



Muscogee County School District

Parents Bill of Rights

The Muscogee County School District recognizes that parental and guardian involvement makes for a successful school environment, and will always acknowledge that parents and guardians are a critical component of the "WE" in the District's Value Statement.

In accordance with Act 718 of the 2022 Georgia Legislative Session (O.C.G.A. § 20-2-786), the Muscogee County School District, in consultation with parents, teachers, and administrators, is publishing this notice of the following regulations and procedures to promote parental involvement in school.

Procedures for a parent to review records pertaining to his or her minor child:

Currently Enrolled Students

In accordance with the Act and with the existing federal Family Educational Rights and Privacy Act (FERPA), parents, legal guardians, and eligible students have the right to inspect and review their student's records maintained by the school. For a short, informative video from the US Department of Education about FERPA, click [HERE](https://studentprivacy.ed.gov/training/student-privacy-101) (link to <https://studentprivacy.ed.gov/training/student-privacy-101>) Parents/legal guardians/eligible students should call or visit the school's main office or email the principal of the child's school to set up an appointment to inspect and review their student records. Appointments to inspect and review records will be held during the school day and within 3 school days of receiving the request. The parent/legal guardian/eligible student must present a valid state-issued ID. Parent/legal guardian/eligible student requests for physical copies of student records, rather than requests to inspect and review, may be made by calling or visiting the main office of the school or by emailing the principal. Copies will be available for pick-up at the school within 3 school days of receiving the request for copies in writing and accompanied by a copy of requester's valid state-issued ID. The school is authorized to charge a fee for copies of records, and may include postage costs if the request includes a direction to mail the records. Requests for records made at the District main office for **Students with Disabilities** will only contain records specific to the student's disability, as maintained at the District main office (MCPEC). Parents/legal guardians/eligible students should call the Program for Exceptional Students (PES) at 706-748-2230 to set up an appointment to inspect and review records. Appointments to inspect and review records will be held during the school day and within 3 school days of receiving the request. The parent/legal guardian/eligible student must present valid state-issued ID. Parent/legal guardian/eligible student requests for physical copies of student records from PES, rather than requests to inspect and review, may be made by calling PES at (706)748-2230 or visiting the District's main office. Copies will be available for pick-up at the District main office within 3 school days of receiving the request for copies in writing and accompanied by a copy of requester's valid state-issued ID. PES is authorized to charge a fee for copies of records, and may include postage costs if the request includes a direction to mail the records. Parents/legal guardians/eligible students may also access student records through their Parent or Student Portal. If you have trouble accessing the Portal, please visit or call your student's school.



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Exited Students

Records for students who have exited the school district for any reason, including graduation, are maintained by the MCS D Records Department. A request for records of exited students may be made by clicking [HERE](https://muscogee.k12.ga.us/c/Divisions/OperationsAndFacilities/RecordsManagement) The Records Management Department may be reached at 706-748-2385 or by writing to: Records Management Department, 5661 Lorenzo Road, Columbus, GA 31904.

Procedures for a parent to learn about his or her minor child's courses of study, including, but not limited to, parental access to instructional materials intended for use in the classroom:

Muscogee County School District outlines its courses of study in the annual Student Progression Plan, available under the MCS D website. Courses may also be outlined in each high school's handbook and by each teacher in the form of a syllabus, both of which may be provided to parents upon request to the school principal, and by parental utilization of the MCS D Canvas and Infinite Campus platforms. Instructional materials intended for use in his or her minor child's classroom are available during the review by contacting the student's teacher, who will be able to arrange for a parent's review of such material within 3 days of parental request.

Procedures for a parent to object to instructional materials intended for use in his or her minor child's classroom or recommended by his or her minor child's teacher:

Parents and legal guardians may object to instructional materials by contacting their school's principal in-person or via phone or email.

Procedures for District's notification to parents of sex education course content and procedures for parental withdrawal of his or her minor child from the school's prescribed course of study in sex education:

At least two weeks prior to any course on sex education, the student's Health class teacher shall provide parents and legal guardians with a notice, in the form of a flyer sent home with the student, which includes course content and directives for parents or legal guardians who wish to withdraw their student from participation in the course.

Procedures for a parent to provide written notice that photographs or video or voice recordings of his or her child are not permitted:

Through the annual submission of the online registration, parents and legal guardians give consent or non-consent to the school and/or District's use of their student's photo, voice, and/or name in various media projects. At any time during the school year, parents and legal guardians may revoke or grant consent by contacting the principal of their child's school, in writing. Revoking of consent for the District's use of a student's photo and name will result in omission of the student's photo and name from middle and high school yearbooks, as well as from any athletics, drama, or other activity rosters published by the District, as required by law.