions of Code Section 20-2-690 through 20-2-702, and the rules and regulations of the State Board of Education relating to compulsory school attendance even though they have not reached seven years of age.

Gifted Education

The Hall County School System is committed to the belief that every student (K-12) has the right to receive an education based on individual needs. The gifted student is entitled to a differentiated curriculum consisting of courses of study in which the content, the teaching strategies, and the expectations of student mastery are appropriately modified.

Referrals of students for consideration for the gifted program may be made by classroom teachers, special area teachers, counselors, administrators, parents or guardians, student peers, or by the student. A student will automatically be referred for consideration if he/she scores at, or above, the 95th percentile (Grades K-2) and 90th percentile (grades 3-8) in Total Reading or Total Math on a nationally normed achievement test if the score is within two calendar years. The identification process includes evaluation in ability, achievement, creativity, and motivation. Evaluations take place in October for grades 1st – 5th, and in February for kindergarten.

For more information about the gifted program, please the call the school.



Restraint and Seclusion

The District complies with state requirements related to restraint and seclusion as set out in Georgia SBOE Rule 160-5-1-.35. Consistent with that rule, physical restraint will be used only in situations in which the student is in immediate danger to himself/herself or others and the student is not responsive to verbal directives or other less intensive de-escalation techniques. A parent or guardian will be notified in writing each time their student has been restrained. The District maintains written policies and procedures governing the use of restraint.

Lunchroom Information

MEAL PRICES S/Y 2017

ELEMENTARY BREAKFAST

Paid	\$1.05
Reduced	\$0.30

MIDDLE BREAKFAST

Paid	\$1.30
Reduced	\$0.30

ELEMENTARY LUNCH

Paid	\$1.80
Reduced	\$0.40

MIDDLE LUNCH

Paid	\$1.90
Reduced	\$0.40

ELEMENTARY AND MIDDLE SCHOOL ADULT PRICES

BREAKFAST

System Employee	\$2.05
Visitor	\$2.55

LUNCH

System Employee	\$3.05
Visitor	\$3.55

Visitors will need to bring cash or a check. Visitors cannot charge meals.

Breakfast and lunch are served daily. Parents may choose to send a sack lunch with their child; however, commercial fast food and canned or bottled soft drinks are not allowed. Paying by the week or month is encouraged. If your child has excessive charges, you will be notified by the school and asked to pay the bill. If parents need financial assistance, they may fill out a Free/Reduced Lunch Form. In order to qualify for free or reduced lunch, one must first complete an application and submit it to the school for approval.



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Applicants will be notified in writing if their application is approved.

Report cards may be held if there are outstanding meal or library charges. Please take care of charges the next day after the charge is made.

Ice Cream

WLA will begin ice cream sales on Friday, August 17, 2018. The cost for each ice cream will be \$1.00. Each teacher will take the student selection in the morning as students arrive. We will not take any orders after 8:30. Our options that are offered will be Strawberry Shortcake, Chocolate Shortcake, Sour Swell, Crumbled Cookie Cone, Fudge Bar, and Low-Fat Vanilla Sandwich. Please make sure that you discuss your selection with your child before coming to school, and send exact change for your child to buy ice cream (\$1.00).

Medications/Illness

Whenever possible, medications should be given at home. However, the school system realizes that for a student to maintain school attendance, certain medications may be required during school hours. With the safety of the children and staff being our priority, the system has revised policies and procedures for medications administered at school.

NO medications will be given without prior written permission. For your child to receive medication at school, you will need to complete:

"The parent Medication Permission Form." This form provides parent permission for over-the-counter and short-term (less than 10 days) medications, and physician-prescribed long-term (more than ten days) to be administered at school.

"The Health Care Provider Medication Information Record." This form provides for information from your health care provider about medications that is to be given for more than 10 days or regularly during the school year.

Please take the time to read the **guidelines below** carefully. These policies will require cooperation and communication between parents and school personnel.

1. Medications received at school in un-labeled bottles, pills in zip-lock bags and aluminum foil will not be administered.
2. Non-prescription medications (over the counter medications) must be brought to the school by a designated adult in the **Original** container along with a written parental request that includes parent contact phone number, and directions for administering that states the frequency, dose and length of administration.



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3. Prescription medications must be brought to the school in the **Original** prescription container labeled with the student's name, date prescribed, instruction for administering, name of drug, name of issuing Health Care Provider, expiration date, and route medication is to be given.
4. Schools will dispense medications only as directed on the **Original** labeled container. It is the responsibility of the parent/guardian to notify the school if changes in the medication, dosage, and/or time of administration are requested and a new **Original** container must be provided.
5. For ALL medications to be administered for more than 10 school days, the parent/guardian must provide specific instructions, including related equipment needed if necessary, by completing a "Parent/Guardian Medication Permission Form" and by having your health care provider complete a "Health Care Provider Medication Information Record."
6. It is the responsibility of the parent/guardian to inform the school, in writing, of any changes in pertinent data. A new "Medication Permission Form" must be provided indicating requested changes.
7. It is the responsibility of the parent/guardian to deliver **ALL** medication to the nurse or other designated school personnel.
8. A "Parent/Guardian Medication Permission Form" **and** if pertinent, a "Health Care Provider Medication Information Record" shall be kept relative to each medication taken by the student during the school day. This record will include student's name, name of medication, time, route, and correct dose.
9. Long-term medications usually need to be refilled on a monthly basis. It is the responsibility of the parent/guardian to keep the school supplied with adequate amounts of medication.

If you have questions regarding medication administration at school, please call your school principal or the Director of Student Services at 770-967-5846.

Parent Conferences

Parent/teacher conferences are encouraged and can be arranged by communicating with the teacher. Conferences must be scheduled during times when the teacher is not supervising students in order for teachers to give their full attention to a parent's concerns.

Parent Partnership Plan

1. All parents are invited to WLA Foundation school events throughout the school year.
2. Flexible meetings are scheduled to provide parents the opportunity for conferences and Student Support Team meetings. An open house time is planned before school starts in August to provide parents and students the opportunity to tour the school, meet teachers, and learn about school programs. The media center at WLA @ Chestnut Mountain sponsors a book fair family night to encourage parents to become involved in their child's selection of reading material.



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3. Parents are encouraged to participate in various WLA Foundation activities and mentoring of students. Parent volunteers are encouraged to help teachers and students enhance the learning environment.
4. The WLA operates under an open door policy. Staff is readily available to meet with parents to discuss student concerns, parent concerns, the curriculum, and improvement of programs outside of instructional times.
5. The WLA School Council, which includes teachers, parents, administrators, and business leaders, reviews school programs and concerns.
6. School personnel will provide assistance to parents in understanding state academic standards and state and local assessments.
7. The school counselors assist parents in understanding student services offered through the school system and in the community that may help meet specific student or family needs.
8. Parent involvement programs for parents of English learners are offered by the parent liaison at our WLA campuses.

School Conduct

Appropriate conduct is essential for student success and learning. The Hall County Code of Conduct will apply to all students. A child's teacher will notify the parent or guardian if conduct challenges occur. If the problem persists, the student will be referred to administration. Knives, guns, sharp objects, and glass containers are not allowed in school. This includes toy knives and guns. Students with knives or guns, real or toy, will be suspended from school. Students will be encouraged to develop positive character traits that will encourage them to feel good about themselves and their environment.

Disruptive behaviors will be handled on an individual basis. Consequences may include:

- **Warning**
- **Parent conference**
- **Time-out within class, in another class, or in the office**
- **Parent contact to remove student from school**
- **Out-of-school suspension**
- **Expulsion from school**

Because WLA is a school of choice, attendance to WLA is considered a privilege. Students will be expected to behave in such a way that is conducive to learning. In the event of repeated behavior that disrupts learning for students or makes students feel unsafe, school administrators may decide that it is in the best interest of the student to return to the zoned school.



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School Dress

Our school uniform colors are solid navy, red or white. All students must wear tennis shoes for Physical Education. A full uniform description is available in the office or on our website. We will conduct random uniform checks throughout the school year to make sure that all students adhere to the uniform policy.

School Supplies

School supplies vary depending upon the student's grade level and teacher, and a list will be posted online, at the school, and in various nearby retail stores. Toys, including electronic games, should not be brought to school. Equipment for P.E. or recess should be approved by the teacher. If an item is taken up, a parent or guardian will be contacted to pick the item up from the front office. The school will not be responsible for lost, misplaced, or stolen items brought by a student. No swapping, selling, or trading items of any kind are allowed at school.

We strongly encourage that you tag or write your child's name in clothing. We will hold clothing a reasonable length of time, but unclaimed items will be donated to charity.

Transportation

You must notify your child's teacher in writing of any transportation changes. Students must ride their assigned buses. In order for a student to ride another bus or get off the bus at another site, a note from a parent to the classroom teacher is required explaining the necessary change. The teacher and administration will sign the note, and the note must be presented to the bus driver when boarding the bus. If a student is normally a car rider, a note should be sent to notify the teacher if the student is to ride the bus. If the student is normally a bus rider, the same procedure applies for the student to be allowed to go to the car pick-up area.

If you need to change the way your child gets home from school, please call the school at least 30 minutes prior to dismissal and speak with someone in the front office. Last minute calls create a risk of greater errors and miscommunication.

All students are expected to abide by the bus safety rules posted on each bus. Violations of these rules will result in students being referred to the principal, associate principal or assistant principal. Referrals to the office will result in consequences outlined by the Hall County Transportation Department.

First Referral
Second Referral

Warning
5 days off the bus



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Third Referral	10 days off the bus
Fourth Referral	20 days off the bus
Fifth Referral	60 days off the bus
Sixth Referral	180 days off the bus

Fighting or other major disruptive behavior may result in immediate bus suspension.

Visitors/Volunteers

Parents and other visitors are welcome at our school. Please stop by the office to sign in and to obtain a visitor's pass prior to entering the school. We appreciate our volunteer parents and grandparents. Our school also needs volunteers to mentor students. If you or someone you know is interested in becoming a student mentor, please see the school counselor for more information. Keep in mind that a parent's commitment to our school includes the recording of 10 volunteer hours. This includes parent/teacher conferences, WLA Foundation/school events and all classroom/school assistance.

YMCA After School Program

The Hall County YMCA will offer after school care for our students at the Chestnut Mountain Campus. Students at the intermediate campus will be transported back to Chestnut Mountain by bus for the program. Students may be registered with the YMCA by calling 770-297-9622. After school care is provided at the school until 6:00. Your children have the option of utilizing the WLA YMCA program or the school of residence YMCA program.

General Information for Hall County Schools

Asbestos Management Plan Notification

The Hall County School System AHERA Management Plan is available for public inspection upon request at the School System Board of Education Facilities Department. This notification is provided to fulfill the requirement of section 763.93(4) of the Asbestos Hazard Emergency Response Act, 40 CFR Part 763, October 30, 1987. All interested parents, teachers, employees or other persons are invited to review the plan, which includes the following items:

1. Location, amounts and types of asbestos containing materials.
2. Response actions to the asbestos containing materials.
3. Plans for re-inspection, and periodic surveillance.
4. Public notification procedures.



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Anyone interested in reviewing the plan please call the Facilities Department at (770) 534-1291. You can ask for Pam Cravero.

Hall County Schools Acceptable Use of Electronic Media for Students

The Hall County Board of Education (HCBOE) recognizes that electronic media, including the Internet, provides access to a wide variety of instructional resources. Use of electronic resources must be in support of, and consistent with the vision, mission and goals established by the HCBOE and for the purpose of instructional support. All users of the district wide area network and/or other electronic informational services must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access. The purpose of these guidelines is to ensure that all Hall County Schools (HCS) technology users share the HCS technology resources in an effective, efficient, ethical and lawful manner. HCS technology should be used for legitimate educational reasons only, and not for personal use. All users of HCS technology resources and facilities must agree to and sign the terms of this acceptable use agreement.

Strict compliance with all applicable ethical and legal rules and regulations must be maintained by all users of the wide area network and/or other electronic informational services including electronic mail (e-mail). Users must respect intellectual property rights and understand that school system data accessible over the network, regardless of the computer or device being used, constitutes property. All electronic, telephonic, and communications transmitted by, received from or stored in these systems are property of the Hall County Schools. Users of such systems should have no expectation of privacy when using HCS computers, network, equipment, or privately owned equipment connected to a HCS network.

It is important to note that with a global network, it is impossible to control or predict all materials a user may accidentally or purposefully discover on an electronic resource. HCS personnel will make every effort to educate and guide all users in the proper use of electronic media, including the Internet. Because access to the Internet provides connections to other computer systems located all over the world, users (and parents of users) must understand that neither the HCS nor any district staff member controls the content of the information available on these other systems. Some of the information available is controversial and sometimes may be offensive. HCS does not condone the use of such materials. Therefore, it is imperative that the user be held accountable for the appropriate utilization of this technology. All HCS computers and networks are filtered in compliance with the Children's Internet Protection Act.

Login information, usernames and passwords are confidential. The student is responsible for keeping logins secure. At no time should anyone log in with your user name or password, nor should you use someone else's information. Students should never log into a teacher or staff member's computer; this must be done by the teacher or staff member.



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Access to technology resources is a privilege, not a right. Inappropriate use will result in a cancellation of these privileges as well as possible assignment of disciplinary action consistent with the policies and procedures of HCS. Individual schools may establish additional regulatory guidelines for use of electronic resources that include, but are not limited to, guidelines established by this system-wide procedure. Building administrators shall establish a process for informing students and staff about the district and local school [Acceptable Use Procedures](#).

The definition of HCS information and data resources includes, but is not limited to, any computer (including handheld devices), server or network, or access provided or supported by HCS, including the Internet. Use of the computer facilities includes the use of data/programs stored on HCS computing systems, data/programs stored on magnetic tape, floppy disk, jump drives, USB devices, CD-ROMs, DVD-ROMs, computer peripherals or other storage media, that is owned and maintained by HCS. The user of the system is the student using HCS technology. HCS, and privately owned, technology and electronic resources must not be used to:

- Harm other people (including cyber bullying and harassment).
- Interfere with other people's work.
- Steal property.
- Gain unauthorized access to other people's files or programs.
- Gain unauthorized access to online resources by using another individual's password.
- Make changes to the hardware or software configuration of any machine, including installing or deleting any software.
- Improperly use the network, including introducing software viruses and/or bypassing local school or office security policies.
- Steal or damage data and/or computers and network equipment.
- Download copyrighted software, music, or images, or violate any copyright laws.
- Video record instruction or instructional activities without explicit permission of the teacher or the principal
- Access, upload, download, or distribute pornographic, hate-oriented, profane, obscene, sexually explicit material, any material or sites not approved by your teacher or principal.

Under no circumstances are students to upload/install any materials, program, files, or applications onto HCS computers, network equipment, or any computer systems without obtaining prior written consent of a HCS technology coordinator.

Students are responsible for ensuring that any computers or electronic devices, diskettes, CDs, memory sticks, USB flash drives, and/or other forms of storage media that they bring in from outside the school are virus free and do not contain any unauthorized or inappropriate files. When approved by the site principal or designee, students may be permitted to use their own computer or computing devices, including handheld devices, to connect wirelessly to the HCS network. No privately owned computers, printers or other



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devices may be attached to the district's network, or plugged in to any data network port. Students are not permitted to access the internet via personal Wi-Fi accounts, 3G/4G cards, anonymous proxy sites, or by any other manner while on HCBOE property or functions. HCS retains the right to determine where and when privately owned equipment may be connected wirelessly to its networks.

Parents that allow their child to bring privately owned computers/other technology devices to school are personally responsible for the equipment. Responsibility for the maintenance and repair of the equipment rests solely with the student/parent. Any damage or theft to the equipment is the responsibility of the student/parent. Personal computers/devices should be used for legitimate educational purposes. Software residing on privately owned computers must be privately owned and properly licensed. All devices must include up-to-date anti-virus software.

District technicians and/or school-based personnel will not service or repair hardware or software owned by the student/ staff member. No internal components belonging to the district shall be placed in any personal equipment, whether as enhancements, upgrades or replacement.

Teacher/instructor moderated collaboration groups that utilize web-based sites are authorized upon local site principal or designee approval. All applicable protocols are to be followed. Any failure to follow such a protocol is subject to local school disciplinary action, up to and including a disciplinary tribunal hearing, or district level disciplinary action as determined by the local principal or designee, in accordance with the student code of conduct.

Failure to follow these guidelines may violate Georgia Laws related to computer crimes as set forth in the Official Code of Georgia, O.C.G.A. 16-9-90, 16-9-91, 16-9-93, and 16-9-93.1, as well as Title XVII of United States Public Law 106-554, known as the Children's Internet Protection Act and 20 USC 1232g, known as the Family Educational Rights and Privacy Act. Such actions can also lead to disciplinary actions, up to and including loss of access to HCS technology resources and further disciplinary actions as defined by existing HCS policies or student code of conduct.

HCS does not guarantee the privacy or security of any item stored on or transmitted by any privately owned computers. All technology use, whether HCS owned or privately owned, is subject to auditing, as well as live and archived monitoring where appropriate. The district may revoke the user's access and suspend the right to use the privately owned computer at district facilities if at any time it is determined that the user is engaged in unauthorized activity or is violating the Acceptable Use Policy



Family Educational Rights and Privacy Act (FERPA)

NOTICE TO PARENT/GUARDIANS AND ELEGIBLE STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA):

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Hall County School System receives a request for access.

Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the Hall County School System to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading, or otherwise in violation of the student's privacy or other rights.

If the School System decides not to amend the record as requested by the parent or eligible student, the System will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.



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Generally, schools must have written permission from the parent or eligible student before releasing information from a student's record. However, FERPA allows schools to disclose records, without consent, to the following parties:

- School employees who have a need to know;
- Other schools which a student is transferring;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for the school;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in case of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to Georgia law.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed of the Hall County School System as an administrator, supervisor, instructor, or other support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the System has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the System discloses, and forwards if necessary, education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

Parents or eligible students may request, in writing, that the Hall County School System not disclose directory information about them. They should make this request annually by September 30th.

5. The right to file with the U.S. Department of Education a complaint under 20 C.F.R. 99.64 concerning alleged failures by the Hall County School System to complete requirements of the Family Educational Rights and Privacy Act I or the regulations promulgated there under.

The Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education



400 Maryland Avenue, SW
Washington, DC 20202-4605

Protection of Pupil Rights Amendment (PPRA)

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA):

1. Parents and eligible students (18 or older or emancipated minors) shall be notified at the beginning of the school year of the approximate dates during the school year when any of the activities listed below are expected to be scheduled. The Board of Education has developed and adopted policies, in conjunction with parents, regarding the activities described in paragraph 1. In accordance with Board policies, prior written consent must be obtained from parents before students are required to submit to any survey that contains questions about one or more of the areas listed in subparagraph (1)(A) and that is funded in whole or in part by the U.S. Department of Education. You have the right to inspect any survey or instrument used in the collection of information under subparagraphs (1)(A) and (1)(B) before the instrument is administered or distributed to a student and to opt out your child out of participation in any activities described in paragraph (1) in accordance with regulations developed by the Superintendent.
 - a) The administration of any survey containing one or more of the following items:
 - i. Political affiliations or beliefs of the student or the student's parent;
 - ii. Mental or psychological problems of the student or the student's family;
 - iii. Sex behavior or attitudes;
 - iv. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - v. Critical appraisals of other individuals with whom respondents have close family relationships;
 - vi. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - vii. Religious practices, affiliations, or beliefs of the student or student's parent; or
 - viii. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
 - b) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
 - c) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student, or of other students.
2. You may, upon request, inspect any instructional material used as part of the educational curriculum for your student.



World Language Academy Student Handbook



3. The school is required by federal law to give this notice to parents. However, the school does not have scheduled any marketing activities or physical exams such as those described in paragraphs 1(B) and (C). If any such activities are initiated during the school year, you will be notified accordingly and will be afforded all rights as described herein.
4. Parents/ eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, D.C. 20202-4605.

Complaints of Discrimination / Harassment

The Hall County School System does not discriminate on the basis of race, color, religion, national origin, age, disability or gender in employment decisions or educational programs and activities. Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon any of the factors listed above should promptly report the same to the principal of the school or the appropriate coordinator as listed below, who will implement the board's discriminatory complaints or harassment procedures. Students may also report harassment or discrimination to their school counselor.

The Title IV Coordinator is Gordon Higgins,
Hall County School System, 711 Green St., Suite 100 Gainesville, GA 30501
(770) 534-1080

The Section 504 and Americans with Disabilities Act Coordinator is Dr. Paula Rufus, Hall County School System, 711 Green St., Suite 100 Gainesville, GA 30501
(770) 534-1080.

Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedure under Hall County School District Policy GAAA/JAA (Equal Opportunity/ Discriminatory Complaints) is located in the school district policy manual which is available in either the school office or the central office and is also located online at www.hallco.org.