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BALDWIN COUNTY SCHOOLS

MISSION

The mission of the Baldwin County School District, in collaboration with families and community, is to educate students who will graduate college career ready and become contributing members of our local and global communities.

VISION

Our Vision is to empower students to achieve their maximum potential for lifelong success.

BELIEFS

- 1. We believe all students can learn.**
- 2. We believe that students are unique and have individual learning differences.**
- 3. We believe effective, engaging teachers have a positive effect on increased student achievement.**
- 4. We believe learning is a lifelong process.**
- 5. We believe that learning is a shared responsibility--home, school, and community.**
- 6. We believe collaboration creates accomplishments greater than the sum of individual efforts.**
- 7. We believe data analysis leads to informed decisions.**
- 8. We believe our efforts on student learning should be focused, aligned, and responsive to the social and economic wellbeing of our community.**
- 9. We believe a safe, positive, and innovative learning environment is essential to the success of our community.**
- 10. We believe that it is essential to provide students with a rigorous and relevant curriculum while building and fostering positive relationships.**

Safe Schools Tip Line

478-453-1855

(Anonymous)

The Baldwin County School District does not discriminate on the basis of race, color, religion, national origin, genetics, disability, or sex in its employment practices, student programs and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all accompanying regulations.

Baldwin High School

BALDWIN COUNTY BOARD OF EDUCATION BOARD MEMBERS

District 1	Dr. Gloria Wicker
District 2	Ms. Shannon D. Hill
District 3	Mr. Lyn Chandler
District 4	Mr. John Jackson, Board Vice Chair
District 5	Mr. Wes Cummings, Board Chair
Superintendent	Dr. Noris Price

BALDWIN COUNTY BOARD GOALS

Focus Area I - Student Achievement

Focus Area II - School and Community Partnerships

Focus Area III - Recruitment and Retention of High Performing Staff

~Committed to Excellence~

The Baldwin County School District is Accredited by the Southern Association of Colleges and Schools/AdvancEd and the Georgia Accrediting Commission.

2021-2022 School Calendar

July 2021							August 2021							September 2021						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
				1	2	3	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30		
												20							21	

October 2021							November 2021							December 2021						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31					16							17							13	

January 2022							February 2022							March 2022						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
						1			1	2	3	4	5			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28						27	28	29	30	31		
30	31				18							18							22	

April 2022							May 2022							June 2022						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		
					16							19								

July 27-Aug. 3	Pre-Planning
August 4	First Day of School
September 6	Labor Day Holiday
September 24	Early Release/Parent Conference Day
October 11-15	Fall Break
November 22-26	Thanksgiving Holidays
December 17	Early Release
December 20-31	Winter Holidays
January 3-4	Professional Learning/Staff Day
January 5	Students Return
January 17	Dr. Martin Luther King Jr. Day
February 18	Holiday for Staff & Students
February 21	Holiday for Staff & Students
March 18	Early Release/Parent Conference Day
March 21	Professional Learning/Staff Day
April 4-8	Spring Break
May 26	Last Day of School/Early Release
May 27	Post Planning

PL Days: Teachers Report/No Students

Holidays: No teachers or students

Early Release Day/PL

Early Release/Parent Conferences

***Inclement Weather Days if Needed**

1st Semester: 87 Days

Aug. 31: Midterm 1st 9 Weeks
Oct. 4: End of 1st Nine Weeks
Nov. 9: Midterm 2nd 9 Weeks
Dec. 17: End of 2nd 9 Wks/ 1st Sem.

2nd Semester: 93 Days

Feb. 4: Midterm 3rd 9 Weeks
Mar. 14: End of 3rd 9 Weeks
April 26: Midterm 4th 9 Weeks
May 26: End of 4th 9 Wks/2nd Sem.

School Day for Students

Elementary
Middle/High School

Start Time

7:45 a.m.
8:15 a.m.

Ending Time

2:45 p.m.
3:15 p.m.

Baldwin High School

These signature forms are now being done electronically.
If you have not completed these, please go to Infinite Campus to complete.

Acknowledgment of Receipt of the Student Code of Conduct

The undersigned hereby acknowledge receipt of a copy of the Baldwin County School District Code of Conduct and all Appendices and notifications thereto (the "Code"). We have read and discussed the Student Code of Conduct with our child, and we agree to fully abide by the same.

We understand that school bus transportation is a privilege and not a right. We understand that students who are involved in serious or repeated acts of unacceptable behavior on the school bus will have their riding privileges suspended or revoked. We also understand that suspension or revocation of this privilege does not excuse a student from school. During the period of suspension or revocation, it will be the responsibility of the parent/guardian to provide transportation to and from school.

We have been provided with information regarding possible consequences and penalties for failure to comply with compulsory attendance law.

_____	_____	_____	_____
Signature of Parent/Guardian	Date	Signature of Student	Date
School: _____		Grade: _____	

Photo/Video Release

___ I **do give** permission for photos, videos and/or images of my child, captured through video, photo, and digital camera, to be used in connection with Baldwin County Board of Education School System activities.

___ I **do not give** permission for photos, videos and/or images of my child, captured through video, photo, and digital camera, to be used in connection with Baldwin County Board of Education School System activities.

Student's Printed Name: _____ Parent/Guardian's Signature: _____

STUDENT AGREEMENT

Every BCSD student must read and sign below:

I have read, and understand and agree to abide by the terms of the BCSD Acceptable Use Policy. Should I violate these agreements by misusing the district's network, internet access, or provided devices, I understand and agree that my access privileges may be revoked and school disciplinary action may be taken against me.

Student Name: _____ Graduation Year: _____
Student Signature: _____ Date: _____
Student BCSD Email: _____

PARENT/GUARDIAN AGREEMENT

To be read and signed by parent or guardian of BCSD students:

As the parent or guardian of this student, I have read, understand, and agree that my child shall comply with the terms of the school district's acceptable use policy and the 1:1 Technology Responsible Use Agreement.

Parent/Guardian Name: _____ Parent/Guardian Signature: _____
Date: _____ Parent/Guardian Email Address: _____

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**Baldwin County School
Acceptable Use Policy**

The Baldwin County School District supports the rights of students and staff to have reasonable access, in school, to various information formats and believes it is incumbent upon students and staff to use this educational advantage in an appropriate and responsible manner.

District Technology can be defined as any electronic device, tool, system, service, or other property owned by the Baldwin County School District.

Responsible Use

This policy outlines the guidelines and behaviors that all users are expected to follow when using technology. It is the responsibility of both Baldwin County Schools and parents to help prepare students to be responsible members of a digital society and digital citizens who:

Understand human, cultural, and societal issues related to technology.

Practice legal and ethical behavior online.

Advocate and practice safe, legal, and responsible use of information and technology.

Exhibit a positive attitude toward using technology to support collaboration, communication, creativity, and critical thinking.

Demonstrate personal responsibility for lifelong learning.

Exhibit leadership for digital citizenship.

Policies, guidelines and rules refer to all computing devices including but not limited to computers, mobile web enabled devices, iPads, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones or electronic communication devices, digital cameras, etc., as well as technology infrastructure, associated peripheral devices and/or software that access the Baldwin County Schools internet/computer network; and all computers and devices owned by the Baldwin County Schools.

Prohibited Use

Unacceptable uses of school electronic resources include, but are not limited to:

1. Accessing or Communicating Inappropriate Materials–Users may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.

2. Illegal Activities– Users may not use the school district’s computers, electronic devices, networks, or internet services for any illegal activity or in violation of any school district policy/procedure or rules. Baldwin County Schools and its employees and agents assume no responsibility for illegal activities of users while using school computers or school-issued electronic resources.

3. Violating Copyrights or Software Licenses– Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

4. Plagiarism– Users may not represent as their own work any materials obtained on the internet (such as term papers, articles, music, etc.). When using other sources, credit must be given to the copyright holder. Users should not

Baldwin High School

take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the internet should be appropriately cited, giving credit to the original author.

5. Cyberbullying– Cyberbullying will not be tolerated. Harassing, denigrating, impersonating, and cyberstalking are all examples of cyberbullying. Do not send emails or post comments with the intent of scaring, hurting, or intimidating others. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime.

6. Misuse of Passwords/Unauthorized Access– Users may not share passwords; use any user account/password that is not assigned to them; or attempt to circumvent network security systems.

7. Malicious Use/Vandalism– Users may not engage in any malicious use, disruption or harm to the school district's computers, electronic devices, network and internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

8. Avoiding School Filters– Users may not attempt to use any software, utilities or other means to access internet sites or content blocked by the school filters.

9. Unauthorized Access to Blogs/Social Networking Sites, Etc.– Users may not access blogs, social networking sites, etc. prohibited by school administration or the Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.

10. Degrade System Resources– Users shall not use the network in such a way that would degrade the performance system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or school administrator.

11. Unauthorized Equipment– Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district network without permission from the school administration or the Technology Department.

Safety/Security

All users are given accounts upon entry into Baldwin County Schools. Any user account given is intended for the sole use of that user only. Each user is responsible for the security of the system. Passwords should not be shared. If a user shares a password with another, that user will be held accountable.

Users may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites. If users encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.

Staff may post student pictures on district/ school/classroom "public" websites as long as the student's name or other identifying information is not included. Students' grades, test results, or identifying pictures may be stored only on district-approved secure sites that require a username and password for authorized individuals to access.

Using electronic devices to make video/sound recordings or digital images of others without the consent of those being recorded is strictly prohibited. Restrictions against inappropriate language apply to all communication throughout the district network, including but not limited to public messages, private messages, and material posted on web pages. The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms.

School staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).

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Students may be issued a school email address to improve student communication and collaboration on school projects. Email shall be used only for educational purposes that directly relates to a school project or assignment.

Damage/Liability

Users may be responsible for compensating the school district for any losses, costs or damages incurred for violations of Board policies/procedures and school rules, including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or costs incurred by users while using school district computers, devices, or the school network.

Expectation of Privacy

No right of privacy exists in the use of technological resources provided by the school. School system administrators or individuals designated by the Superintendent may review files, internet history logs, monitor communications/content activities, and intercept email messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School system personnel shall monitor online activities of individuals who access the internet via school owned computers.

Terms of Use

Baldwin County Schools reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy. District and technology administration reserves the right to examine, use and disclose any data found in the district network and/or equipment in order to further the health, safety, discipline or security of the school community. Additionally, all handbook regulations apply to the use of the district network, internet, and electronic resources.

Disclaimer

Baldwin County Schools, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network, internet access, and electronic resources it is providing. Furthermore, the district is not responsible for:

- The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through internet access.
- Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.
- Unauthorized financial obligations resulting from the use of BCSD electronic resources.

Examples of Acceptable Use

I will:

1. Use school technologies for school-related activities.
2. Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline. Be courteous and respectful.
3. Not post any information that I would not want students, parents, teachers, or future colleges or employers to see (once something is online, it is available to the world).
4. Treat school resources carefully, and alert staff if there is any problem with their operation.
5. Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
6. Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, and posts) online.
7. Use school technologies at appropriate times and in approved places, for educational pursuits. Cite sources when using online sites and resources for research.
8. Recognize that use of school technologies is a privilege and treat it as such. Be cautious to protect the safety of others and myself.
9. Help to protect the security of school resources.

Baldwin High School

Examples of Unacceptable Use

I will not:

1. Use school technologies in a way that could be personally or physically harmful
2. Attempt to find inappropriate images or content; intent to seek inappropriate images or content is a violation of this Responsible Use Policy.
3. Create a personal mobile “hot-spot” or utilize a “proxy site” for the purpose of circumventing network safety measures and filtering tools.
4. Create, distribute or deploy multi-user servers or gaming software on or within the MPS network.
5. Engage in cyberbullying, harassment, or disrespectful conduct toward others.
6. Try to find ways to circumvent the school’s safety measures and filtering tools; intent to circumvent safety measures and filtering tools is a violation of this Responsible Use Policy.
7. Use school technologies to send spam or chain mail.
8. Plagiarize content I find online.
9. Post or otherwise disclose personally identifying information, about others or myself.
10. Agree to meet someone I meet online in real life.
11. Use language online that would be unacceptable in the classroom.
12. Use school technologies for illegal activities or to pursue information on such activities.
13. Attempt to hack or access sites, servers, or content that isn’t intended for my use. This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

CIPA

Baldwin County Schools is in compliance with the Children’s internet Protection Act (CIPA) and has installed technology protection measures for all computers in the school corporation. A technology protection measure is in place that blocks or filters internet access. This filter protects against access by adults and minors to visual depictions that are obscene, child pornography, or — with respect to use of computers with internet access by minors — harmful to minors. The content filter does monitor the online activities of minors and may be reviewed when deemed necessary.

The district has the right to place reasonable restrictions on the material you access or post through the system. Students who violate the RUP will be subject to student disciplinary code outlined in the Medford Student/Parent handbooks.

The Acceptable Use Policy (AUP) applies to:

School-owned technology on the district internet/network, on non-school networks and offline

Privately owned technology that is connected to the district internet/network and on privately owned networks while on school property

BCSD Student Device Policies and Procedures

Chromebook Distribution

Parents/Guardians must sign that they have read and understand the BCSD Chromebook User Policy before a device can be issued to their child. Students and parents will be responsible for the care of the device throughout the school year. All students will be expected to use a school-issued Chromebook during the school day. Students in grades 3-12 may take devices home. Students in Kindergarten -2nd grade will be allowed to bring devices home if the school is shut down for any reason.

Chromebook Distribution

- K-2 students will be assigned a device that may be taken from class to class but will not be taken home. Each K-2 teacher will have a cart to store and charge these devices.
- Third through 12th grade students will be assigned a device and a power cord. These devices will be taken home daily and should be brought to school fully charged and ready for the day. **If a student comes to school without a charged device, he/she will receive book work for the day and be required to make up missed classwork that evening.**

Chromebook Fees

- All Baldwin County students will be charged a technology fee of \$30 per year. This fee will offset repair costs if the device is damaged. Parents may pay this in small installments. However, the student will not be eligible for any coverage until the parent has paid the entire fee. Once the \$30 fee has been paid, the student will be eligible for \$100 worth of accidental damages. **THIS EXCLUDES THE LOSS OF POWER CORDS.** Power cords are \$20.
- Students will be charged for each repair within Infinite Campus. If the repair is covered by the Technology Fee, the fee will still be assigned but marked exempt.
- Students **do not** have to pay the fee in order to use or take home a device. However, if the device is damaged without the fee being paid, the student will be responsible for the **full cost of the repair**. The student will receive a loaner device until the repair is completed and the cost of the repair is paid. **If not paid, the student will continue to use the loaner device.**
- If a device is lost or stolen, the student will have to pay \$250 to replace the device. The insurance fee can be used to offset this price if the student has previously paid the fee.

Chromebook Repairs

- If a device is brought to the Media Center for repair, the media specialist will look within Infinite Campus to see if the student has paid the Technology Fee.
 - **Use the BCSD Repair Form SY21 for each damaged device that comes into your library.**
 - **Please assign a fee for lost power cords in IC and do not give these out until the student has paid. These are not covered by the Technology Fee.**
 - **Damages to loaner devices are not covered by the technology fee.** Students will be held financially responsible for the repair or replacement of loaner devices.

Baldwin High School

Baldwin High School

155 HWY. 49 WEST

Milledgeville, Georgia 31061

Telephone: 478-453-6429

Fax: 478-451-3032

<https://www.baldwincountyschoolsga.org/baldwin-high>

Students and Parents,

Thank you for choosing Baldwin High School for your student's education. The combination of a dedicated faculty, excellent extra-curricular and co-curricular activities, and a college and career academy make Baldwin High School the premier option for high school students and their parents.

This handbook will serve to provide you with information about school procedures, after-school opportunities, and behavioral expectations so that you and your student(s) can maximize their educational experiences at Baldwin High School. Please read this book carefully so that you will be aware of the essential information that it contains.

If any part of this handbook is unclear to you, or you feel that it could be improved in any way, please contact someone to express your concerns. We will use that feedback to improve the 2021-2022 handbook.

By working together and maintaining a spirit of cooperation, we can ensure that our students are provided the opportunities that will enable Baldwin High School to meet our vision, which is *"To empower students through a culturally responsive and stimulating environment where students will recognize and achieve their fullest potential."*

Sincerely,

Jason Flanders
Principal

Baldwin High School

Admission Requirements:

To be admitted in any Baldwin County School, a student must present:

- Proof of residence/mortgage/lease with an address and a utility bill showing current service address. (Must be in the parent/legal guardian's name.)
- A certified copy of his/her birth certificate.
- A social security card or waiver.
- An up-to-date immunization form showing the expiration date. (A certificate can be secured from local physicians or the county health department. The school cannot accept a certificate that is not on the state form.)
- A valid eye, ear and dental certificate. (Certificate can be secured from the local health department.)
- Proof of guardianship if not living with natural parents.

Student Withdrawal (GA State Law)

Mandatory attendance in a public school, private school, or home school program shall be required for children between their sixth and sixteenth birthday. Such mandatory attendance shall not be required where the child has successfully completed all requirements for a high school diploma.

• Any minor OVER the age of mandatory attendance (16-18) who has not completed all requirements for a high school diploma who wishes to withdraw from school must have the written permission of his or her parents or legal guardian prior to withdrawing. Prior to accepting such permission, the school principal or designee shall convene a conference with the child and parent or legal guardian within two school days of receiving notice of the intent of the child to withdraw from school. The principal or designee shall make a reasonable attempt to share with the student and parent or guardian the educational options available, including the opportunity to pursue a general education development (GED) diploma and the consequences of not having earned a high school diploma, including lower lifetime earnings, fewer jobs for which the student will be qualified, and the inability to avail oneself of higher educational opportunities.

Attendance and Tardy Policies

Regular school attendance gives children a solid foundation for a happier and more successful future. Everyone benefits when children attend school regularly. Parents can and will influence their child's attitude toward school and learning through what they say and more importantly, by what they do. We need everyone to work with us in making this aspect of school a total success.

Attendance Policy for students under the age of 16:

Students at Baldwin High School who are under the age of 16 are covered by the State of Georgia Compulsory Attendance Law (OCGA 20-2-690.1). This law requires students to **regularly** attend school until their 16th birthday. The Georgia Compulsory Attendance Law requires that the School provide each parent/guardian a written summary of possible consequences and penalties for failing to comply with the compulsory Attendance Law.

The parent/guardian and student shall sign a statement indicating receipt of such written statement and indicating that they have read and understand the Attendance Policy of the Baldwin County Board of Education as documented in the School Handbook.

Perfect Attendance

Students who are present for all of the class blocks for every school day will be recognized for perfect attendance awards.

Baldwin High School

Georgia Driver's License

Students under the age of 18 must maintain satisfactory attendance in their classes according to Georgia state law (HB 1190) to obtain and maintain a valid Georgia permit or driver's license. Baldwin High School will provide documentation to the Georgia Department of Drivers Services regarding students who do not maintain satisfactory attendance or students who withdraw from school or are expelled.

School Enrollment

Any applicant who is younger than 18 years of age must be enrolled in and not under expulsion from a public or private school.

Recent legislative changes have transitioned the reporting of Home School attendance from the local school boards to the Department of Education (DOE) Headquarters. In order to assist in this transition, DDS has begun accepting the Department of Education's "Declaration of Intent To Utilize a Home Study Program" (HSPDOI, DOI) as proof of attendance in a Home School program.

The "Declaration of Intent to Utilize a Home Study Program" form must indicate a 30 digit Department of Education number on the Signature Parent/Guardian line. The Date submitted is optional. This form is not a certified form.

Temporary Driving Permit

A student can obtain a temporary driving permit from the Department of Driver Services to drive to and from work with a suspended license, if he or she has demonstrated the need for the permit. The permit would only be granted if the driver's license has been suspended for a school-related infraction or for dropping out of school.

Petition for Hardship Exemption to School Conduct and Attendance Requirement

Information on Hardship Licenses

Students under 18 that have a school suspension on their license may apply for a Hardship Exemption. A Hardship must be proven with documentation from a physician or the school. A Hardship exemption is not available for any other suspension, although some other suspensions allow limited permits for work.

School Hours 8:15 a.m. – 3:15 p.m.

Students may enter the commons area/cafeteria at 7:30 A.M. The academic wings will be open at 8:05 A.M. and close at 5:00 P.M. No student should be in the building after 3:15 P.M. unless under the direct supervision of a teacher/coach/or activity sponsor. The building doors will be secured at 5:00 P.M.

Sign In/Sign Out Policy

Any student arriving after 1st period officially begins must sign in at the attendance office. Any student leaving campus before last period ends must sign out at the attendance office. **Students signing out during a school day will not be allowed to sign back in on the same day unless the parent signs them back in. During State and Local testing administrations, students will not be allowed to check out while testing is in progress. Emergency situations will be considered by school administration. Parents or guardians must show photo ID and be listed in the student information system as an approved person to check students out.**

Excused Absences

A parent may submit undocumented excuses for five (5) days per school year. All other absences must be documented with a statement from a doctor or a medical facility. These excuses **must be submitted within**

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three (3) school days of the absence. The following information must be specified on each excuse: The date excuse is written; the date(s) and day(s) of absence(s); the reason for the absence (s), and must be signed by the parent/guardian.

Reasons Accepted for Excused Absences:

- Personal illness and when attendance would endanger the health of the student or the health of others.
- Death of an immediate family member.
- Religious Holidays
- Registering to vote (for a period not to exceed one day)
- When absence is mandated by order of government agencies, e.g., pre-induction
- Physical examination for armed services or Court Ordered appearances.
- Conditions rendering attendance impossible or hazardous to the health or safety of the student.

Procedures for Students under the age of 16 with excessive unexcused absences:

- When a student accumulates three (3) unexcused absences, the school shall contact the parent/guardian informing them of the three (3) unexcused absences.
- When five (5) unexcused absences are accumulated, a referral will be made to the Baldwin County School System truancy officer as required by Ga. Law.
- The System Attendance Officer shall notify the parents/guardian (by certified mail, return receipt requested) notifying of the absences and include a written summary of the consequences for failing to comply with the Compulsory Attendance Law.
- Penalties are fines up to \$100.00 per day; up to 30 days per jail, community service or a combination of the penalties, at the discretion of the court.
- Each unexcused absence over (5) is considered a separate offense. Upon receiving a referral, the Attendance Officer may refer cases of five (5) unexcused absences to the School Social Worker, the Dept. of Family and Children Services (or other appropriate community agencies), Interagency Council and/or to the Attendance Support Team for the School. The Attendance Support Team can be composed of the System Attendance Officer, School administrator, school counselor, parent, student, and any other pertinent party. Failure of a parent/guardian to attend and participate in the Attendance Support Team Meeting will be considered as non-compliance.
- If the truancy issue is not resolved after the above processes, legal action will be taken against the parent and the student. A Juvenile Complaint Report will be filed on the student and a State Warrant will be issued for the parent/guardian.

Unexcused Absences for Students over the age of 16:

- The Baldwin County School District will withdraw any student who has missed more than ten (10) consecutive days due to unexcused absences, who are not subject to compulsory school attendance (over the age of 16), and who are not receiving instructional services from the School District required by the Federal Individuals with Disabilities Act (IDEA). In addition, any student, regardless of age, who exceeds ten (10) unexcused absences in a semester shall be denied credit for all blocks affected. Such students shall be referred to an appeal committee.

The student may appear before the committee to explain such absences or a school staff member may present the student's case on his/her behalf. This appeal must include conclusive documentation of each absence.

In extreme circumstances, the committee has the authority to waive this regulation. Parents or students are allowed five (5) days to initiate the appeal process with the School Principal or the Appeal Committee.

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Tardy Policy

The Tardy Policy was established by the Baldwin County Board of Education in accordance with Georgia State Law.

- All students must be in class by or before the bell rings to begin each block. If the tardy was caused by a late bus or medical appointment (with proper verification of appointment), a pass to class can be obtained at the Attendance Office.
- **All classroom doors will be closed and locked after the tardy bell stops ringing.**
- Any student found to be loitering in the halls after the final bell without consent from a faculty or staff member will be charged with a class cut and or out of place and the subsequent penalty.
- The classroom teacher's records will be the official documentation for classroom attendance. Records are maintained in the school student information system.
- Students who are tardy to class will be marked in attendance by the teacher of record for the infraction.

Teachers will be responsible for reporting habitual violators:

- **Three tardies—A mandatory teacher phone call must be made to a parent/guardian regarding excessive tardies**
- **Lunch Detention - After the third tardy, a student may be assigned to lunch detention**
- **Four or more tardies—Discipline referral to an assigned administrator**

Traffic and Parking

- **Parking a motor vehicle on the school campus is a privilege—not a right.**
- Each student of Baldwin High School is required to register with the main office any vehicle they intend to operate on campus. Once registered, a vehicle may be legally parked only in the "zone" for which its decal is designated.
- Student parking will be located in front of the school. All student drivers **MUST** park in the designated area only. When the student vehicle is parked all students must enter the building immediately. Students who park in areas other than the student parking area may have their cars ticketed and/or towed away at their own expense. Failure to adhere to school rules and/or driving laws could result in a loss of driving privileges.
 - Students who drive to school that are chronically tardy for the first block and/or have excessive unexcused absences may have their driving privileges revoked.

Parking and Traffic Regulations

- Each motor vehicle parked on BHS campus by students must be registered and student drivers must possess a **valid driver's license AND must have proof of insurance PRIOR to obtaining a parking permit.** Students driving with a restricted license and/or provisional permit will not be granted parking credentials.
- **Registration parking decals must be accomplished within the first (10) school days.**
- Baldwin High School requires the decal be permanently displayed for view. The decal may not be taped or temporarily affixed to the vehicle.
- Only one decal will be issued per vehicle.
- Registration of a vehicle is not complete until a Baldwin High School permit is displayed. Any vehicle may be towed at the owner's expense.
- Each vehicle driven by a Baldwin student must be registered and the decal properly displayed.
- A fee of \$15.00 per vehicle is charged yearly to cover the cost of decals, signs, and record keeping.
- Registration decals/permits are not transferable from one vehicle to another or one owner to another. Replacement decal is \$15.00.
- Parking and operation of a motor vehicle shall conform to the laws of Milledgeville and the State of Georgia and the regulations of this manual. Failure to conform to these guidelines shall result in disciplinary action.
- Attention! Lock your vehicle at all times and do not leave valuables in your car.
- Baldwin High School and the Baldwin County Board of Education assume no responsibility for damages or loss of any vehicle or property on the Baldwin High School campus. This includes any damages caused in the course of police inspection or the result of towing an improperly parked vehicle.

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Student drivers who have chronic school tardies, violate driving laws, and/or leave campus without permission may have his or her driving privileges revoked.

Any student that engages in reckless driving on campus will have their parking privileges revoked for the year and will not be refunded.

College Visits

- Each student is allowed to visit the college(s) of choice. The student should get a note of explanation from a counselor prior to the date of the visit to the college. The note is to be signed by parent/guardian and each classroom teacher. After all signatures are obtained, the note is turned in to the attendance office. Verification of attendance from the college is required and should be turned in to the attendance office.
- It is the responsibility of the student to complete any work missed while away. If the student follows the above procedures, the absence is considered a School Sponsored Activity (SSA day).

First Aid/Illness

- Students who become ill during the school day should report to their regularly scheduled teacher. The teacher will call the nurse and the nurse will report to the classroom to check on the student and bring them back to the nurse's station if treatment is needed. Students are not to report to the nurse on their own.
- If an emergency arises, arrangements will be made for getting students to a doctor/hospital via ambulance. If a student is carried to a doctor or the hospital, the parent will be notified immediately and is expected to come and assume responsibility for the student.

Emergency Contacts

In the interest of students, it is critical that the school be able to contact parents at any time the child is at school. Therefore, it is essential that the school has on file the parent's current address and home and business telephone numbers in case a parent cannot be reached. If parents move or change jobs, they should contact the school immediately to update this important information.

Medicine

No medicine (prescription or non-prescription) will be administered to a student at the school without written permission of the student's parent or guardian. Over-the-counter drugs must be maintained in the original container and may be administered to a student after receiving verbal permission from the parent/guardian. Verbal permission received will be entered in the medicine logbook. Prescription drugs must be in the original container, bearing the name of the patient, the drug, the prescribing physician, and the name of the pharmacy filling the prescription.

Medicine must be kept in a place designated by the principal. Any medicine or drug administered must be entered into a Medication Log Book (Board Policy JGCD).

Head Lice/Communicable Diseases

Students with head lice or nits and communicable diseases such as ringworm, pinkeye, and impetigo should not attend school until a statement is obtained from a physician, health department official, or school nurse that the student is under treatment for the condition and may return to school. (No waiver will be accepted). In the case of head lice, a medical statement must be received for every day over two (2) days that a student has not been cleared of nits.

Students sent to school with these conditions will be sent home immediately upon notification of parent or guardian. Students will only be admitted to school with consent from the health department, doctor, or school nurse.

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Bed Bugs

Students with bed bugs on his or her clothing or personal possessions may be sent home and allowed to return once evidence of professional treatment has been rendered in the home. Students who are in class with students who have bed bugs will be presented a letter to present to parents as notification to inspect his or her child once they arrive home. Additionally, any student returning to school after being found to have bed bugs will be inspected by the nurse prior to going to class.

School Insurance

Low cost accident insurance may be available at the beginning of the school year for interested parents. Both school day coverage and 24 hour coverage are available. Accident claim forms may be obtained from the school office for this insurance. The parent is responsible for filing claims.

Hospital/Home-Bound

A teacher will be provided by the Baldwin County Board of Education to provide instruction for any student confined to home or the hospital with a non-contagious illness (as certified by the attending physician). The student's regular teachers will provide the hospital/homebound teacher with the student's daily assignments so that the student may keep up with class work. Students will not be counted absent when enrolled in the home-bound program. Forms for enrolling in this program may be obtained from the office and must be completed by the attending physician and the parent.

Georgia Driver's License

What you need to know about school and your driver's license

Visit Link for more information <http://www.dds.ga.gov/teens/index.as>

- No individual under the age of 18 can obtain a driver's license or instructional permit unless he or she is attending a public school, a private school or is enrolled in a home schooling authorized by law, or has graduated from high school, received a certificate of high school completion; or has completed his or her secondary education and is enrolled in a post-secondary school.

•Important Note on the Impact of Attendance and Student Conduct on a Student's Driver's License:

The BCSD is required under Georgia state law to certify that a student is enrolled in school and not under expulsion in order for a student to be eligible for a driver's license or learner's permit. Students who are withdrawn from BCSD as a result in missing more than ten (10) consecutive, or students who have been expelled from school, may lose their ability to operate a motor vehicle under Georgia's Teenage and Adult Driver Responsibility Act (TAADRA).

Baldwin High School will provide documentation to the Georgia Department of Driver Services regarding students who do not maintain satisfactory attendance or students who withdraw from school or are expelled.

Local School Governance Team

The school governing council is designed to improve the safety, concerns, and achievement levels of all students by working with community members, stakeholders, parents, teachers, and members of the business community to address the immediate needs of Baldwin High School. The ultimate goal of the LSGT is to bring communities and schools closer together in a spirit of cooperation to solve difficult education problems, improve academic achievement, provide support for teachers and administrators, while bringing parents into the school based decision-making process.

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Parent and Teacher Organization (P.T.O.)

P.T.O. has been organized to maintain positive communication between Baldwin High School and its families. The organization has been instrumental in securing parent volunteers and providing parents, teachers, and students with an informal opportunity to meet and discuss academics. P.T.O. meets at least once per semester, and as needed to provide parents with an opportunity to meet students' new teachers.

9th Grade Academy

The 9th Grade Academy will provide a special focus for all freshman students. The academy will target critical academic and social areas to reduce the anxiety freshman experience with their transition from middle to high school. The purpose is to empower and develop successful ninth-grade students while focusing on the following:

Goals/Critical Success Factors

- Academics - increase percentage of students promoted to 10th grade.
- Citizenship - decrease number of disciplinary referrals.
- Retention - reduce drop-out rate.
- Extra-curricular activities - increase percentage of students participating in extracurricular activities.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. You have the right to refuse all or any part of the above information to be designated as directory information and to be disclosed to the public upon request. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled, in writing, within ten (10) school days after the first day of the school year.

Address Changes

- A parent is required to notify, in writing, the school immediately of any change in address, phone number, or guardianship. If there is a change in guardianship proper legal documentation must be presented.
- Any student that is married is required to report this information to the counseling office.

Student Publications

- The school yearbook is named the *Legend*. The price will be announced at the time of sale.

General Expectations

Students do not have an expectation of privacy on school property or in any items they bring onto school property or in their lockers. School administrators and/or their designated representatives have the authority to conduct a search of students and their possessions. Lockers, desks, personal effects (e.g., purse, book bag, etc.) and vehicles when on school property, or at any school function or activity, may be searched at any time and illegal items or contraband seized.

Library/Media Center (LMC) Guidelines

- The Library/Media Center (LMC) Staff invites everyone to visit the LMC and become familiar with the LMC's collection and services. Remember the LMC and its staff is here to serve the students and teachers.
- Students coming to the LMC from a class must have a purpose related to that class and need the use of the LMC materials.

Each student must have a separate pass with the time the student left the classroom and the time he leaves the LMC will be recorded on the pass. **Students must sign in and out on the LMC's pass sheet.**

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Resource Utilization procedures

- All material taken from the LMC must be checked out at the circulation desk. In order to check out material an ID card will be scanned. Students are cautioned not to check out materials for others, as the person checking out the materials is held responsible for loss, damage, late fees, etc.
- Fiction and non-fiction books may be checked out for two weeks and may be renewed for two additional weeks.
- Students may request that a book be reserved for them.
- When returning books, place them in the book return box at the front desk.
- The LMC staff requests that materials which are used only in the LMC not be returned to the shelves, but should be left on the tables or designated carts.

Overdue or Lost Materials

- Fines should be cleared when overdue materials are returned.
- A fine of \$.20 cents each school day will be charged to students for an overdue book from the general collection. A maximum overdue fine of \$5.00 will be charged for each overdue material.
- Overdue notices are sent to teachers, who deliver them to the students. The notices are courteous reminders. Materials should be returned by the date due stamped on the material. All students are expected to report to the LMC when they receive a notice.
- The LMC staff evaluates damages to material and makes an estimate of what is due.
- The price of the materials at the time of purchase is charged for all materials lost. The minimum replacement cost of any material is ten dollars (\$10.00). If a book has no price listed, the media specialist will estimate the cost. Receipts are given when payment is made.

Copies

A copier machine is available. Copies may be made at ten (\$.10) cents a copy. This service is provided at the library media specialist's convenience. Black and white printouts from a computer are ten (\$.10) cents a page and color computer printouts are twenty-five (\$.25) cents per page.

Textbooks/Hold Policy

- Textbooks are the property of the Baldwin County Board of Education. Students are responsible for ALL textbooks and/or any additional assigned ancillary materials issued. If books are lost or damaged, the student will be required to pay the full cost of the books (which may cost up to \$100). Additional textbooks will not be issued to students who owe for books.
 - Students are responsible for all textbooks, uniforms, science equipment, athletic gear, library materials, student I.D. charges and any other items issued to them during the school year. At the end of each semester, it is the student's responsibility to return any and all items issued to him/her, to the appropriate staff member.
 - Materials left in the lockers, with the attendance clerk, the homebound teacher, or in any classroom will remain on the student's record.
 - If a student has not cleared all of his/her responsibilities to the school, that student will be placed on "hold" and may not be eligible to participate in extracurricular activities.
- A hold may be cleared at any time by returning the item to the appropriate staff member; obtaining a release slip, which is then submitted to the Bookkeeper or by paying the Bookkeeper the value of the non-returned item.
- All financial obligations to the school must be reconciled prior to participation in senior and graduation activities or extracurricular activities.

Cafeteria Rules

- Breakfast and lunch will be served daily in the cafeteria. **Eating breakfast will not serve as an excuse for being late to first block.** Students must show ID prior to any transaction with cafeteria personnel. Breakfast in the cafeteria will not be served after 8:05 AM.

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- Students will not be allowed to charge meals in the cafeteria.
- Students should report promptly to lunch when their lunch assignment begins. All students must spend their lunch time in either the cafeteria or the lunch detention room.
- Good behavior in the cafeteria is a must. Students are responsible for returning trays, silver, paper, etc., to the proper place when finished. If a student is at a table where trays are left, the student will be expected to assist in clearing the area when asked.
- Breaking in line is not allowed.
- Standing or beating on the tables or stools is not considered proper behavior.
- Students will need to use restrooms adjacent to the cafeteria during their lunch break.
- Since classes are going on during lunch break, it is necessary that each student take the assigned route to the cafeteria to avoid unnecessary traffic in halls where classes are being conducted.
- During the lunch periods students found in unassigned areas such as halls, gym, library, vocational school, etc. without a pass will be considered out of place.
- Students must remain on campus during lunch period.
- ***Tardy passes*** will not be issued from lunch. Students are expected to return to class on time. Two or more lunch lines operate during each lunch break. Students should avoid lines that are excessive in length to avoid being tardy to class. **Students will be charged “out of place” if they return from lunch late.**
- Food and open containers are not permitted outside the cafeteria. This includes any items purchased at the vending machines, any twist off cap bottles, anything purchased in the cafeteria, at the concession stand, at the school store or brought from home. No food or drink is allowed in the classrooms.
- **No deliveries will be accepted for students. This includes lunches, birthday items, or any other non-educational deliveries.**

Meal Prices

Adult/Visitor Breakfast.....	\$2.00
Adult/Visitor Lunch.....	\$3.50
Any second lunch meal.....	\$3.50

Book bags

Book bags must be mesh/net or clear plastic. No book bags with wheels are allowed except with a doctor's excuse and signed permission slip from the principal and or superintendent. Students who come to school with unauthorized book bags will have it confiscated until the end of the school day.

Lockers

- Lockers are made available to students for storing their books and school materials and supplies. The lockers, however, remain the property of Baldwin High School and are subject to inspection. If the search reveals that the student is concealing materials that are prohibited by federal, state, or local law, local law enforcement authorities will be notified and appropriate action will be taken.
- Lockers are furnished for student's convenience. Locker assignments are made through the office. Each student is responsible for the locker he/she has been assigned. Each student is expected to respect the rights and property of other students.
- Students may use only the locker assigned to them – **NO SHARING**. Students **MUST** place a school lock on their locker, if it is not built in. The student will pay a user fee of \$5.00 per year for the use of the lock. There will be a cut-off fee of \$5.00 for any non-school lock on a school locker. Students are responsible for all items left in lockers and must clean out their locker at the end of each semester. A fee of \$5.00 will be charged for all locks damaged or not returned.

Telephone Use

- Students are not allowed to use office or classroom telephones. They are business phones only.
- Efforts will be made to notify students of messages called into the school at such time as not to interrupt the school day.

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Valuable Personal Property

• Students should bring only personal items necessary for class participation and/or extracurricular activities. Large sums of money are not recommended. Items that are considered potentially dangerous or disruptive will be confiscated. The school is **NOT RESPONSIBLE** for any valuables that are lost, confiscated, or stolen.

Visitors

- Parents are invited to visit the school and to get to know the teachers.
- Parents and other visitors must report to the school's front office upon arrival on campus and sign in. **A photo ID will be required.** No visitor will be allowed to visit a classroom, regardless of the reason, without prior 24 hour arrangement by the administration. Personal visits with faculty/staff must be arranged for after school hours. The staff member will be notified of the visitor's presence and arrange to meet the visitor in the front office, be notified of the visitor's presence, and arrange to meet the visitor in the front office.
- Unauthorized persons will be asked to leave the campus. If they do not or if they return a second time, charges will be filed with the local law enforcement agency.
- When parents wish to have a conference with a teacher, arrangements should be made with the guidance office.
- No student is to bring children on campus.
- Relatives or friends (any non-student) will not be allowed to attend classes with a student. This rule does not include new students or parents. Parents are welcomed and encouraged to attend classes with their students. Parents must receive approval from the principal prior to attending class.
- Escorted and/or approved visitors are only permitted to visit approved locations as designated by the visitor sticker. Visitors not adhering to the school rules, expectations, and reasonable requests may be asked to leave campus to avoid distractions to the learning environment. Failure to adhere could result in being escorted from campus by the School Resource Officer (S.R.O.).

Emergencies

- School employees are authorized to administer first aid in a health emergency. Using emergency information on file in the office, the school will contact the student's parents and arrange, if necessary, additional care.
- For the student's protection, the school requires every student to provide the school office with emergency information (specific allergies, work phones of parents, persons to contact in an emergency, doctor's name, etc.). It is important that this information is up-to-date. Please report any changes in this information to the school nurse.

Emergency Preparedness

- **Fire Drills**

Fire drills are required by state law and should be treated with respect at each occurrence. Practicing appropriate safety and evaluation procedures may well prevent serious injury or loss of life. The occupants may reenter the building once the drill is complete.

- **Tornado Drills**

Tornado drills will be scheduled during the school year. When the alarm sounds, students will move into the halls and be seated on the floor facing the wall with their head between knees as a precaution against flying glass and debris. Do not leave the building. All windows and doors should be closed.

- **Evacuation Drills**

The administration will initiate building evacuation procedures. Teachers will accompany their classes as they evacuate the building in an orderly fashion. Personnel and students should remain at the evacuation site until the "all clear" signal or instructions to relocate to another position are given. Classes missed due to a bomb threat may be rescheduled.

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Moment of Silence

In each classroom, at the beginning of the first period, the teacher in charge shall conduct a period of quiet reflection with the participation of all students. This time shall be considered an opportunity for a moment of silent reflection on the anticipated activities of the day. During this period, silence shall be maintained and no activities will be engaged in. Disruptions will be addressed with Disciplinary action.

Pledge of Allegiance to the Flag

In accordance with Georgia Law (Code 20-2-310), it is the policy of the Baldwin County Board of Education and Baldwin High School that each student and each employee of BHS shall be afforded the opportunity to recite the Pledge of Allegiance to the Flag of the United States of America during each school day.

- The Pledge shall be recited daily at the beginning of the first block. Such recitation will be conducted in a formal and properly respectful manner.
- Should a student or employee present have religious convictions against participating in the Pledge, their rights will be respected. **NO STUDENT WILL BE ALLOWED TO DISRUPT THE RIGHTS OF THOSE WHO DO CHOOSE TO PARTICIPATE.**

Mandatory School Uniforms for all Baldwin County Students

School uniforms help to boost a child's self-esteem and encourage the main focus in the classroom to be on education and not on fashion. The potential benefits of school uniforms include instilling discipline, helping students resist peer pressure, and helping school officials recognize intruders who come to the school. All Baldwin County students will be expected to wear uniforms Monday-Friday unless the Principal approves dress down days.

We recognize the student's right to express individuality must be balanced with the need to create a positive learning environment with minimal distractions. Proper grooming and appropriate dress have a positive impact on student achievement and conduct. Our uniform policy is designed to encourage academic focus, minimize disruption, and to teach students the importance of dressing for success. Appropriate dress is expected of all students. The uniform policy shall be enforced at all times while on the school campus during the school day unless otherwise approved by an administrator.

Below you will find a detailed list of the approved school uniforms for elementary, middle, and high school students.

School Uniforms Will Consist of the Following: Girls and Boys

Polo shirts, Dress Shirts, Turtlenecks (**Any solid color shirt with no designs**) No large logos- logos 1 ½" or smaller are acceptable; T-shirts and cowl necks are prohibited). The neckline of shirts should not reveal cleavage.

Students are encouraged to wear school color polo shirts for school spirit day as designated by the principal.

Long Pants	Khaki, Black or Navy Blue (<i>No Denim Material</i>)
Shorts	Khaki, Black or Navy Blue (<i>No Denim Material</i>)
Skirts	Khaki, Black or Navy Blue (<i>No Denim Material</i>)
Skorts	Khaki, Black or Navy Blue (<i>No Denim Material</i>)
Dresses	Khaki, Black or Navy Blue (<i>No Denim Material</i>)

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Belts are to be worn and fastened in a conventional manner. Pants must be worn at the waistline with a belt. **(Sagging will not be permitted.)**

Students should not wear form-fitting garments such as sweatpants, lycra, spandex, stretch, leggings, leggings/tights, or body pants. Pants should not have revealing cut-outs or holes. Solid color leggings or tights may be worn with appropriate length uniforms.

Jackets - Any color or multi-color with no large logos or characters. Jackets, sweatshirts, or other outerwear (clothing worn over the uniform shirt) with a hood must have a full-length zipper or button front. Jackets must be unzipped and hoods cannot be worn inside the building. Hoodies are not allowed with the exception of hoodies with the school's logo that are provided by the school's sports teams or sold by the school with the permission of the principal. Any item of clothing worn as outerwear, (clothing worn over the uniform shirt) must have a full-length zipper or button front.

Shoes - All students are required to wear shoes and socks. Socks must be a solid color. Flip flops, sandals, high heels, light up shoes, and shoes with rollers are not permitted.

Face coverings- Masks, face shields, etc. that cover the nose and mouth must be worn on campus. Face coverings may be removed temporarily at the discretion of the building principal or designee for specific instructional purposes or when social distancing is maintained. Face coverings must be worn on the bus at all times.

Appropriate Dress

Grooming, personal hygiene, and dress may in no way distract from the learning process of others.

Additional Dress Code Guidelines:

If the school principal allows a dress down day, the following guidelines will apply: All clothing shall be neat, clean, and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for school. Any student wearing distracting and/or extreme attire will be required to change.

- Skirts, shorts, and dresses must be mid-thigh or longer.
- Manufactured, customized, or worn-out clothing that has a hole(s) (Large or Small) will not be an acceptable dress and must be changed. In addition, manufactured shorts that appear to be cut with loose strands will not be an acceptable dress.
- Clothing that displays or implies profane, vulgar, or obscene language/gestures, illegal activities, or offensive material will not be permitted.
- Clothing that displays alcohol, beer, drug, or tobacco logos, products, or advertising will not be permitted.
- Tank tops are not to be worn on campus as the only outer garment.
- Blouses, shirts, and slacks must not expose the stomach/midriff or undergarments.
- Knee-high socks must be solid color.
- All students are required to wear shoes (athletic/tennis shoes, dress shoes/ with heel strap).

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- Flip flops, shower shoes, bedroom shoes, thong like footwear, soccer sandals, slides, high heels (including boots with long thin high heels), light up shoes, shoes with rollers, and hard-toed/steel-toed are not permitted (*unless required for CTAE coursework*).
- If a belt is worn, it must be fastened at the waist. Pants must be worn at the waistline with a belt. (Sagging pants/shorts and/or exposure of undergarments will not be permitted.)
- Hats, handkerchiefs, bandanas, or extreme head attire are not to be worn in the building. Hair accessories will be acceptable unless worn for other purposes, not related to one's hair.
- Inappropriate logos may not be worn on the seat of a student's shorts or pants.
- Sheer/lycra/spandex, skinny colored denim, or body pants will not be allowed.
- Girls-stretch leggings, jeggings. Tights can only be worn under a dress or skirt and must be a solid color.
- Knit joggers and sweatpants are not to be worn.
- Any accessories, clothing, or apparel that a student or group of students wear to identify themselves for the purpose of harassing, threatening, or intimidating others will not be allowed.
- Headbands and/or headband-like apparel worn at the forehead will not be an acceptable dress.
- Athletic clothing worn for gym class may not be worn at any other time during the school day. Students are to be in dress code when leaving gym classes unless it is 4th block, and they are reporting directly to a school-sponsored activity that requires athletic attire (i.e., band practice, weight training, or sports team practice).
- Blankets or other items covering the upper body that are not outlined in the student dress code will not be allowed at any time.
- AT ANYTIME THE SCHOOL PRINCIPAL MAY ALLOW THEMED OR DRESS DOWN DAYS FOR STUDENTS; IN ADDITION, THE PRINCIPAL AND/OR ADMINISTRATORS MAY REQUEST A CHANGE OF DRESS THAT IS DISTRACTING, REVEALING, AND/OR PROBLEMATIC TO THE SCHOOL ENVIRONMENT.
- *Exceptions to the student dress code may be granted for religious and/or medical purposes.*

Prohibited Items

Students should not bring the following items to school: grilles (dental decoration), firecrackers, glass containers, matches, lighters, flags, sunglasses, hats, head coverings, sweatbands, wristbands, du rags, bandanas, scarves, playing cards (any type), dice or other gambling related items, unapproved book bags, plastic bags, large containers, weapons (or anything that can be perceived as a potential weapon) or any item not related to instruction. Only school-approved book bags (clear or mesh) are allowed. Bags of any type may be searched at any time.

Any student violating this policy shall be subject to disciplinary action, the school principal or his/her designee will confiscate the prohibited item and hold it at school until released into the hands of the student's parents. The school is not responsible for items taken up if lost.

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If such items are brought in for school purposes, the student should have a note from the principal involved to this effect and said items should be kept with the teacher involved. Any items not picked up by parents within one week in which it was confiscated will be discarded or turned over to local law enforcement.

If a student is found to be in possession of illegal or contraband materials, such items shall be turned over to proper legal authorities for ultimate disposition. If a student is found to be in possession of items that are not illegal but are in violation of Board policies, the items will be held by the school until claimed by the student's parents or guardian after dismissal. Confiscated cell phones or other electronic devices may be retrieved according to the Student Code of Conduct timelines.

Athletic/Extracurricular Activities

We encourage ALL students to participate in extracurricular activities throughout their years in high school. Participation is on a volunteer basis and is open to all students who meet the Baldwin County Board of Education, the State Department of Education and the Georgia High School Association eligibility standards.

Athletic Programs

Our Athletic Director can answer any questions you might have about extra-curricular activities and eligibility in our athletic programs.

- The athletic program strives to promote a feeling of team spirit, good sportsmanship, and individual excellence.
- Participation calls for hard work and self-discipline on the part of every team member.
- **All Student-Athletes must have a passing grade of 70 or above in 3 of 4 classes in the previous semester in order to participate in athletic activities governed by the Georgia High School Association (G.H.S.A. By-Laws).**
- **Student-Athletes who do not meet these criteria will be considered ineligible for G.H.S.A. competition and/or athletic involvement.**

Baldwin is a member of Georgia High School Association Region 4-AAAA.

ATHLETIC PROGRAMS				
Athletic Director: Mr. Dexter Ricks				
Timeframe	Athletic Program		Timeframe	Athletic Program
Fall	Cheerleading		Winter	Baseball
Fall	Cross Country -B		Winter	Basketball – Boys
Fall	Cross Country - G		Winter	Basketball – Girls
Fall	Football		Winter	Cheerleading
Fall	One-Act Play		Spring	Golf - Boys
Fall	Riflery		Spring	Golf - Girls
Fall	Softball Girls		Spring	Soccer – Boys
Fall	Volleyball		Spring	Soccer – Girls
Fall	Flag Football -- G		Spring	Tennis - Boys
			Spring	Tennis - Girls
			Spring	Track – Boys
			Spring	Track – Girls
			Spring	Wrestling
			Spring	Bass Fishing

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Region 4-AAAA Member Schools

Baldwin
Howard
Perry
Rutland
Spalding
West Laurens
Westside (Macon)

Important Notes:

- Students in the band and sports programs are eligible to earn letters and jackets. The rules for receiving letters and jackets vary in different fields.
- Because of the nature of the games, cuts may have to be made to limit the squad numbers in all sports.
- **Students must be in good academic standing for the current school year.**
- Baldwin High School does not sanction student trips that are not directly related to instruction, a club or an athletic group, such as class trips.
- Cheerleading is a competitive sport and membership on the squad is based on tryouts held in the spring of each year.
- **Students assigned to the Ombudsman School (Alternative Program) will not be allowed to participate and/or spectate extra-curricular or co-curricular activities.**
- Any student suspended with Out of School Suspension will not be allowed to attend any sporting event, club or school activity during the suspension.
- Any student-athlete absent and/or suspended with Out-of-School suspension (OSS) will not practice, compete in a contest, or travel with the team during their time of suspension; student-athletes absent from school on Friday will not participate in a Saturday game or contest. Student-Athletes who plan to participate in an athletic game or contest must adhere to the athletic attendance policy that requires students to attend school at least ½ of the school day on the day of or Friday before the game or competition.

Homecoming Queen/King and Court

- During the week of homecoming, the entire student body will vote for the senior candidates. The four boys and four girls with the most votes will be selected as candidates to represent the senior class.
- The girl and boy with the most votes will be the Homecoming Queen and King.
- Candidates for Homecoming Queen and King are judged on the following qualifications and must:
 - **Meet extracurricular activities eligibility requirements.**
 - **Must not be on financial hold to the school.**
 - **Must be passing all courses in the current academic year.**
 - **Must not have a physical altercation, fight, or any other major disruption of the school on his or her discipline record for the current and previous academic school year.**
- Each grade level nominates candidates for the homecoming court. Four boys and four girls from each grade 9th, 10th, and 11th with the most votes will be selected to represent their respective class on the court.
- Homecoming Kings or Queens from the previous year who were referred to a **Tribunal Hearing**, assigned to **Alternative School**, or **Expelled** from school are ineligible to participate in the homecoming ceremony for the new King and Queen for the current school years.

Prom/Dances/Extracurricular Weekend Participation

- Clubs or organizations may have dances or socials after the close of the school day if the event has been put on the calendar and approved by the club sponsor and principal/designee.
- The rules of good conduct and grooming are to be observed for school social affairs. Guests will be

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expected to observe the same rules as students attending the event; the person inviting the guest will share responsibility for the conduct of the guest.

- Students attending a dance or social event may be asked to sign out when leaving before the event ends; anyone leaving before the end of the dance or social will not be readmitted.
- Students who plan to attend prom must adhere to the attendance policy that requires them to attend school at least **½ of the school day** in order to participate; students who are absent from school on Friday before prom will not be allowed to participate. This includes school dances, or any other school related activities conducted over the weekend/holiday break.

Student Council/Student Government/Class Officers

- Student Council is for the purpose of representation for the students and for consulting with the administration on matters concerning the student body. The administration, in turn, may also consult the Student Government about matters relating to the school.
- Each grade elects a president, vice president, secretary, and treasurer through nominations by homeroom. These officers represent the entire class. It is most important that they be chosen for their leadership abilities and qualifications. All officers must meet extracurricular activities eligibility requirements and must adhere to the same criteria for Homecoming King/Queen and Court.

Senior Class Information

Seniors on financial hold may not participate in ANY Senior class activities.

- Junior class members are eligible to order a class ring during the fall of the year.
- Senior Superlatives - The entire senior class votes on Senior Superlatives. Nominations for each honor come from a vote in the first period. The Yearbook Sponsor and staff handle this.
- Superlatives must meet extracurricular eligibility requirements.
- Senior Class Officers will commit to be at BHS for two semesters and will participate in ALL senior class promoted functions.
- The number of privileges determines the amount for senior dues
- Senior Dues – These dues provide the following privileges and finance the following events or items:
 - Senior ID, senior lunches, senior picnic & senior reception
 - Senior night at a football game (free admission)
 - Senior night at a basketball game (free admission)
 - Class gift

Seniors involved in disruptive behavior, including senior pranks, or other violations of school rules and policies outlined in the student code of conduct can be denied the privilege of participating in senior activities and/or the graduation ceremony.

Clubs / Organizations

Academic Games

Academic Games is a competition squad in which students compete with other academic teams from around the district in math, English, science and social studies.

Baldwin Theatre

Baldwin Theater is a student organization made up of dedicated drama students who have a desire to participate in the development of multiple plays per year, both in performance roles and backstage. All students are invited to participate in BHS Theatre. Students with a desire to further their theatre training may earn points for induction into the International Thespian Society.

Band of the Braves

The Band of the Braves provides students with a full instrumental music education through rehearsal, performance, teaching, testing, and listening. The Band encourages all students to strive for musical and

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personal excellence which can be useful throughout life. The Band of the Braves has appeared in holiday parades in Chicago, New York, and Hollywood.

Beta Club

The Beta Club aims to promote the ideals of character, service and leadership among secondary school students, to reward meritorious achievement, and to encourage and assist students in continuing their education after high school. Students must have an 85 or above average to be considered for membership; members must maintain an 85 average, attend regular scheduled meetings throughout the year, earn service points, and display exemplary behavior in order to remain active. Members participate in community service projects and leadership development activities.

Color Guard of the Band of the Braves

The color guard is a component of the Band of the Braves and is an organization of girls who perform dance and marching routines at school functions, including football games and pep rallies. Members must audition, attend summer camp, and spend many hours practicing. The Brigade accompanies the Band of the Braves on trips and competitions.

Chorus

The Baldwin High Chorus is a vocal performance group that performs in concerts and district/state competitions. Participation is open to any student. The group performs for the public and at civic organizations.

Cultural Coalition

The Cultural Coalition promotes cultural awareness, cultural sensitivity, and cultural diversity through speakers and performances. Participation is open to any student.

Debate Team

The Debate Team prepares students to think critically and to communicate strategically in forensic competition with other high schools.

DECA

DECA (Distributive Education Clubs of America) is designed to further develop education in marketing and distribution and to promote understanding and appreciation for the responsibilities of citizenship in a free, competitive enterprise system. DECA members compete in regional and state competitions, manage the school store, and produce fashion shows.

FBLA

FBLA (Future Business Leaders of America) provides opportunities for students to develop vocational and career competencies and to promote civic and personal responsibilities. Members develop strong, aggressive leadership skills through participation in group discussions, committee assignments, conferences, and competition. FBLA sponsors Diabetes Awareness Month and the annual car show for Relay for Life.

FCA

FCA (Fellowship of Christian Athletes) is an athletic ministry that uses athletics as its platform, with athletes and coaches as its role models and spokespersons. FCA meets weekly and is open to all students.

FCCLA

FCCLA (Family, Career and Community Leaders of America) is designed to promote personal growth and leadership development through family and consumer sciences education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, and practical knowledge. Members participate in regional and state competition.

FFA

FFA (Future Farmers of America) is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

Foreign Language Club

The Foreign Language Club is designed to help students gain a better understanding of other cultures. Members watch foreign films, dine at foreign restaurants, and take field trips. The Foreign Language Club

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celebrates Cinco de Mayo, travels to museums in Atlanta, and discusses foreign cultures.

History Club

The History Club offers students the opportunities to explore and expand areas of interest in social studies with guest speakers and field trips.

HOSA

HOSA (Health Occupations Students of America) promotes career opportunities in the healthcare industry and enhances the delivery of quality healthcare to all people. HOSA provides a unique program of leadership development, motivation and recognition exclusively for students enrolled in Healthcare Science and Technology Education.

Key Club

The Key Club is an international student-led organization which provides its members with opportunities to provide service, build character, and develop leadership. Members host steak dinners for faculty and staff, sponsor annual blood drives, and volunteering.

Literary

The Literary team allows students to extend work done in the classroom by competing in a variety of events with other students in the region. Events include: essay writing, extemporaneous speaking, girls trio, boys quartet, vocal solo, and oral interpretation. Students compete at the region and state level.

Math Club

The Math Club consists of any BHS students who have an interest in mathematics or mathematics related areas such as engineering, as an area of interest for personal and career purposes. The Math Club meets monthly and competes in local mathematics competitions sponsored by other high school, colleges, and educational associations such as PAGE.

Mock Trial

The Mock Trial helps students develop useful knowledge about the law questioning techniques, critical thinking, and oral advocacy skills.

N.J.R.O.T.C.

NJROTC (Naval Junior Reserve Officer Training Corps) is a leadership program that develops the self-confidence, self-discipline, and leadership skills that help students successfully meet life's challenges. Cadets study lessons such as naval history, oceanography, and citizenship. Cadets participate in community service projects such as Relay for Life, present the colors at athletic events, and compete in regional, state and national competitions.

Quiz Bowl

The Quiz Bowl team competes on the varsity and junior varsity levels. Members answer questions that are based on all aspects of human knowledge.

S.A.D.D.

Students Against Destructive Decisions (founded as Students Against Driving Drunk) is a chapter of a nation-wide organization of students helping students to make positive decisions about challenges in their everyday lives. We seek highly motivated students who want to make a difference.

Science Club

The Science Club offers students the opportunities to explore and expand areas of interest in science through participation in science fair and field trips. The Science Club also provides recycling of plastic and aluminum for the school.

Skills USA

Skills USA is a national organization serving teachers and secondary school students who are preparing for careers in trade, technical, and skilled service occupations. It is a partnership of students, teachers, and industry representatives working together to ensure America has a skilled workforce.

Activities are related to personal growth, community understanding, safety, teacher recruitment, vocational youth cooperation, and good public relations.

Yearbook

The yearbook class plans, designs, and produces the school yearbook. Students must apply for the class.

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Experience is gained in layout, writing copy, photography, selling ads, and fundraising.

Academics and Student Services

General Graduation Requirements

Students enrolling in the ninth grade for the first time in the 2002-03 through the 2007-08 school years must meet all of the graduation requirements set forth in the Georgia State Board of Education rule 160-4-2-.47 as well as in the additional Baldwin County Board of Education requirements for a total of **23** Carnegie Units. Students enrolling in the ninth grade for the first time in the 2008-09 school year through the 2010-2011 school years must meet all of the graduation requirements set forth in the Georgia State Board of Education rule 160-3-1-.07 as well as in the additional Baldwin County Board of Education requirements for a total of 23 Carnegie Units. Students entering the 9th grade for the first time in the 11-12 school year and all subsequent school years must meet all of the graduation requirements set forth in the Georgia State Board of Education amendments to Rule 160-3-1-.07 and Rule 160-4-2-.13 as well as in the additional Baldwin County Board of Education requirements. Students must be enrolled in grades 9-12 for a minimum of four years. Specifics on the required Units can be found on the Baldwin County High School website at <https://www.baldwincountyschoolsga.org/baldwin-high>. **Parents are strongly encouraged to make an appointment with their child's counselor to discuss these details.**

All students will be required to complete a total of 23 units for graduation.

All students will take:

4 units of English
4 units of Science
4 units of Mathematics
3 units of Social Studies

At least 3 units required from: Foreign Language* and/or CTAE and/or Fine Arts for all students

At least 4 additional electives

1 health/physical education course * Students planning to enter or transfer into a University System of Georgia institution must take two units of the same foreign language.

Baldwin College & Career Academy (BCCA)

Career, Technical and Agricultural Education (CTAE) Pathways – Three elective units in a coherent sequence that includes rigorous content aligned with industry-related standards leading to college and work readiness in a focused area of student interest.

Students must successfully pass three coherent sequence courses in order to sit for the End-of-Pathway Assessment. All high school students must take challenging courses that prepare them for careers after high school. The assessment system is streamlined so that the tests students take in high school also can serve as readiness tests for college and work.

A program of applied curriculum in a consortium with Central Georgia Technical College (CGTC) and other local colleges in areas of concentration for students who wish to receive credit for advanced certificates or certification beyond high school are available (see your counselor).

Students will be advised to select a career pathway, and secondary and postsecondary programs that will be seamlessly linked; i.e., BCCA will provide opportunities for students to transition seamlessly from middle school to high school, to technical and/or four-year college, and, when students are ready, to the workforce. To facilitate this seamless transition, college staff and instructors will work with their peers from the high school and the Career Academy on a regular basis to align high school courses with corresponding courses taught at Central Georgia Technical College.

Fine Arts Endorsement

Students may receive a specialty endorsement for their diplomas through the Performing and Fine Arts Department. Students should consult with a fine arts instructor for more details. Endorsement criteria are as follows:

- 3.0 Cumulative GPA
- 3.2 GPA in fine arts courses taken
- Successful completion of five (5) sequenced courses in one fine arts major area of study (Music-vocal, Music-instrumental, Dance, or Visual Arts)
- Successful completion of two (2) fine arts courses chosen outside major area of study • Attendance in at least two (2) community (non-BHS) art related events each semester
- Participation in all required performances, recitals, or showings
- Entry and participation in a senior recital or showing

College Credit Now Programs (HOPE Grant, ACCEL, Gateway to College, Articulated Credit, Residential Programs, Dual Enrollment, Early College. For more information visit

<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/Transition-Career-Partnerships.aspx>

Eligible students are allowed to take courses at Georgia public colleges (technical or academic), and universities as well as at some private colleges. Any student interested in any dual enrollment program should see his/her counselor for further information.

Early curriculum review of qualification requirements (entrance and GPA requirements) is strongly recommended for parents and students.

Expectations for Dual Enrollment Students on BHS Campus

Students will wear a color coded badge to identify that they are not full time BHS students. Dual enrollment students will have a designated area to sign into school and to sign out of the building. Students who are waiting for their class to begin or have completed their class will have a centralized area in which to report. All BHS rules will apply to students while they are on the campus of BHS.

Honor Graduate Criteria

Students entering the 9th grades on or after August 1, 2018 or will follow the following guidelines for determining honor graduate status:

All students must complete the foreign language requirement and graduate within 8 semesters to be considered an honor graduate.

Grades at the 3rd 9 weeks progress report for seniors will be used in place of the final average for second semester so that honor graduates can be determined in a timely manner.

All students with a cumulative GPA in all classes, both elective and core, of 90.00 or higher, with no rounding, will be considered honor graduates. To compensate for the advanced rigor of Dual Enrollment Courses, Advanced Placement Courses and Gifted Courses. The following points will be added to the numerical average of the students courses at the conclusion of the course:

Non Transferable/Elective Dual Enrollment Course:	1 Point
Gifted/Advanced Content:	3 Points
Advanced Placement/USG Transferable Dual Enrollment Course	5 Points

Students with a cumulative GPA of 95.00 or higher will be considered Honor Graduates with Distinction.

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Transfer of Units for Credit/Dual Enrollment

- For a transfer student to receive the appropriate credit for classes, the student must provide a letter from his previous school attesting to the level of difficulty of the academic courses. The school will conduct no soliciting of information for the student.
- Letters must be on file with Baldwin High School by April 1 of the graduating year.
- College semester hour credit shall be converted to high school unit credit as follows:
1 to 2 semester hours = .5 unit; 3 to 5 semester hours = 1 unit.
- College quarter hour credit shall be converted to high school units as follows: 1 to 3 quarter hours = .5 unit; 4 to 8 quarter hours = 1 unit.
- Academic classes (math, English, social studies, science, foreign language) will be given a weight of 2 for regular classes, 3 for advanced classes, or 3.25 for gifted/AP/Dual Enrollment classes for the purposes of calculating honor graduate status. All other courses will be disregarded. Students must be enrolled in an approved dual enrollment program for the courses to count.
- Courses transferred from colleges in the form of letter grades instead of numerical grades will be converted according to the following chart: (Note: EOCT will be averaged in when applicable.)

A+ = 98	A = 95	A- = 93	B+ = 88	B = 85	B - = 83
C+ = 78	C = 75	C- = 73	D+ = 68	D = 65	D - = 63
P = Passing = 83				F = Failing = 53	

- Correspondence from instructors attesting to numerical grades will not be considered in the conversion. EOCT scores will be averaged as 20% with the converted grade averaged as 80% of the final grade in those prescribed EOCT courses. EOCT courses will be calculated as follows [letter grade conversion x 80%] + [EOCT score x 20%]

Courses that do not have an End of Course Test will have a **Final Exam** that will constitute 20% of the final Grades

Release of Student's Transcript –Forms are available in the counselor's office to request a transcript. The first transcript is free and additional transcripts cost \$5.00.

Grade Classification

Grade Classification is based upon Carnegie units earned (passed).

0 – 5 ½ units	= 9th Grade	Freshman Classification
6 – 11 ½ units	= 10th Grade	Sophomore Classification
12 – 17½ units	= 11th Grade	Junior Classification
18 units and above	= 12th Grade	**Senior Classification

Grade Point Average (GPA)

Cumulative Weighted GPA – sum of (course grade x credit attempted) total credits attempted

<u>Grading Scale</u>		
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
F	Below 70	0.0

Final course averages containing values to the right of the decimal place, will be rounded up to the next whole number if it results in a change in a letter grade.

- **HOPE GPA** - is the average of academic subjects (Math, Science, Social Studies, English and Foreign Language) converted to the following scale:

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Grading Scale

Grade 90 – 100 = 4.0

Grade 80 - 89 = 3.0

Grade 70 - 79 = 2.0

Below 70 = 0.0

AP Courses (only) Grading Scale

Grade 90 – 100 = 4.0

Grade 80 - 89 = 3.5

Grade 70 - 79 = 2.5

Below 70 = 0.5

*** 4.0 is maximum awarded *** HOPE GPA is not rounded up**

Honor Roll and Merit List

- Students earning all A's during a grading period will be placed on the Honor Roll and students earning A's and B's will be placed on the Merit List.
- Students may request that a report card grade be amended for honor roll/merit list purposes within five (5) days of the end of the grading period if the grade was reflective of missing assignments that are completed within that window.

Final Exams

All students will take exams at the end of the semester during the regular class time. Exams are a very important component of the final evaluation process. Final exams or End of Course Tests will count 20% of the final grade. Students who miss final exams will be assigned a grade of zero for the exam. Students should plan to be at school during the exam periods. Other arrangements should be made for dentist, doctor, or other appointments. **Checking out will not be allowed during exams except in case of emergency.**

Final Exam Exemption Policy

Students with an A average and less than 5 absences in their class and two or fewer discipline referrals for the semester will be permitted to exempt their final exams for the semester.

Students with a B average and less than 3 absences and one or fewer discipline referrals for the semester will be permitted to exempt their final exams for the semester.

Students with a 75 average or higher and perfect attendance, and no discipline referrals for the semester will be permitted to exempt their final exams for the semester.

Progress Reports and Report Cards

Students will receive progress reports every 4.5 weeks from individual teachers. Report cards will be mailed home to the parent/guardian at the end of each semester. Any time a student is failing a course, Baldwin High School will make every effort to contact a parent/guardian.

Homework Policy

- **Definition** - Homework is defined as any exercise or activity assigned to be completed outside of class time.
- **Mission Statement** - It is the mission of Baldwin High School's homework policy to give all students the opportunity to maximize their learning by providing consistent and meaningful homework used to prepare students to master the objectives of all courses offered. In addition, it is our mission to ensure that good study habits are developed, enhanced, and maintained in order to foster the most efficient and dependable academic preparation possible involving the students, the parents, and the teachers.
- **Philosophy** - Homework helps students develop good habits and attitudes. If the assignment serves a good purpose and parents reinforce the completion of the task, students will benefit by gaining higher grades, better study habits, and a more positive attitude toward school and learning.
- **Time Allotted** - Studies indicate that students who spend more than two hours per night on homework are the most successful in high school. We suggest that students spend an average of thirty minutes per night per class. The time could vary according to subject, parental involvement, student study skills, and teacher.
- **Percent of Grades** - The teachers at Baldwin High School reserve the right to weigh the homework grade

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based on needs of the course and the abilities of the students. Please refer to the individual teacher's course syllabus for the homework percentage. The teachers provide students with a syllabus for each course taken at the beginning of each semester.

- We believe that homework teaches students to organize their time, fosters student initiative and independence, promotes responsibility and decision-making skills, and prepares students for the Georgia Milestone Test.

Make-up Work Policy

- Students who are absent from class for **any reason** (this includes absences for School Sponsored Activities) **are responsible** for arranging make-up work.
- All graded assignments during the student's absence must be completed before or after school **at the convenience of the teacher within the next five (5) school days**.
- Missed work may be made up during the regularly scheduled class time with teacher permission.
- Work assigned before a student's absence is due upon his/her return to class.
- Students in the Student Center during a class when an assignment is due or a test is given **must** report to that class after school that day to submit or complete the assignment or receive a **grade of zero** for that assignment.
- Students present on the day of a graded assignment (test/quiz, etc.) following an absence **will be responsible** for completing the assignment **THAT DAY** unless new information was covered during the absence and/or at the teacher's discretion.
 - Students who are suspended from school will not be allowed to make-up any lost work.

Credit Repair Policy - Students earning between 60-69% for the final course average in a core academic subject (Math, Science, English, Social Studies, and Spanish) will be eligible for credit repair. Students may be able to complete coursework in Edgenuity to "Repair" their failing grade to a 70%. Eligible students **MUST** sign up for credit repair. Once approved, students and parents/guardians will sign a contract agreeing to the guidelines set forth by the department and administration. Students will be assigned a checklist of skills/units based on demonstrated deficiencies in the failed course. Students earning below 60% for the final average must repeat the entire course. Students failing AP or Gifted courses will not be eligible to receive gifted or AP credit through credit repair. **Any A.P. level I course will not be considered as core academic courses. Students failing these courses are not eligible for credit repair.**

- Credit Repair is available for students failing math, science, English, social studies, or foreign language earning between 60-69% for the final course average.
- An approved grade change will be requested once a student has completed the necessary tasks and assignments for credit recovery
- Students will only be eligible for Credit repair the semester immediately following the failure of the class.
- Students will take a pre-test at the beginning of each unit assigned by the teacher.
 - If that score is 85% or higher, the student is allowed to proceed directly to that unit's posttest.
 - If the pretest score is less than 85%, the student must complete every content item in the unit(s) assigned on the checklist. When all items have been completed, the post-test will be available to the student.
- In order to move out of one unit into the next, the student must score a 70% or higher on the unit posttest.

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- A contract will be signed between student, teacher, parent/guardian, and the supervising administrator for that subject
- Students MUST re-take any failed EOC associated with EOC core subject courses. Students who failed the course but passed the EOC will not have to retake the EOC.
- Student MUST attend Credit Repair and do ALL work at BHS

Credit Repair Procedures

- The teacher of record will submit a REASONABLE checklist of skills/units to be completed by the student in order to “repair” the average to 70% based on demonstrated deficiencies for EVERY student who has a final average between 60-69% at the end of the semester. Checklists for each core content subject will be posted in the teacher resources folder.
- This checklist along with the contract and application will be submitted to the Academic Credit Recovery personnel.
- Students will be assigned lessons/units listed on the checklist from the teacher of record.
- Once the student completes the required lessons/units, the Academic Credit Recovery personnel will submit an Edgenuity grade report to the teacher of record.
- Students who failed an EOC associated with EOC core subject courses MUST retake the EOC prior to a grade change being granted. Students who failed the course but passed the EOC will not have to retake the EOC.
- The teacher of record will submit the Edgenuity AND a signed grade change request form indicating a final average of 70% to the registrar.

Infinite Campus-Parent Portal

Infinite Campus Parent Portal is a tool available via the internet which gives parents access to their student’s grades, attendance, and disciplinary action twenty-four hours a day. Parents should contact their student’s counselor to receive an initial password. Public use of computers is available at Mary Vinson Library and BHS. Parents should also use this information to facilitate communication with their child’s classroom teacher.

After School Assistance

• Fifth Block – This program begins after the regular school day ends. This session allows students to make up missed assignments and seek extra help from their teachers at no cost. Teachers have designated at least one day a week when this service is provided to their students. ***Monday*** -Math & English; ***Tuesday***-Science & Social Studies; ***Wednesday***-Open; ***Thursday***-Electives; ***Friday***-Open. **All school rules and policies apply to students attending fifth block.**

Academic Recovery Program – Program designed to offer an alternative for students who have not performed at a passing level in certain courses. Parents and students should consult with the student’s counselor to discuss eligibility for participation.

Standardized Testing

Standardized tests given at BHS: The Georgia Milestone End of Course Assessment; CTAE End-of-Pathway Test, Advanced Placement Exams; optional ASVAB, (Armed Services Vocational Aptitude Battery); and the Scholastic Aptitude Test (S.A.T.), Pre-Scholastic Aptitude Test (P.S.A.T.), the American College Test (A.C.T.), Compass Exams, ASSET college admissions tests. Consult with your student’s counselor on tutorial

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services or courses offered in preparation for taking these tests.

Local Area Network Access and Usage Policy

The Baldwin county School district provides limited access to the Internet in a non-public forum as a service to our students. The Internet is a resource that enables students to connect to information beyond that contained in the District's libraries. It is the district's policy to provide Internet access to students within the limits of available space, equipment, time, personnel, and other resources. The District cannot guarantee access to the Internet at any given time.

The District may recommend interesting, useful, and legal Internet destinations and resources for students to access and explore. However, the Internet is currently an ungoverned and unregulated source of both verified and unverified information. While the Internet does contain a wealth of useful material, it also provides access to sites containing material that some students and employees may find offensive or objectionable as well as access to sites that may be illegal, unlawful, or obscene. Therefore, the District adopts this internet Safety Policy which requires the use of technology protection measures (TPM) on all internet use within the school system. Such TPM's will only be disabled for bona fide research or other lawful purposes. The Director of Technology shall enforce this Policy with the backing of the Superintendent. As a part of the enforcement, the Director of Technology shall monitor the online activities of students and employees.

The Student Internet Safety Policy is intended to affirm and advance the following governmental interests:

- The protection of children from exposure to obscene material, child pornography, or material harmful to them;
- The aid and support of parents and/or guardians of children in the discharge of their primary responsibility for their children's well-being;
- The prevention of the creation of a sexually hostile work environment for students and employees, and the prevention of discriminatory conduct;
- The maintenance of discipline and order, and the limitation of disruptions in the schools;
- The minimization of providing access to pornography;
- The promotion of respect for authority and traditional values, be they social, moral, or political; and
- With respect to minors, the exclusion of material which is "pervasively vulgar" or "educationally unsuitable" for the respective recipient age group.

*Please refer to the Baldwin County School System Website under Technology for the complete Internet Usage Policy.

Consequences at the discretion of the principal, and may include any one or a combination of the following: parental suspension, ISS, home suspension.

Identification Card

- **This is your official school identification for purposes of identification and security.** It must be worn and/or in your possession to produce on request of faculty and staff at all times while on school campus, including the bus.
- If a student loses his/her ID during the day he/she must report to the attendance office and get a replacement

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at the time of the loss. There is a \$5.00 charge for each replacement.

- Temporary ID Sticker must be worn at shirt logo position.
- This card is valid only while attending Baldwin High School, and must be surrendered upon termination of your affiliation with the school or at the end of each school year.
- **This card may not be loaned to another student or person. Wearing another person's card is considered false information.**
- No decals, stickers or other alterations are allowed on the front of the ID.
 - If a student reports to school without his/her ID, he/she should report to the designated area for a replacement I.D. or sticker before going to 1st block class.
 - It is expected that each student has his or her ID the next school day. If not, he/she may receive a discipline referral for the infraction. Additional disciplinary action will be taken in instances of repeated violations.

ADA Grievance Procedure

The Baldwin County Board of Education has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U. S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity. Complaints should be addressed to the Director of Programs for Exceptional Children, who has been designated to coordinate ADA compliance efforts.

- Complaints should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
- A complaint should be filed within ten (10) days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination which occurred will be considered on a case-by-case basis.)
- An investigation, as may be appropriate, shall follow a filing of complaint. A local school representative shall conduct the investigation. These rules contemplate informal but thorough investigations affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
- Under the Department of Justice regulations, the Baldwin County Board of Education needs not process complaints from applicants for employment or from applicants for admission to post-secondary educational institutions.
- A written determination as to the validity of the complaint and description of the resolution, if any, shall be issued by the Director of Programs for Exceptional Children and a copy forwarded to the complainant no later than ten (10) days after its filing.
- The ADA coordinator shall maintain the files and records of the Baldwin County Board of Education relating to the complaints filed.
- The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within ten (10) days to the Superintendent of Schools.
- The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal government or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
- These rules can be construed to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure that the Baldwin County Board of Education complies with the ADA and implements regulations.

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Procedure to Resolve Parent/Teacher Disagreements

Occasionally academic or discipline problems may arise. School staff members are there to help resolve these difficulties. Frequently, a phone call or conference is all that is necessary. The school office will be happy to arrange for a teacher to call, or the school office will set up a conference with a school staff member.

- When a complaint concerns a policy or procedure at Baldwin High School, the first step is to discuss it in conference with the principal of the school.
- If the problem is not resolved as a result of the conference with the principal, it may be appealed to the Superintendent of Schools. The final appeal in the complaint procedure is to the Superintendent/Board of Education. Appeals must be made within 24 hours.

The appeal must contain:

- a detailed statement of the complaint and evidence in its support;
 - the specific policy or regulation involved in the complaint, if any;
 - the specific remedy you suggest, and
 - your signature
- Upon receipt of the written appeal, the matter will be placed on the Board agenda for consideration at the next meeting or other mutually agreeable date.
 - The Board decides whether or not to hear the appeal. It bases its decision on whether or not other avenues of resolution of the complaint have been exhausted and on the appropriateness of the subject matter of the complaint. If it decides to hear the complaint, the hearing will be at a closed session (the press and the public will not be present) unless you request in writing that the hearing be open.
 - If the Board hears the complaint, it will render a decision at which the complaint is heard. If it decides not to hear the complaint, the Superintendent's decision will stand.

Title-I-BHS Parent Involvement Policy

Baldwin High School believes that the school belongs to the people who create them by consent and taxation and are only as strong as the informed and knowledgeable support of Baldwin citizens and the staff of the school. This support is based upon their knowledge and understanding of and participation in the development of goals and objectives of public schools, the district and school level parental involvement policy.

We, therefore, affirm and assure the right of parents of children participating in activities funded by Title 1 to opportunities including, but not limited to, planning committees, community meetings, parent workshops, surveys and questionnaires, to collaboratively participate in:

- **Title-I Plans:** The design, implementation, and evaluation of the Baldwin County School System Title-I Plan including parental involvement activities as stipulated under sections 1112 and 116 of the ESEA, No Child Left Behind Act;

Parental Involvement Policy: The development and revision of parental involvement policy at the district and school level to insure the implementation of activities that are beneficial to all parents as stipulated under section 1112 of the NCLB Act. Since Title-I focuses on building a greater capacity for parental involvement, Baldwin County School System will maintain the following principles that should build both school and parent capacity of parental involvement. These principles will be accomplished through training and instruction of both parents and educators. Provisions for such training and instruction for each of these principles may occur via school council meetings, parent workshops, brochures, and other media or avenues of communication that are appropriate.

1. Baldwin High School understands that we as educators bear the responsibility of helping parents understand federal and state policies and objectives concerning their children's education. The Baldwin County Title 1 office and the local school parental involvement programs assist

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participating parents in acquiring and understanding of the following to the extent applicable or feasible:

- National Education Goals
 - State Title-I content standards and student performance standards
 - School improvement and corrective action process
 - Components of a school wide Title 1 program
 - State and local assessments
 - Requirements for Title-I, Part 3
2. The District and Local school parent involvement programs to the extent feasible and applicable provide materials and training to assist parents in working with their children to improve student achievement. School wide parent workshops are held covering topics relating to the Georgia Milestone Assessments, Advance Placement, Athletics, Honor Graduates, Title-I, TECH Fair, Science Fair, and Student Writing to name a few. Online Assessment System (OAS) is provided for End-of-Course Test practice. A Parent Lending Library is available.
 3. Baldwin High School educates teachers, administrators, and other staff in the value and utility of the contributions of parents and in methods to better communicate and work with parents as equal partners. Parental Involvement Committee training and professional development are provided on the Title-I Parental Involvement Policy.
 4. To the extent feasible and appropriate, Baldwin High School collaboratively coordinates and integrates parent involvement with the state funded pre-kindergarten program. Transition meetings with public and private Pre-K providers and parents are held.
 5. Additionally, to the extent feasible, appropriate roles for community-based involvement are collaboratively developed with Baldwin High School Partners in Education program to provide opportunities for organizations and businesses to work with parents and schools. Allied Arts, Partners in Education, Georgia College and State University, and Communities In Schools all work with Baldwin High School.
 6. Because of the increasing numbers of international families within Baldwin County, the Title-I Coordinator collaborates with the ESOL Program Coordinator to ensure to the extent possible that parents and students who have limited English proficiency are provided information related to schools, parent programs, meetings and other activities in a language and form the parents understand. Materials for ELL students and parents are available in the Parent Lending Library.
 7. Baldwin teachers and other educators who work directly with the Title-I students arrange in-home conferences where appropriate and feasible.
 8. Baldwin High School will provide other reasonable, appropriate and feasible support for parental involvement activities if requested by parents. Parent Lending Library is available for parents to use computers or review/sign out materials on parenting. The Parent Involvement Policy of the Baldwin County School System and Baldwin High School are evaluated annually as to the effectiveness in increasing parent participation and identifying barriers to parent participation such as low income, disabilities, limited literacy, language or other cultural considerations. The findings of the annual evaluation are used to design strategies for school improvement or to redesign the parent policies.
- (August 2, 2010)**

Parents Right to Know

In Georgia, all LEA schools are required to notify parents at the beginning of the school year of their 'right to know' the professional qualifications of the student's classroom teacher(s) and paraprofessional(s).

In compliance with the requirements of the Every Student Succeeds Act, parents may request the following information:

1. Whether the student's teacher-
 - has met the State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

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- is teaching under emergency or other provisional status through which state qualification or licensing certification criteria have been waived; and
 - is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

The staff of Baldwin High school is committed to helping your child reach his or her maximum academic potential throughout their school career. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled and delivering quality instruction to your child.

Parents who wish to request information concerning their child's teacher qualifications may contact in writing the Baldwin County Personnel Office at 110 North ABC Drive, Milledgeville, Georgia 31061 for this information.

Section 504

Section 504 of the Rehabilitation Act of 1973, as amended, is designed to eliminate discrimination based on disability in any program or activity receiving federal financial assistance. This act requires that no qualified student who demonstrates (1) a physical or mental impairment, (2) that substantially limits, (3) one or more major life activities, (i.e. self-care, performing manual tasks, walking, seeing, hearing, speaking, breathing, working, learning, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, operation of a major bodily function, and communicating) shall be excluded from participation in, be denied the benefit of, or be subject to discrimination in any program or activity offered by Baldwin County School District (the "District").

Each student who is determined to have a disability under Section 504 has the right to an appropriate education to meet his or her individual educational needs as adequately as the needs of non-disabled students. While services provided to qualified students are not required to produce identical results or levels of achievement with nondisabled peers, services must be designed to offer an equal opportunity to gain the same benefit within the least restrictive environment with non-disabled peers to the maximum extent appropriate. If it is determined that a student is eligible for special education, special educational services will be provided under the Individuals with Disabilities Education Act (IDEA) through an Individualized Education Plan (IEP).

Family Educational Rights and Privacy Act

Under the Family Education Rights & Privacy Act, you have a right to:

- Inspect and review, within 45 days of a request, the education records of a student who is eighteen (18) years of age or older or those who are emancipated, your own educational records. Parents or eligible students should submit to the child's school principal a written request and identify the record(s) they wish to inspect. The child's school principal will make arrangements for access and provide notice of such arrangements.
- Request an 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. To request the school district to amend a record, parents or eligible students should write to the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception, which permits disclosure without consent, is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board;

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A person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district shall forward educational records without prior consent to another school in which the student seeks or intends to enroll.

- File with the United State Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the BCBOE to comply with the requirements of the Act or the regulations promulgated thereunder. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D. C. 20202-4605.

Research and Student Surveys

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the school's conduct of surveys, collections and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student nor parents; or
8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as a part of the educational curriculum.

Parents of eligible students should submit to the school principal a written request that identifies which items set forth above that they wish to inspect. The principal will make arrangements for access and notify the parents or the eligible student of the time and place where the materials may be inspected.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under Georgia law.

The School District will develop and adopt as necessary policies and/or procedures in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collections, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents of these policies and/or procedures at least annually at the start of each school year and after any substantive changes. The School

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District will also directly notify, such as through U.S. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. The following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- Any nonemergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Equal Education Opportunities

The BCSD's policy is to provide equal opportunities without regard to race, color, gender, religion, national origin, handicapping condition, disability, genetic information or veteran status in its educational programs and activities. This includes, but is not limited to: admissions, educational services, access to facilities, financial aid, and employment. Any student, parent or other person who believes he or she or any student has been discriminated against or harassed based on these areas must make a complaint in accordance with procedures outlined below. Inquiries regarding the BCSD's Equal Opportunity policies may be referred to the coordinators listed below.

Title VI, VII IX, Georgia Equity in Sports, and EEO Coordinator:

Mr. Matt Adams - (478) 457-2916

Section 504/ADA Coordinator:

Mr. Matt Adams - (478) 457-2916

Complaints Procedures

Complaints made to the BCSD regarding students alleging discrimination or harassment based on sex/gender, race, color or national origin, religion, genetics, or disability, in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act, will be processed in accordance with the following procedure:

1. Any student, employee, parent or other person with a complaint or report alleging a violation as described above shall promptly notify, in writing or orally, to either the principal for his/her school or to the appropriate coordinator designated above. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint.
2. If the alleged offending individual is the coordinator or the principal, the complaint shall be made by the complainant to the Superintendent. If the complaint is initially made to the school principal, the

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principal will report the complaint to the Superintendent. If the alleged offending individual is the Superintendent, the complaint shall be made to the designated coordinator, who shall, without further investigation, report the complaint to the Chairman of the Board.

3. The coordinator or designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts, relating to the complaint, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the principal or his or her designee.

4. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution, the complainant shall have the right, within five workdays, of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the complainant may have the complaint referred to the Board of Education.

5. The Superintendent shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or the action to be taken by the School District in response to the complaint.

6. This policy is not intended to deprive any student or parent of any right they may have to file a complaint under any other applicable policy of the local board or to contact the Office of Civil Rights or other appropriate state or federal agency with regard to any allegations that the School District has violated the statutes described above.

7. The School District shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, parents and employees through appropriate procedures.

8. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.

9. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible and complies with the law, shall be protected although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

A victim of discrimination or harassment is encouraged to use BCSD's internal complaint procedures outlined above, but may also seek assistance from the following:

The Office of Civil Rights
U.S. Department of Education
61 Forsyth Street SW
Suite 19T70
Atlanta, GA 30303
(478) 562-6350

Gender Equity in Sports and Athletics

State law prohibits discrimination based on gender in athletic programs of school districts (Equity in Sports Act, O.C.G.A. § 20-2-315). The School District does not discriminate on the basis of gender in its athletic programs. The Sports Equity Coordinator for the Baldwin County School District is Mr. Allen Martin (478) 457-2916. Inquiries or complaints concerning sports equity in this school district may be submitted to the Sports Equity Coordinator.

Where selection is based on competitive skill or the activity involved is a contact sport, athletics may be provided through separate teams for males and females, or through a single team open to both sexes. If separate teams are offered, they must provide equal opportunity-comparable facilities, equipment, etc. but equal aggregate expenditures are not required.

State-Mandated Process for Student Reporting of Acts of Sexual Abuse or Sexual Misconduct:

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.

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.*

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, an immediate written report shall be made to the superintendent and the Professional Standards Commission Ethics Division.

Pursuant to Baldwin County procedures, upon receipt of a report under this policy, the principal shall immediately contact the Human Resources Director or Title IV Coordinator, who will initiate an investigation into the allegations.

Child Abuse and Neglect: Mandatory Reporting Requirements

The Baldwin County School District is committed to providing the best possible and most appropriate learning experiences for all children. Occasionally, there are factors in a student's appearance and behavior that lead to suspicions of child abuse or neglect. Georgia law requires that all educators and other school employees, including volunteers, report *suspected* abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped.

School District policy supports Georgia laws in this regard and requires that all school staff report suspected or alleged abuse and neglect to the Department of Family and Children's Services and local law enforcement officials. At all times, the intent is to protect children from harm by providing services to maintain and strengthen the child's own family. Should you have questions regarding the information in this notice, feel free to discuss them with appropriate staff in your child's school.

Baldwin County School District Student Code of Conduct 2021-2022

Students and parents should recognize their responsibility to know the contents of this discipline Handbook and to ask faculty or staff members for any clarification. The Baldwin County Board of Education does not discriminate on the basis of race, religion, color, sex, sexual orientation, gender identity, age, national origin, handicap, or disability in its educational programs, activities, or employment decisions.

Why do we have a code of conduct?

It is the policy of the Baldwin County Board of Education (Board) that each school within this school district shall develop and implement age-appropriate student codes of conduct designed to improve the student learning environment and which will comply with state law and State Board of Education Rules. At a minimum, each code of conduct shall include the following:

1. Standards of student behavior during school hours, at school related functions, on school buses and at school bus stops designed to create the expectation that students will behave themselves in such a way as to facilitate a learning environment for themselves and other students. The standards should also be designed to encourage students to respect each other and school district employees, to motivate students to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within this school district;
2. Behavior support processes designed to consider, as appropriate in light of the severity of the behavioral problem, support services available at each school, the school system and other public entities or community organizations which may assist students to address behavioral problems;
3. Progressive discipline processes designed to create the expectation that the degree of discipline imposed by each school will be in proportion to the severity of the behavior of a particular student, the previous discipline history of the student and other relevant factors, while ensuring that each student receives the due process mandated by federal and state law;
4. Parental involvement processes designed to enable parents, guardians, teachers and school administrators to work together to improve and enhance student behavior and academic performance. The process should enable parents, guardians and school employees to communicate freely their concerns about student behaviors that detract from the learning environment; and
5. All other specific requirements as set forth in any existing State Board of Education Rule or in Georgia law.

The principal is the designated leader of the school and in concert with the staff is responsible for the orderly operation of the school. In cases of disruptive, disorderly, or dangerous conduct not covered in this Code of Conduct the principal may undertake corrective measures, which he/she believes to be in the best interest of the student, and the school, provided any such action does not violate school board policy or procedures. The Superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to provisions of state law.

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Statement of Purpose

The purpose of this Code of Student Conduct is as follows:

1. To ensure an environment for learning which is protected from interruption and harassment;
2. To provide information to students and parents about the school system's rules of conduct and possible penalties for violations of these rules;
3. To provide uniform administration of discipline in the schools; and
4. To inform students and parents of when and under what circumstances the Code of Student Conduct applies.

As noted, these rules are designed to notify students of the types and range of behaviors that are unacceptable. However, it is not possible to specifically list every particular type of misconduct that is prohibited. Even though a particular type of misconduct is not listed as prohibited behavior, a student may nonetheless be punished for misbehavior that is criminal, threatens safety, or is substantially disruptive.

When the Code of Student Conduct Applies

The rules contained in the Code of Student Conduct apply both during and outside normal school hours to students who are:

- A. On school property, including at a designated school bus stop;
- B. Off school property while attending a school-related activity, function, or event;
- C. En route to or from school or school related activities;
- D. Off school property but who engage in conduct which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to the health or safety of others or which would disrupt the educational process; or
- E. Off-campus but who engage in expressive conduct (e.g., text messaging, internet posting) which, the student promotes or distributes while the student is on school property or at a school-related activity, or which causes, or reasonably threatens to cause, a risk of material and substantial disruption to the orderly operation of the school.

EXPECTED BEHAVIOR

What Students Should Do

Expected behavior is that behavior which promotes learning and is appropriate under the circumstances.

Students should:

Participate Fully in the Learning Process: Students should report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.

Avoid Behavior That Impairs Their Own or Other Students' Educational Achievement: Students should know and avoid the behaviors prohibited by this Code, take care of their books and other instructional materials, and cooperate with others.

Show Respect for the Knowledge and Authority of Teachers, Administrators, and Other School Personnel: Students must obey directions, use acceptable and courteous language, and avoid being rude or disrespectful, and follow school rules and procedures.

Recognize and Respect the Rights of Other Students: All students should show concern for and encouragement of the educational achievements and efforts of others.

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS
Positive School Climate

Baldwin County School District has a focus on implementing Positive Behavior Interventions & Supports (PBIS) district wide. Every Baldwin County school has developed an individual PBIS plan to ensure equitable practices in creating a positive school climate. The PBIS process is an evidence-based framework that assists school teams in implementing systems change. The primary goal of the PBIS framework is to help schools design effective environments that increase teaching and learning for all students. Through a problem-solving approach, the PBIS framework begins with examining and improving the entire school climate. Teams use data to examine the reasons behaviors are occurring and then implement changes and interventions designed to address the identified needs. PBIS is a preventative and proactive system of addressing discipline problems that includes fair and consistent discipline practices.

Standards of Behavior

The following rules are considered *standards of behavior* and are mandatory and shall apply uniformly to ALL students. Any student who violates these standards will be disciplined according to these rules. Disciplinary actions may include, but are not limited to: loss of privileges; reassignment of seats in the classroom, cafeteria or school bus; reassignment of classes; separation in the classroom, cafeteria or school bus; referral to Student Support Team/Counseling/Social Worker; involvement of behavior interventionist/specialist; removal from class; Bus suspension; Behavior plan/contract; parent notification/conference; in-school suspension; out-of-school suspension; detention; expulsion; or assignment to an alternative educational setting.

Rule 1

Complying with Directions/Commands & Policies

No student shall fail to comply with directions or commands of principals, assistant principals, teachers, student teachers, substitute teachers, teacher aides, school bus drivers, or other authorized school personnel.

No student shall willfully and persistently violate the Student Code of Conduct or any policy or administrative regulation of a school or the District as a whole.

Rule 2

Disruption and Interference with School

No student shall disrupt or otherwise interfere with the orderly operation of school or school activities. This includes online content, internet usage, text messages, and all social media sites such as twitter, snapchat, kick, etc.

Rule 3

Substantial Disruption and Clear Danger

No student shall cause substantial disruption of the school environment or present a clear danger to any other student(s) or school personnel.

Rule 4

Committing Illegal Acts

No student shall commit any illegal act. Acts which will not be permitted include, but are not limited to, violation of any federal, state or local law, possession and/or discharge of fireworks, obscene and indecent acts, libelous or slanderous acts toward other students, teachers, administrators, other school personnel or other persons.

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Rule 5

Damaging, Destroying or Vandalizing Property

No student shall willfully or maliciously damage, mark, deface, destroy, or vandalize real or personal property of another student, other persons legitimately at the school or the Board of Education during or after school hours.

Rule 6

Harassment, Bullying and Cyberbullying

No student shall sexually, emotionally, verbally, physically or by any communication by telephone, mail, broadcast, computer network or by any other electronic device or otherwise harass or bully any student, teacher, school employee or other person. Any student, in grades 6 through 12, committing the offense of bullying for the third time in a school year, shall be assigned to an alternative school. Any form of harassment or bullying shall be promptly reported to an administrator or counselor.

Rule 7

Assault, Battery, and Threatening Others

No student shall assault, commit battery upon, threaten, or otherwise abuse any student, teacher, school employee or other person. A student may be referred for permanent expulsion for violation of this section.

Rule 8

Physical Violence toward School Staff or Bus Drivers

No student shall commit any act of physical violence against a teacher, school bus driver, school official, or school employee. A student shall be referred to a disciplinary hearing for violation of this section. A student found to have committed an act of physical violence by intentionally making physical contact of an insulting and provoking nature may be disciplined by short-term suspension, long-term suspension or expulsion. A student found to have committed an act of physical violence by intentionally making physical contact, which causes physical harm, shall be permanently expelled and, if applicable, referred to juvenile court.

Rule 9

Physical Assault and Bullying on a School Bus

No student shall engage in bullying as defined in O.C.G.A. § 20-2-751.4(a) or in physical assault, battery, other unruly behavior, verbal assault or disrespectful conduct toward the bus driver or others. If a student is found to have engaged in bullying, a meeting of the parent of the student and appropriate school district officials shall be required to develop a school bus behavior contract for the student. Such contract shall provide for progressive age-appropriate discipline, penalties, and restrictions for student misconduct on the bus.

Rule 10

Weapons and Dangerous Instruments

In accordance with Board Policy JCDAE, Weapons, no student shall possess, handle, display, discharge, transmit or otherwise use any firearm, air soft guns, pellet guns, bb guns or destructive device, including but limited to explosives, incendiary device, chemical mace, tear gas, pepper gas, and other irritant, aerosols, or weapons as defined in federal and/or state law, or other objects that reasonably can be considered a weapon, hazardous object, OR have the appearance of a weapon. Principals have the authority to ban or confiscate any item that, in their judgment, may be used as a weapon to cause bodily harm either to students, themselves or to others.

A student shall be referred for full calendar year expulsion for violating this section as related to firearms and destructive devices as defined in federal law and Policy JCDAE.

Students violating this Rule by bringing weapons to school, on school grounds or to school related activities, that do not meet the federal law definition of weapons, but meet the state law definition or Board of Education

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definition, may be subject to long-term suspension, expulsion or permanent expulsion. For additional information, see Policy JCDAE located on the District's website.

Rule 11

Using or threatening to use a Deadly Weapon and Bomb/Terroristic Threats

Any student who uses, or threatens to use a deadly weapon, including, but not limited to, a firearm or knife, which may cause bodily harm or death, shall be subject to permanent expulsion. Students participating in or making a bomb or terroristic threat shall be subject to permanent expulsion. Student conduct off school grounds that has a direct and immediate effect on maintaining order or discipline in schools, or maintaining the safety and welfare of the students and staff; or off-campus conduct which could result in the student being criminally charged with a felony and when the student's continued presence at school becomes a potential danger to persons or property at the school, shall be subject to Board of Education discipline policies and administrative regulations.

Rule 12

Tobacco, Alcohol and Other Drugs/Psychoactive Substances

The use and/or possession of tobacco by students in any form is prohibited; on (a) school property; or (b) any property of the Board of Education; (c) while riding as passengers on vehicles operated by the Board of Education; or (d) while participating in or attending any school sponsored event at any time.

The use of illicit drugs and the unlawful possession and use of alcohol are wrong, harmful and illegal; therefore, no student shall possess, sell, use, transmit, handle, display, distribute, otherwise use or be under the influence of any: narcotic; hallucinogenic drug; amphetamine; barbiturate; marijuana; other controlled substance; drug paraphernalia; over the counter or prescription medication(s); alcoholic beverage; intoxicant of any kind; or substance represented to be illegal drugs or imitation controlled substance. A student may be referred for permanent expulsion for violating the section on illicit drugs and alcohol.

Rule 13

Absenteeism

No student shall be absent from school or from any class or required school function during school hours without the written permission of the parent/legal guardian and/or the approval of the principal, except in cases of personal illness or other providential cause.

Rule 14

Dress Code

Students shall comply with the District's Student Dress Code K through 12, as well as any and all individual school dress requirements. Students are required to wear Student ID's daily and must be present when entering the building. ID's must be worn at all times.

Rule 15

Cell Phones/Electronic Devices

No student shall use a cell phone or other electronic communication devices except for health or other reasons as approved by the principal. Cell phones/electronic devices are not to be used at any time during the school day without the consent of the principal or his/her designee. Headphones are not permitted on any electronic devices without principal's permission. At no time are students permitted to film/record video of other students with any electronic devices unless under the direction of a teacher or staff member.

Rule 16

Verbal Assault and Physical Assault

No student shall verbally assault, threaten violence or physically assault other students, teachers, administrators, school personnel or persons attending school-related functions.

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Rule 17

Disrespectful Conduct

Students shall not become involved in disrespectful conduct or use vulgar or profane language toward other students, teachers, administrators, school personnel or persons attending school-related functions.

Rule 18

False Reporting

No student shall falsify, misrepresent, omit, or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrators, or other school employee toward a student during or after school hours.

Rule 19

Passive Participation

No student shall incite, advise, encourage or counsel other students to engage in prohibited acts, be a passive participant or be an accomplice to a violation of the Student Code of Conduct, federal and/or state laws.

Rule 20

Internet/Electronic Use

No student shall violate the Baldwin County School System Acceptable Use Policy. BCSD provides a full range of electronic information systems, including Internet resources, for all students. Use of all electronic resources supports the vision, mission, and goals established by the BCSD. Access to these resources will be provided automatically.

Rule 21

Public Displays of Affection or Sexual Offenses

Public Displays of Affection: Any display of affection such as kissing, embracing, etc., while at school is prohibited.

Sexual Offenses: Sexual offenses are prohibited against members of the same sex as well as members of the opposite sex. Sexual offenses include, but are not limited to, the following:

Sexual Misconduct

- No student shall participate in any form of sexual activity.
- No student shall expose one's intimate body parts or "moon" in public. Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female.
- No student shall commit any act of verbal, written, gesture-oriented, or physical sexual misconduct on school property, school buses, at school-sponsored events, or while using school technology resources.
- No student shall participate in verbal or visual conduct of a sexual nature (including, but not limited to, unwelcome sexual advances, requests for sexual favors, sexually offensive slurs, sexually offensive drawings, photographs or posters directed towards another person) where there is a pattern of harassing behavior or a single significant incident.
- No student shall participate in physical conduct of a sexual nature (including, but not limited to, unwelcome sexual advances or gestures) where there is a pattern of harassing behavior or a single significant incident.

Sexual Battery

- Sexual battery is defined as a student intentionally making physical contact with the intimate parts of the body of another person without the consent of that person. Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female or male.
- No student shall commit any act of sexual battery on school property, school transportation, or at school-sponsored events.

Sexual Molestation:

- Sexual molestation is defined as a student doing any immoral or indecent act to or in the presence of another person, without that person's consent, with the intent to arouse or satisfy the sexual desires of either the student or the other person.
- This includes a student forcing another person to make physical contact with the student's intimate body parts, as defined in this Section. No student shall commit any act of sexual molestation or the attempts thereof on school property, school buses, or at school-sponsored events.

Rule 22

Gang Related Activity (Responsibility/Caring/Fairness)

A "gang" is defined as any group of three or more people with a common name or common identifying signs, symbols, tattoos, graffiti, attire or other distinguishing characteristics which engage in "criminal gang activity" as described in O.C.G.A. § 16-15-3(1)(A)-(J) (including but not limited to the commission, attempted commission, conspiracy to commit, or solicitation, coercion, or intimidation of another person to commit offenses such as, but not limited to, rape, aggravated sexual battery, violence, possession or use of a weapon, or trespass or damage to property resulting from any act of gang related painting on, tagging, marking on, writing on, or creating any form of graffiti on school or personal property).

- A student shall not engage in criminal gang activity.
- A student shall not hold himself or herself out as a member of a gang, which may include, but is not limited to, displaying gang identified tattoos or other gang related paraphernalia, or participating in creating or displaying gang related graffiti.
- A student shall not recruit or solicit membership in any gang or gang-related organization.

Chronic Disciplinary Problem Students

Definition: "Chronic Disciplinary Problem Student" means any student who exhibits a behavior pattern which interferes with the learning process of students around him and which is likely to recur. If a teacher or principal determines that a student is a chronic disciplinary problem student, then the principal shall:

1. Notify the student's parent or guardian as soon as practical. The parent shall be notified by a telephone call and certified mail with a return receipt requested or first class mail.
2. Invite the parent to the school to observe the student in a classroom situation.
3. Give the parent an opportunity to schedule and attend a conference with the principal and/or teacher(s) to devise a disciplinary and behavioral correction plan. (O.C.G.A. § 20-2-765).
4. If not already in the Response to Intervention (RTI) process, the student will be referred to Tier 3.

Before any chronic disciplinary problem student returns from an expulsion, long-term suspension or short-term out-of-school suspension, the principal of the school to which the student is to be re-admitted shall:

1. Request that the parent schedule and attend a conference with the principal so as to devise, update, or modify a disciplinary and behavioral correction plan.
2. At their discretion, invite a teacher, counselor, or other person to attend the conference. Failure of the parent to attend shall not preclude the student from being re-admitted to the school.
3. Ensure that a notation of the conference is placed in the student's permanent file.

4. The RTI Process will be employed in the readmission process, documented, and a copy placed in the student's permanent file.

Response to Intervention (RTI)

Response to Intervention is a regular education process for students experiencing problems of an academic, social or behavioral nature in school. RTI involves an interdisciplinary group that works collectively to improve the delivery of instructional services to students as well as serves as a resource for teachers and other educators in the delivery of these services.

Parents may be invited to participate in the meetings to discuss their child's RTI status and in the development of interventions for their child. Parent participation is encouraged. The RTI documents shall be placed in the student's permanent file and copies given to all involved. If an RTI plan is utilized as a result of a discipline referral, parents shall receive a copy of the report and information on how to contact the principal.

It is recommended that after five (5) cumulative days of out-of-school suspension, the RTI process be initiated. At this time, consideration of the student's behavior, lack of response to the behavior correction plan, and lack of response to being removed from the regular program must be considered. When the number of out-of-school suspension days reaches eleven (11) or more in any semester, the RTI process shall be initiated to develop or review the behavior correction plan and document the need for the out-of-school option or alternative educational placement.

DISCIPLINARY ACTIONS & PROCEDURES

1. GENERAL PROVISIONS:

- a) A student whose behavior repeatedly or substantially interferes with the teacher's ability to teach the class, and where such behavior violates this Code of Conduct, may be removed from that class and reassigned to another educational setting. In addition, punishment consistent with the code violation may be imposed.
- b) As part of the disciplinary process, the District will utilize, where appropriate, in light of the severity of the behavioral problem, student support services to help the student address behavioral problems, in addition to other disciplinary measures which may be imposed.
- c) School administrators and teachers will follow a progressive discipline process whenever discipline is to be imposed. However, the degree of the discipline to be imposed for any violation, including the first times a student has committed a discipline infraction, will be in proportion to the severity of the violation.
- d) School administrators and teachers will work together with, and seek the input of, the parents and guardians of students to improve and enhance student behavior. The school district recognizes the important role which parents and guardians play in developing positive behavior and academic performance.

2. SPECIFIC ACTIONS & PROCEDURES:

- a) **Detention:** A student may be required to report either before, during, or after school hours to a specific school location and/or to a specific teacher or school official.

Procedure: The parent/guardian must be notified in writing at least 24 hours before the detention. The notification must explain the reason(s) for the detention and inform the parent/guardian that necessary transportation will be their responsibility.

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b) Short Term Suspension: Short term suspension is suspension from school and any school related activity for between one (1) and ten (10) school days. The principal or assistant principal may, at his/her discretion, assign a student to either in-school suspension or out-of-school suspension.

Procedure: The principal or assistant principal shall:

- 1) Tell the student, orally or in writing, the reason for the suspension and give the student an opportunity to tell his/her side of the story;
- 2) Attempt to contact the parent/guardian by telephone to inform them of the suspension; and
- 3) Within one (1) school day after the suspension begins, send the parent/guardian notice by regular mail informing them of the reason(s) for the suspension and of their right to discuss the details of their child's misbehavior with school officials.

A principal or assistant principal may suspend a student without notice of the reason for the suspension or an opportunity to provide an explanation if the student is intoxicated, under the influence of drugs, or where his/her presence otherwise poses a continuing danger to others or a disruption to normal school operations. In such cases, however, the informal hearing outlined above shall occur as soon as practicable.

3. LONG TERM SUSPENSION OR EXPULSION: Long term suspension means the student loses the right to attend school or participate in school activities for more than ten (10) consecutive days.

Expulsion means the student loses the privilege of attending school or participating in school activities for the remainder of the grading period, remainder of the school year, or longer.

Long term suspension and/or expulsion may only be imposed by action of the Disciplinary Hearing Officer, except as provided in cases where a tribunal is required, after the student has been afforded notice, opportunity for hearing, and other procedural rights prior to such expulsion or suspension becoming effective.

Rights of Student Where Long Term Suspension or Expulsion is Recommended:

- a) The right to written notice of the specific charges which have been made against the student;
- b) The right to a due process hearing;
- c) The right to be represented by legal counsel at the hearing;
- d) The right to testify and present witnesses; and
- e) The right to cross-examine witnesses who testify against the student.

Procedure:

- 1) The principal or assistant principal must initially recommend long term suspension or expulsion to the Disciplinary Hearing Officer.
- 2) A hearing before the Disciplinary Hearing Officer will be scheduled as soon as possible but not later than ten (10) school days after the student has been removed from school.
- 3) If the hearing date is more than ten (10) school days after the student has been removed from school, and the delay in scheduling is not caused by the student or his parent/guardian, the student will be returned to the school at the end of the ten (10) day period unless, in the judgment of the Disciplinary Hearing Officer, the student's return to school would create a danger to the others or would disrupt the normal operation of the school.
- 4) Written notice will be sent to the parent/guardian by regular mail. This notice shall inform the parent/guardian of the following: the violation alleged; the date, time, and place of the hearing; the names of witnesses; and the punishment recommended. In addition, the notice shall inform them of the right to be represented by legal counsel at the hearing; the right to testify and present witnesses; and the right to cross-examine witnesses presented by the school district, and the procedure to waive their right to a hearing.
- 5) A verbatim electronic or written record of the hearing will be made and will be available to the parent/guardian or legal counsel of the student charged.
- 6) If long term suspension or expulsion is imposed, the parent/guardian will be notified of the decision in writing and of the right to appeal. This notice will be sent by regular mail within ten (10) days of the completion of the hearing.

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7) If the discipline decision is appealed, as further explained below,, the Superintendent may in his/her discretion temporarily withhold implementation of the suspension or expulsion and return the student to school during the appeal process, but only if this will not endanger others or disrupt normal school operations.

4. PHYSICAL VIOLENCE AGAINST SCHOOL OFFICIALS: A student charged with physical violence as defined in O.C.G.A. § 20-2-751.6 against a teacher, administrator, paraprofessional, school resource officer, bus driver or other school official or employee, including volunteers, shall be referred to a hearing before the Discipline Hearing Officer with the same rights as are afforded a student in the case of a recommendation of long-term suspension or expulsion. For any alleged act of physical violence against any school employee, the student must be suspended pending a student disciplinary hearing. If the student is found guilty of an act of physical violence which causes physical harm to another, the student must be expelled and shall be referred to juvenile court with a petition alleging delinquent behavior.

5. VIOLATIONS ON SCHOOL BUS: The parent(s)/guardian(s) of a student engaged in bullying, physical assault or battery on another while on the school bus (or while boarding or departing a school bus) shall, in addition to other discipline which may be imposed, meet with school district officials to form a bus behavior contract which shall provide age-appropriate progressive discipline. When an alleged assault or battery on a school bus driver occurs, the student must have a disciplinary hearing.

6. APPEALS:

a) The decision of the Disciplinary Hearing Officer may be appealed to the Board of Education by the student's parent/guardian. The appeal process begins with a written request for review of the Disciplinary Hearing Officer's decision addressed to the Superintendent of the Baldwin County School District at 110 North ABC Street, Milledgeville Ga. **This request must be made within twenty (20) calendar days of the date of the hearing.**

b) The Board of Education will consider only the record of the hearing before the Disciplinary Hearing Officer. A transcript of that hearing will be made only upon receipt of a letter of appeal to the superintendent. A copy of that transcript will be made available in the office of the Disciplinary Hearing Officer upon request. If a copy of the transcript is desired, the parent/guardian must pay the cost of preparing that copy.

c) The Board of Education has the power to affirm, reverse, or modify the decision of the Disciplinary Hearing Officer.

d) The decision of the Baldwin County Board of Education may be appealed to the State Board of Education. Notice of any such appeal must be filed with the Superintendent of the Baldwin County Schools within thirty (30) calendar days of the date the Baldwin County Board of Education renders its decision. The contents of this notice of appeal and the procedure to be followed before the State Board of Education of Georgia is contained in O.C.G.A. §20-2-1160.

7. ALTERNATIVE EDUCATION SETTING: Where, as the result of a violation of the Code of Student Conduct, a student of middle or high school age is suspended for more than ten (10) days or is expelled, the Superintendent or his/her designee may, instead, permit that student to attend an Alternative Education Setting for the period of suspension or expulsion.

In addition, in the case of a student who chronically violates this Code of Student Conduct, even where individual violations are only minor violations, the Superintendent or his/her designee, upon recommendation of the principal, may impose long-term suspension or expulsion. At the discretion of the superintendent or his/her designee, that student may be permitted to attend an Alternative Education Setting for the period of long-term suspension or expulsion.

8. DISCIPLINE OF STUDENTS WITH DISABILITIES: Those students receiving services under the provisions of the Individuals With Disabilities Education Acts (IDEA) are entitled to certain disciplinary safeguards in addition to the same due process procedures given regular education students. These disciplinary safeguards are described in detail in the District's Special Education Handbook which is available online.

IMPORTANT INFORMATION

1. Students under suspension or expulsion are not allowed on District property or at school related functions/activities.
2. Students are required to notify a teacher or administrator when illegal items (e.g., drugs, alcohol, etc.), dangerous items (e.g., guns, knives, explosive devices, or other weapons), or other items banned from school are found in the school building, on the school campus, on the school bus, or at a school function or activity.
3. School administrators and/or their designated representatives have the authority to conduct a reasonable search of students and their possessions. Lockers, desks, personal effects (e.g., purse, book bag, etc.) and vehicles when on school property, or at any school function or activity, may be searched at any time based on reasonable suspicion and illegal items or contraband seized.
4. A student is in possession of an illegal or prohibited item when it is found in or on the person of the student or in his/her personal effects, in his/her locker, or in a student's vehicle on school property or at any school function or activity off school property.
5. State law requires that victims of certain types of student misconduct file a written complaint with local school authorities. This includes an assault or battery by a student upon any student, teacher, or other school employee; or substantial damage which is intentionally caused by a student while at school to the personal property of a student, teacher, or other school employee where this could result in the long term suspension or expulsion of the student. O.C.G.A. § 20-2-753
6. **O.C.G.A. § 20-2-1184 requires that certain criminal offenses committed by a student while on school property or at a school function be reported to the appropriate law enforcement authority and the district attorney.** The crimes include aggravated assault with firearm involved (O.C.G.A. § 16-5-21), aggravated battery (O.C.G.A. § 16-5-24), sexual offenses (Chapter 6 of Title 16), weapon in unauthorized locations (O.C.G.A. 16-11-127), violations involving weapons in school safety zones (O.C.G.A. § 16-11-127.1), possession of handgun by person under 18 (O.C.G.A. § 16-11-132), and controlled substances violations (O.C.G.A. § 16-13-30).
7. State law makes it unlawful for any person to manufacture, distribute, dispense or possess with intent to distribute a controlled substance or marijuana in, on, or within 1000 feet of any school property. Violation of this law is a felony and may be punished by imprisonment or a fine.
O.C.G.A. § 16-13-32.4
8. It shall be unlawful for any person to disrupt or interfere with the operation of any public school. Any person violating this Code shall be guilty of a misdemeanor of a high and aggravated nature. O.C.G.A. § 20-2-1181
9. **Georgia Law Regarding Battery Against A Teacher or School Employee: Any person who commits the offense of battery against a teacher or other personnel, engaged in the performance of official duties**

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or while on school property shall, upon conviction thereof, be punished by imprisonment for not less than one (1) or more than five (5) years or a fine of not more than \$10,000.00 or both. O.C.G.A. § 16-5-23.1

10. Parents and guardians are encouraged to inform your child of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

11. Information about Bullying: Bullying is prohibited by the Baldwin County School District. Penalties for violating this prohibition may include, but are not limited to: loss of privileges; reassignment of seats in the classroom, cafeteria or school bus; reassignment of classes; separation in the classroom, cafeteria or school bus; referral to Student Support Team/Counseling/Social Worker; involvement of behavior interventionist/specialist; removal from class; bus suspension; behavior plan/contract; parent notification/conference; in-school suspension; out-of-school suspension; detention; expulsion; assignment to an alternative educational setting. Policy JCDAJ on Bullying can be found on the District's website.

12. Information on Discrimination and/or Harassment: The School District does not tolerate discrimination and/or harassment based upon race, creed, color, national origin, religion, sex, sexual orientation, gender identity, age, or disability. The School District takes such conduct very seriously. Any student (or parent/guardian or friend of a student) who has been the victim of discrimination and/or harassment by any person, including a fellow student, teacher, administrator or other School District employee, is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school. All students and parents/guardians are urged to carefully review Board Policy JAA (Equal Educational Opportunities) and Policy JCAC (Harassment) found on the District's website. Penalties for such behavior are addressed in this Student Code of Conduct. Anyone may experience sexual harassment, irrespective of gender identity or sexual orientation. Individuals that believe they have been subjected to sexual harassment, or have inquiries about the application of Title IX in the District, should immediately contact the District's Title IX Coordinator:

Matt Adams
Deputy Superintendent/Title IX Coordinator
Phone: 478-457-2916
Email: Matt.Adams@Baldwin.K12.ga.us
110 North ABC St.
Milledgeville, GA 31061

For more information on the School District's Title IX grievance process, please visit the School District's website. Any person who knowingly makes a false charge of discrimination and/or harassment may be subject to disciplinary action.

13. Revision of Code: This Code of Student Conduct is reviewed annually and revised as needed to provide for equitable treatment of all students as well as to ensure compliance with current laws and regulations. The District seeks input from all stakeholders including parents, students, community members, and school system personnel. Comments and suggestions may be directed to the attention of the district's Disciplinary Hearing Officer at the District's Administrative Offices.

Definition of Terms

Assault:

Any threat or attempt to physically harm another person or any act which reasonably places another person in fear of physical harm. (Example: threatening language or swinging at someone in an attempt to strike).

Simple Assault – a person commits the offense of simple assault when he or she either:

- a. Attempts to commit a violent injury to the person of another
- b. Commits an act which places another in reasonable apprehension of immediately receiving a violent injury

Aggravated assault – a person commits the offense of aggravated assault when he assaults:

- a. With the intent to murder, to rape, or to rob
- b. With a deadly weapon or with any object, device, or instrument which, when used offensively against a person, is likely to or actually does result in serious bodily injury
- c. A person or persons without legal justification by discharging a firearm from within a motor vehicle towards a person or persons.

Battery:

Intentionally making physical contact with another person in an insulting offensive or provoking manner or in a way that physically harms the other person.

Simple Battery – a person commits the offense of simple battery when he either:

- a. Intentionally makes physical contact of an insulting or provoking nature with the person of another
- b. Intentionally causes physical harm to another

Bullying:

In accordance with Georgia law, bullying is defined as (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or (3) any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate that: (a) causes substantial physical harm or visible harm; (b) substantially interferes with a student's education; (c) is so severe, persistent or pervasive that it creates an intimidating/threatening educational environment; or (d) substantially disrupts the orderly operation of the school. Bullying also applies to acts of cyberbullying, as further defined below.

First Offense of Bullying

If the principal determines that a student has committed the offense of bullying, the principal will assign the appropriate consequence(s), hold a conference with the parent explaining the offense,

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review this section on bullying, and explain the consequence(s) related to the bullying in the Student Code of Conduct. This conference will be documented and a copy placed in the student's permanent file.

Second Offense of Bullying

If the principal determines that a student has committed a second offense of bullying, the principal will assign the appropriate consequences and implement the Response To Intervention Process. The principal will notify the parent in writing that a third offense of bullying will result in a request being made for long-term suspension from regular school and placement in an alternative program. Principals will also follow the procedure section for Chronic Disciplinary Problem Students.

Third Offense of Bullying

Upon finding that a student in grades 6 through 12 has committed the offense of bullying for the third time in a school year, the principal shall make a referral for a disciplinary tribunal for the long-term suspension of the student to an alternative setting. Documentation of the Student Support Process with a copy of the behavior correction plan, and data showing efforts to modify the bullying behavior must be included with the disciplinary request and placed in the student's permanent file.

Chronic Disciplinary Problem Student:

A student who exhibits a pattern of behavioral characteristics, which interfere with the learning process of students around him/her and which are likely to recur.

Clubs and Organizations:

School clubs and organizations are comprised of students who wish to organize and meet for common goals, objectives, or purposes. School staff will serve as sponsors for clubs and monitors for student organizations. This does not include competitive interscholastic activities.

Competitive Interscholastic Activity:

Functions held under the sponsorship of the school that involves its students in competition between individuals or groups representing two (2) or more schools. This includes cheerleading, band, and chorus.

Cyber Bullying:

When a student is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another student using the Internet, interactive and digital technologies, electronic communications, or mobile phones. Online content that poses a problem or disruption at school will not be tolerated and will be subject to appropriate discipline.

Detention:

A requirement that the student report to a specific school location and to a designated teacher or school official to make up work missed. Detention may require the student's attendance before school or after school. Students in grades K through 12 may be assigned detention. Prior to the student serving a detention, the parent must be notified at least one (1) day in advance.

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Disciplinary Hearing Officer:

School official appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters.

Disciplinary Tribunal:

School officials appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters.

Drug:

The term drug does not include prescriptions issued to the individual aspirin or similar cold and/or similar medications taken according to product recommendation and board policy. Caffeine pills are considered drugs.

Expulsion:

The suspension of a student from a public school beyond the current school semester or quarter and only a disciplinary tribunal may take such action.

Extortion:

Obtaining money or goods from another student by threats, violence, or misuse of authority.

Fireworks:

The term “fireworks” means any combustible or explosive composition or any substance or combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

Gambling:

Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

In-School Suspension:

Removal of a student from classes or regular school program and assignment of that student to an alternative program isolated from peers.

Physical Violence:

Intentionally making physical contact of an insulting or provoking nature with another person; or intentionally making physical contact, which causes physical harm to another.

Suspension:

The removal of a student from the regular school program for a period not to exceed 10 days (short-term) or for a period greater than 10 days (long-term which may be imposed only by actions of a disciplinary tribunal).

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During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events and/or activities sponsored by the school or its employees.

Theft:

The offense of taking or misappropriation of any property, of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

Waiver:

A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.

Weapons:

Georgia Law, O.C.G.A. § 16-11-127.1(a)(2) and § 16-11-106(a), defines weapons as any objects which is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following things may be defined as dangerous weapons: any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, any bat, club, or other bludgeon-type weapon any stun gun, Taser, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor or razor blade, spring stick, metal knucks, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku, or fighting chain, throwing star or oriental dart or any weapon of like kind.

Harassment and Sexual Harassment

Harassment includes, but is not limited to, slurs, jokes, electronic communications, and other verbal, graphic, or physical conduct relating to an individual's race, ethnic group, color, sex, sexual orientation, gender identity, religious belief, national origin, citizenship, age, or disability.

Sexual Harassment is defined under Title IX as conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to a District education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

The School District will respond to allegations of sexual harassment in compliance with Title IX of the Education Amendments of 1972.

LEVEL I VIOLATIONS	LEVEL I CONSEQUENCES
<ol style="list-style-type: none"> 1. Bringing nuisance and non-related items on school property, to include but not limited to, electronic communication devices not being used for instructional purposes (e.g. CD players, cell phones/pagers, toys, radios, skateboards, hand held computer games etc.) 2. Cheating or copying the work of another student 3. Classroom disruption 4. Minor damage of school property or property of others 5. Misbehavior on school bus 6. Refusal to follow directions 7. Rude and disrespectful behavior toward anyone, including name calling (isolated incidents) 8. First offenses of Public Displays of Affection or Inappropriate Contact 9. Horse playing 10. Cell Phone/Electronic Device (1st and 2nd Infractions) 	<p>Student conference (Required) Parent notification (Required) Counseling Confiscation of electronic communication devices/nuisance items Test invalidation Loss of privileges Special assignments Lunch Detention/Saturday detention Restitution Isolation</p> <p><u>Administratively assigned</u> Time out Exclusion from extracurricular activities Suspension of bus transportation</p> <p><u>Cell Phone/Electronic Device:</u> 1st Infraction: Immediate confiscation of device and ONLY released to parent/legal guardian at the end of the next school day.</p> <p>2nd Infraction: Immediate confiscation of device and held for 3 days. Students will be given (1) day of ISS. The device will ONLY be released to a parent/guardian at the end of the final holding day.</p>

LEVEL II VIOLATIONS	LEVEL II CONSEQUENCES
<ol style="list-style-type: none"> 1. Repeated Level I offenses 2. Engaging in verbal assault including threatened violence, ethnic racial slurs, derogatory or profane language or gestures directed toward anyone, including distribution of obscene materials 3. Profanity 4. Extortion 5. *Fighting or instigating a fight (see simple assault and simple battery) 6. Forgery 7. Gambling 8. Hazing (harassment, initiations, etc.) 9. Possession or use of tobacco or tobacco products, including matches and lighters 10. Bullying/Cyberbullying 11. Skipping class 12. Truancy 13. Theft 14. Computer/Internet Violations 15. Cell Phone/Electronic Device (3rd Infraction or Subsequent Infractions) 16. Gang Related Activity 	<p>All level II consequences require a student/parent conference.</p> <p>Detention Loss of privileges or credit (including driving on campus) Restitution Removal from class Prohibit attending or participating in extracurricular activities Behavioral contracts Counseling In-school suspension (ISS) *Out-of-school suspension (OSS) at home Assignment to an alternative educational setting Suspension of bus transportation Possible court referral for repeated Level I & II violations</p> <p><u>Cell Phone/Electronic Device:</u> 3rd Infraction: Immediate confiscation of device and held for 5 days. Student will be given (2) day of ISS. The device will ONLY be released to a parent/guardian at the end of the final holding day.</p> <p>Subsequent Infractions: Immediate confiscation of device and held for 10 days. Student will be given (3) day of ISS. The device will ONLY be released to a parent/ guardian at the end of the final holding day.</p>

LEVEL III VIOLATIONS	LEVEL III CONSEQUENCES
<ol style="list-style-type: none"> 1. Substantial or Repeated Level II offenses 2. Criminal/delinquent acts of theft or attempted theft 3. Engaging in conduct that violates Student Discipline - Policy JD relative to drug possession or use including inhaling (huffing) abusable glue, paint, or chemicals and possession of any type of weapon or item that could be considered a weapon 4. Joining or being a member of any gang, or recruiting students for gang membership, or engaging in any gang activity 5. Participating in any activity of an unauthorized organization or group which results in a violation of the Student Code of Conduct 6. Physical assault against anyone 7. Battery against anyone 8. Bullying/Cyberbullying 9. Terroristic threat 10. Threatening bodily harm or property damage 11. Trespassing on school property after school hours for an unlawful purpose 12. Vandalism, damaging or destroying school equipment or school property or the property of any other individual on school property 13. Any other conduct considered by the principal to be substantially disruptive, to the point it affects the orderly operation of the school or school related activities 14. Refusal by Student to Surrender Electronic Device 15. Gang Related Activity (Harassment, Intimidation, Violence, etc) 	<p>All Level III consequences require a student/parent conference.</p> <p>Unsatisfactory conduct grade Out-of-school suspension at home (5 to 10 days) Long-term suspension (more than 10 days) Expulsion (Beyond the current school semester) Full calendar year expulsion Permanent expulsion Court referral Long term or permanent loss of bus transportation privileges Loss of privileges (including driving on campus)</p> <p>Mandatory referral for Level III offenses.</p> <p>A teacher must remove a student from class and send to the principal for referral, as appropriate, a student who engages in conduct described under Level III Violations/Consequences. The Public School Disciplinary Tribunal Act found in O.C.G.A. § 20-2-750, et. seq., in conjunction with Board Policy, will be used to determine appropriate sanctions.</p> <p><u>Cell Phone/Electronic Device:</u> Refusal by Student to Surrender Electronic Device: Students will be given up to 3 days of OSS, confiscation of the device, and device will be held for 10 days. The device will ONLY be released to a parent/guardian at the end of the final holding day. *Cell Phone/Electronic Device must be turned in to school administrators before the student can return from suspension.</p>

