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BALDWIN COUNTY SCHOOLS

VISION

Our vision is to empower students through a positive, culturally responsive and stimulating environment where students will recognize and achieve their fullest potential.

MISSION STATEMENT

The mission of the Baldwin County School District is to educate students who will graduate from high school with the knowledge, skills, and values to be college and/or career ready in order to be contributing members of a global society.

BELIEFS

In Baldwin County Schools:

1. We believe all students can learn.
2. We believe all individuals are inherently unique and valuable and those unique differences enhance learning.
3. We believe effective and engaging teachers have a positive impact on learning.
4. We believe learning is a continuous, lifelong process.
5. We believe learning is a shared responsibility: school, home, and community - for which we are all responsible.
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 technology will continue to transform the educational landscape.
9. We believe our efforts should be focused, aligned, and responsive to the social and economic well-being of our community.
10. We believe a positive culture, community, and learning environment are crucial to the success of all stakeholders.

BALDWIN COUNTY BOARD OF EDUCATION BOARD MEMBERS

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

BALDWIN COUNTY BOARD GOALS

- Goal Area I To Increase Student Achievement
- Goal Area II To Increase Student and Stakeholder Involvement
- Goal Area III To Recruit and Maintain High-performing Staff
- Goal Area IV To Increase Organizational Effectiveness

~Committed to Excellence~

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

2019/20 Calendar

July 2019						
Su	Mo	Tu	We	Th	Fr	Sa
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November 2019						
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December 2019						
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March 2020						
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May 2020						
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June 2020						
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28	29	30				

Yellow – PL Days (Teachers Report No Students)		Green – No Teachers and Students		Blue – Early Release Day		(*) Inclement Weather Days (If Needed)	
						Semester 1 – 89 Days Semester 2 – 91 Days	
Aug. 1	First Day for Students	Nov. 25 – 29	Thanksgiving Break	Jan. 6	Students Return	Mar. 30 – Ap. 3 Spring Break	
Sep. 2	Labor Day	Dec. 19	Last Day of Semester	Jan. 20	MLK Day	May 21 Last Day of Semester	
Oct 7 & 11	Fall Break	Dec. 20 – Jan. 2	Holiday Break	Feb 17	Winter Break	May 25 Memorial Day	

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<u>School Day for Students</u>	<u>Start Time</u>	<u>Ending Time</u>
Elementary	7:45 a.m.	2:45 p.m.
Middle/High School	8:15 a.m.	3:15 p.m.

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: _____

Please complete and return this page to the school within 5 days of receipt of this Code.

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Dear Parents/Guardians and Students,

On behalf of the faculty and staff, we would like to welcome you to the Baldwin County School District for the 2019-2020 school year. We look forward to a new and exciting year.

This handbook was written to communicate school and county policies, procedures, and school activities. We encourage parents/Guardians and students to review it together. If you have any questions, concerns or comments, please feel to contact us. After you have reviewed it, please sign and return the signature page to your child's teacher.

Communication between school and home is a vital part of a child's education. We encourage parents/guardians to visit the school, volunteer, arrange parent conferences, and attend the many school functions that will occur throughout the year.

Our main goal is to provide every child with the best educational opportunities possible. We will continue to strive to set the highest of expectations for our students.

We thank you for your continued support and look forward to working with you this school year.

Sincerely,

Tracy Clark

Lakeview Primary Principal

Dr. Shawne Holder

Lakeview Academy Principal

Tara Burney

Midway Hills Primary Principal

Antonio Ingram

Midway Hills Academy Principal

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 (Form 3300). (Certificate can be secured from the local health department.)
- Proof of guardianship if not living with natural parents.
- Proof of prior school enrollment, if a transfer student. A withdrawal form and unofficial transcript or report card will provide proof of prior school enrollment.

WITHDRAWAL

The withdrawal of a student from the Baldwin County Schools can be completed through the office of the home school. Students must return all books and settle any school debts. Once these obligations are cleared, school records can be forwarded.

MOVING DURING THE YEAR

A student who changes residence during the school year MUST report this change to the school within seven (7) calendar days. Proof of residence must be documented. Children who move out of their school zone after the first month of school may complete the current school year at their original school provided they provide their own transportation in a timely manner so that students are not tardy. Parents wishing to transfer their child to the school in the new zone should report their address change to their current school for a new school assignment.

ATTENDANCE POLICY

Regular attendance at school is an absolute necessity for good student performance. Pursuant to Georgia Law (O.C.G.A. Section 20-2-690.1), all students between the ages of six (6) and sixteen (16) are required to attend school daily unless they have a lawful reason to be absent. Five (5) year old students who are enrolled in a school program for twenty (20) days are automatically covered under the Georgia Compulsory School Attendance Law. Parents/guardians who do not provide for the regular attendance of their children are subject to being taken to court and fined. The Baldwin County Attendance Policy is written according to this Georgia law.

SCHOOL HOURS

	Start Time	Ending Time
Elementary-	7:45 a.m.	2:45 p.m.
Middle School-	8:15 a.m.	3:15 p.m.
High School-	8:15 a.m.	3:15 p.m.

EARLY CHECKOUT

All children should remain in school until regular dismissal time so that maximum instruction can be provided. If early dismissal is necessary on an occasional basis (emergency, doctor's appointment), **a parent or guardian must report to the school office to sign out the child no later than 2:00 p.m.** Children will not be dismissed prior to 2:45 p. m. on a regular basis. If someone other than a parent/ guardian is picking up a student, this individual's name needs to be listed on the student information sheet.

ABSENCES

Students are excused for sickness, death in the immediate family, or an extreme emergency. To be credited for an excused absence on their return, students must bring a note signed by the parent or guardian. If a student is sent home by the school nurse it will be counted as an excused absence. Students who have received excused absences will be allowed to make up the work. Absences in excess of five (5) days can be excused only with a doctor's statement.

UNEXCUSED ABSENCES

A parent/guardian may submit undocumented excuses for no more than five (5) days per school year. These undocumented absences may be used for days the student is ill, illness of an immediate family member which **necessitates** the absence of the student, and **extreme** family emergencies. A written excuse must be received by the school within three (3) days of the absence(s). The following information must be specified on each excuse:

- The date the excuse is written
- The date(s) and day(s) of the absence(s).
- The reason for the absence(s).
- The signature of the parent or guardian.

**These days may not be used for out of town trips for pleasure or vacation.*

Any checkout before 2:45 p. m. will be considered an early checkout.

EXCUSED ABSENCES

After a parent has utilized the five undocumented excused days, a statement from a Doctor or a medical facility will be necessary for an absence to be excused. These statements must be received by the school within three (3) days of the student returning to school after an absence(s).

In cases of the death of an immediate family member (mother, father, sister, brother), 5 days will be excused. If the deceased is an extended family member, (Grandparent, aunt, uncle), two (2) days will be allowed. If the deceased lives out of state no more than four (4) days will be allowed.

TARDIES

A child who is a car rider is tardy when he/she arrives at school after 7:45 a. m. A student may have no more than 4 unexcused tardies to have perfect attendance. If the bus arrives late bus riders are not counted tardy.

**Please Note – Unexcused tardies and early checkouts are considered in accordance with the Georgia Compulsory School Attendance Law.*

Referral Process for Grades K-5

According to Georgia Law, the School System is required to provide a written summary of possible consequences and penalties for failing to comply with compulsory attendance under O.C.G.A. Section 20-2-690.1. This requirement is fulfilled by the information included in this section of this Handbook. The parent or guardian is required to sign the signature page of this handbook and the signature indicates acknowledgement of the receipt of this written statement. This signature also indicates the parent/guardian has read and agrees to abide by the Baldwin County Attendance Policy. Any student who is ten (10) years of age or older by September 1st is also required to sign this statement indicating the receipt of this information.

After two (2) reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in legal compliance if it sends a copy of the statement via certified mail, return receipt requested, to the parent/guardian. The signed copies of the statement shall be retained by the school through the end of the school year.

At three (3) unexcused absences in grades K-5, the school shall contact the parent/guardian and shall document the contact or the attempts to contact the parent/guardian.

At five (5) unexcused absences in grades K-5, the school shall make a referral to the System Attendance Officer. The System Attendance Officer shall send a notice to the parents/guardians by certified mail, return receipt requested. This notice shall include a written summary of the possible consequences and penalties for failing to comply with the Georgia Compulsory Attendance law. The Attendance Officer may refer students with five (5) unexcused absences to the school social worker and/or to the Attendance Support Team at the school level. The parent/guardian is required to participate in the Attendance Support Team Meeting. Failure of a parent/guardian to attend and participate in the Attendance Support Team Meeting will be considered as non-compliance. Referrals may also be made to the Department of Family and Children's Services or to the Baldwin County Interagency Council.

If the attendance problem is not resolved after these efforts, legal action will be taken against the parent/guardian or other caretaker responsible for the care of the children. Any parent/guardian or caretaker of any school age child who violates the Georgia Compulsory School Attendance Law (20-2-690.1) shall be guilty of a misdemeanor and upon conviction, shall be subject to fines not less than \$25.00 and not greater than \$100.00 per day (for each day over five (5) unexcused absences), imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the Court having jurisdiction.

SIGN IN/SIGN OUT POLICY

The adult signing a student in or out of school must come into the main office, must show photo ID, and must be listed as an approved person to check the student out.

CAR RIDERS

Afternoon Pick-up Procedure

If your child is an afternoon car rider, please note the following rules/procedures. These procedures will ensure the safety of our students.

- **Students may not be signed out after 2:00 PM.**
- Parents are to remain in their cars to pick their children up from car riders. Please do not get out of your car and come to the door for your child.
- As you pull up give the teacher at the door your child's name and they will be called to the car rider pick-up
- Please do not pull up and block the car rider lanes of traffic.
- Teachers monitor car riders until 3:00 pm; please, pick up your child by 3:00 p. m.

Any change in the normal transportation of your child should be noted in writing and given to your child's homeroom teacher. For the safety of your child, avoid calling and leaving messages regarding transportation. The office will not accept transportation changes **after 1:30 p.m.** Please do not call the office after this time.

BUS RIDERS

Bus transportation is a privilege and furnished for students living more than 1 1/2 miles from school. If your child is transported to and/or from school by bus, please make sure the child knows the bus number.

Information regarding bus routes can be obtained from the school bus garage at 457-2405 or 457-2406. Students riding buses should adhere to the following rules:

- Sit quietly and remain seated until instructed to unload.
- Keep all body parts inside the bus at all times.
- Carry only school related items on the bus.
- Cooperate with drivers at all times.

Bus drivers are responsible for the safety of all students and may assign seats or set particular rules for their buses.

Students not cooperating with bus procedures may be denied bus riding privileges for a period of time to be determined by the principal. In this event, the parent/guardian must provide student transportation.

CHANGE IN TRANSPORTATION

To ensure the safety of all children, a written note is required if there is a change in your child's transportation. Teachers cannot accept a child's verbal expression regarding a change in transportation. Students without a note will be sent home by bus.

Please avoid phoning the school (except in an emergency) regarding transportation changes. Any changes in transportation must be made before 1:30 PM. The task of getting individual messages to such a large student population is extremely difficult.

FIRST AID/ILLNESS

If a child becomes sick or hurt at school, every effort will be made to contact the parent/guardian. Up-to-date emergency phone numbers should be made available to the school. If a parent/guardian cannot be contacted, school officials will take whatever means necessary to preserve the health of the child.

Parents of any child with health problems which might cause a health emergency should be certain to notify the school of the problem and the procedures that would need to be followed should the child become ill at school.

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 have on file 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

If your child requires medication during the school day, please complete the required form. All medications (over-the-counter drugs and prescription drugs) must be in the original container and brought to school by the parent/guardian. Containers for prescription drugs must bear the name of the patient, the drug, the prescribing physician, and the name of the pharmacy filling the prescription. Medication cannot be administered if the medication is not in the original container or without written permission.

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.

SCHOOL INSURANCE

Low cost accident insurance is 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 / HOMEBOUND

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 homebound program. Forms for enrolling in this program may be obtained from the office and must be completed by the attending physician and the parent.

VOLUNTEERS

Adult volunteers are needed throughout our schools. If you have a few "free" hours during the week and you enjoy working with children, please visit our school office and **complete a volunteer application and background check.**

PTO

All parents are urged to join the Parent Teacher Organization (PTO). By working together, parents and teachers can ensure that our students will receive the best education possible. Our PTO membership goal is 100% membership.

MEDIA CENTER GUIDELINES

Goals: Students will read for pleasure and knowledge.

- Students are expected to take care of the books and return them by the due date.
- Lost books—If a book is lost, the full price of the book at time of purchase must be paid.
- Damages—amount assessed according to degree of damage.
- Students must wear an ID to conduct library business.

TEXTBOOKS / HOLD POLICY

Students in grades 1-5 may be issued textbooks for various subjects. If a textbook is issued your child is expected to use his/her books with care. All books lost or damaged are paid for by the student. The cost of a lost book will be equal the replacement cost.

CAFETERIA GUIDELINES

Breakfast and lunch are served daily. Breakfast is served between 7:15 and 7:45 A.M. Children may bring their lunches; however, lunches from fast-food restaurants may not be delivered or eaten in the school cafeteria. The prices for adults and visitors for breakfast and lunch are as follows:

Adult/visitor breakfast: \$2.00 Adult/visitor lunch: \$3.50

BOOK BAGS

No book bags with wheels are allowed except with a doctor's excuse and signed permission slip from the principal and superintendent. Book bags are subject to search at the discretion of school personnel. Book bags may not be allowed the last two days of school all book bags must be clear or mesh.

TELEPHONE USE

The school telephone is restricted to emergency use only. Students must have written permission from a teacher before being allowed to phone home. Our school population and staff are much too large to permit unwarranted use. Parents also need to keep this in mind when calling the school regarding messages for students. Please do not call unless the message is an emergency. Thanks!

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 or stolen.

CELL PHONES / ELECTRONIC DEVICES

The use of personal cell phones, smart watches, tablets, or any personal electronic device during the instructional day is prohibited at all times. The school staff is NOT responsible for personal devices that are lost, stolen, or damaged during the school day or school activities.

VISITORS

We invite parents/guardians to visit the school and observe in their child's classroom by prearrangement with the classroom teacher. All visitors to the school must report first to the main office to receive a visitor's pass. Parents should not bring younger siblings or children with them for a conference or observation. Please refrain from using your personal cell phone while in the school building. If you have items to bring to a student, we ask that you drop them off in the office. Parents may schedule conferences with teachers in advance. In the event of an emergency, parents will need to see an administrator.

EMERGENCIES

Please note **that all children should have an emergency phone number on file** in the event that a parent or guardian cannot be reached in an emergency situation. If this number should change during the school year please inform your child's teacher. 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.

ALL DRILLS

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 head between knees as a precaution against flying glass and debris. Do not leave the building. All window and doors should be closed. Parents will not be allowed to check out their child until the all clear is given.

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.

Lock Down Drills

Lock Down drills will be scheduled during the school year. When the announcement is made, students will move into the appropriate location depending on the type of lock down. Do not leave the building. All doors should be locked and windows covered.

PLEDGE TO THE FLAG / MOMENT OF SILENCE

In accordance with Georgia Law (Code 20-2-310), it is the policy of the Baldwin County Board of Education that each student and each employee 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 first block. Such recitation will be conducted in a formal and properly respectful manner.

At the beginning of the school day a period of quiet reflection will be observed 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.

- Should a student or employee present have religious convictions against participating in the Pledge or moment of silence, their rights will be respected. **NO STUDENT WILL BE ALLOWED TO DISRUPT THE RIGHTS OF THOSE WHO DO CHOOSE TO PARTICIPATE.**

Baldwin County School District
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 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. Good 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 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- 1 ½" or smaller is acceptable, and 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>)

Belts are to be worn and fastened in the conventional manner. Pants must be worn at the waist line 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 uniform.

Jackets - Any color or multi-color with no large logos or characters. Jackets with a hood must have a full length zipper or button front. Hoodies are not allowed. Any item of clothing worn as outerwear must have a full length zipper or button front.

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

Appropriate Dress

If the school Principal allows a dress down day, the following guidelines will apply: Neat and appropriate dress is expected of all students. Any extremities in dress may be questioned, and parents may be contacted.

- To be acceptable, skirts, shorts, and dresses must be mid-thigh or longer.
- 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 midriff or undergarments.
- Jeans that are ripped or have holes are not permitted.
- Belts are to be worn and fastened in the conventional manner. Pants must be worn at the waist line with a belt. **(Sagging will not be permitted.)**
- Hats, kerchiefs, bandanas, or extreme head attire are not to be worn in the building.
- Flip flops, sandals, high heels, light up shoes, and shoes with rollers are not permitted.
- Inappropriate logos may not be worn on the seat of a student's shorts or pants.
- If wearing leggings or jeggings under a skirt or dress, they must be solid color.

The multiplicity of styles and frequency of change prohibits detail itemizing of all patterns of dress and grooming.

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

The student handbook will provide additional dress code guidelines.

EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to participate in extracurricular activities. Participation in any of these activities requires parental permission and commitment on the part of both parent and child. Practices or meetings for these activities are scheduled for after-school; therefore parents must provide transportation. **Failure to maintain satisfactory grades and behavior or failure to be routinely picked up from practice on time, can result in suspension from the program/activity.**

FIELD TRIPS

All classes are involved in field trips at various times during the school year. Permission forms will be sent home for parent signature prior to each trip. Parent/Guardian permission is required before a child can participate in a field trip; therefore, failure to secure parental permission for the trip will result in lack of participation for that child. Also, please note that if the administrator has concerns regarding safety, then the parent may be asked to accompany their child on the field trip. The parent will be responsible for securing a complete background check, prior to the field trip. **Prior to the field trip all chaperones must complete a background check (which takes two or more weeks to process).**

FIELD DAY

Field Day for all grade levels will be held in May. We are asking that if parents or grandparents come that you do not bring younger siblings or younger children that do not attend the school. *However, if a parent must bring a younger sibling to the event they must be supervised by the parent at all times and will not be allowed to participate in any field day activities.* We encourage you to help volunteer and supervise an event that day. This is a day for our students to enjoy the activities that are planned for them.

ACADEMICS

INSTRUCTIONAL PROGRAM

Baldwin County's instructional program contains kindergarten through the twelfth grade. Primary schools serve kindergarten through 2nd grades. Academy Schools serve third through fifth grades. Oak Hill Middle School serves the sixth, seventh, and eighth grades. Grades nine through twelve are housed at Baldwin High School.

The kindergarten through fifth- grade instructional program follows the Georgia Standards of Excellence (GSE) and Frameworks. The curriculum in grades K-5 consists of mathematics, science, social studies, health, language arts, reading and exploratory courses.

REPORT CARDS / PROGRESS REPORTS

Report cards and mid-term progress reports are sent home four times a year. They indicate students' progress in both academic and social skills during the grading period. Both report cards and progress reports should be read carefully, signed, and returned the next day. Students in grades K-2 will receive a standards-based report card.

Grading System

Grades K-5

Grade K-2 (Reading/English Language Arts, Math, Social Studies, Science)

- 4 - Distinguished Learner
- 3 - Proficient Learner
- 2 - Developing Learner
- 1 - Beginning Learner

Grade K-5 (Special Areas: Music, Physical Education, Art, and Computer)

- S - Satisfactory
- N - Needs improvement
- U - Unsatisfactory

Grade K-5 (Behavior and Work Skills)

- S - Satisfactory
- N - Needs improvement
- U - Unsatisfactory

Grades 3-5 (All Subjects)

- Numerical grades of 0-100 will be given.
- A= 90-100
 - B= 80-89
 - C= 70-79
 - F= 0 - 69

Grades 3-5

Merit List: All grades 80 and above and satisfactory behavior

Honor Roll: All grades 90 and above and satisfactory behavior

President's Award for Educational Excellence (gold)

To qualify a 5th-grade student must have:

1. End-of-year 4th grade GPA of at least 90 (reading, English, math, science, social studies) and
2. First semester 5th grade GPA at least 90 (reading, English, math, science, social studies) and
3. Other requirements as specified

President's Award for Educational Achievement (silver)

1. End-of-year 4th grade GPA of at least 85 (reading, English, math, science, social studies) and
2. 1st semester 5th grade GPA at least 85 (reading, English, math, science, social studies) and
3. Other requirements as specified

ACADEMIC PLACEMENT AND PROMOTION

The Baldwin County Board of Education establishes the following criteria to guide the academic placement and promotion of students within the Baldwin County School District and to assure that these same students obtain maximum academic growth as they progress through the schools in this district.

*****Due to the development of a new state assessment, the criteria for promotion may be revised*****

I. General Provisions

Students in the Baldwin County School District may be promoted to the next higher grade level upon meeting the promotion criteria as established by the Baldwin County Board of Education and the State Department of Education in accordance with the Official Code of Georgia. Placement and promotion decisions shall be documented and made a part of each student's permanent record.

II. Definitions

- A. Accelerated instruction** – challenging instructional activities that are intensely focused on student academic deficiencies in reading and/or mathematics. This accelerated instruction is designed to enable a student who has not achieved grade level, as defined by the Office of Student Achievement, to meet grade-level standards in a reduced period of time.
- B. Additional instruction** – academic instruction beyond regularly scheduled academic classes designed to bring students not performing on grade level, as defined by the Office of Student Achievement and the Baldwin County Board of Education, to grade level performance. It may include more instructional time allocated during the school day, instruction before and after the school day, Saturday instruction, and/or summer/inter-session instruction.
- C. Differentiated instruction** – instructional strategies designed to meet individual student learning needs.
- D. Grade level** – standard of performance, as defined by the Office of Student Achievement on the state mandated test and the Baldwin County Board of Education on criteria developed by the Baldwin County School District.
- E. Placement** – the assignment of a student to a specific grade level based on the determination that such placement will most likely provide the student with instruction and other services needed to succeed and progress to the next higher level of academic achievement in the least amount of time.
- F. Placement committee** – the committee established by the local school principal or designee to make placement decisions concerning a student who does not meet expectations on the state mandated test and placement/promotion policy(s) of the Baldwin County School District. The placement committee shall be composed of the principal or designee, the student's parent or guardian, and the teacher(s) in the content area(s), Individualized Educational Program (IEP) Teams assigned to students in the Programs for Exceptional Children in which the student did not achieve grade level as defined (d.) above.
- G. Promotion** – the assignment of a student to a higher grade level based on the student's achievement of established criteria in the current grade.
- H. Retention** – the re-assignment of a student to the current grade level during the next school year.

III. General Promotion Standards and Criteria

- A.** No student may be retained solely for athletic purposes.
- B.** Individualized Educational Program (IEP) Teams shall be responsible for determining how students assigned to the Programs for Exceptional Children are involved in the curriculum and for defining the necessary accommodations that must be made so each student may make progress and participate in regular assessment programs. Students whose instruction is based on an alternate, functional curriculum shall be eligible to participate in the Georgia Alternate Assessment (GAA) program and their promotion/retention will be determined by the IEP Team.
- C.** An English Learner (EL) student may be administratively placed in the next higher grade, provided the EL Testing Participation Committee has determined that failure to meet promotion criteria is related to the lack of English language skills. An English Learner student is defined as any student whose primary or home language is other than English and is eligible for services under policy IDDG (Language Assistance).

IV. Placement and Promotion in Grades Kindergarten Through Eight

- A. 1. Kindergarten-second grade: To be promoted from kindergarten to first grade or first grade to second grade, students must be meeting in all priority standards and must meet 70% of the other standards in each subject area with the exception of one subject reading/ELA, math, social studies, science, with the exception of one subject area, and must be meeting or progressing in all designated standards.
2. In grades three (3) through eight (8) students can fail no more than one (1) academic subject (reading, language arts, math, science, social studies) and be promoted to the next higher grade.
 - a. Students may not be retained in grades K-5 more than two (2) times unless such retention is required by state law or G.B.O.E. Rule.
3. In grade eight (8) students cannot fail more than 1 non-core subjects.

*****Due to the development of a new state assessment, the criteria for promotion and retention may be revised*****

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.

- Complaint 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 implementing regulations.

HOMELESS STUDENTS

Notification of Rights under the McKinney-Vento Act

The McKinney-Vento Homeless Education Assistance Act is designed to address the problems that homeless children and youth have faced in enrolling, attending, and succeeding in school.

If your family lives in one of the following situations:

1. In a shelter, motel, vehicle or campground
2. On the street
3. In an abandoned building, trailer, or other inadequate accommodations, or
4. Doubled up with friends or relatives because of a lack of affordable housing

Then the school aged children in your family have a right to:

1. Go to school no matter where they live or how long they have lived there
2. Continue in the school they attended before the family became homeless, if that is the parent's choice and it is feasible
3. Receive transportation to the school they attended before your family became homeless
4. Participate in school programs with children who are not homeless
5. Enroll in school without giving a permanent address
6. Enroll and attend classes while the school arranges for the transfer of any records or documents required for enrollment
7. Receive the same special programs and services as all other children

Inquiries concerning educational services for homeless students in this school system may be submitted to the district's social worker/Homeless Liaison.

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 the first step is to discuss it in conference with the school principal.
- If the problem is not resolved as a result of the conference with the principal, it may be appealed to the Superintendent of Schools.

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;
 - 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.

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 Dr, 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).

Please see the Notice of Parent and Student Rights for more information. You may also contact Allen Martin, Section 504 Coordinator and ADA Coordinator with any questions at (478) 457-2916.

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 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 education 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; 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 there under. 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 non-emergency, 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 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 of 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 non-emergency, 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. Julio Delgado - (478) 457-2916

Section 504/ADA Coordinator:
Mr. Julio Delgado- (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 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 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 work days, 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

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

2019-2020

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, age, national origin, handicap, or disability in its educational programs, activities, or employment policies.

Why do we have a code of conduct?

It is the policy of the Baldwin County Board of Education 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. Each code of conduct shall include the following, at a minimum:

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 so as to facilitate a learning environment for themselves and other students. The standards should be designed also to encourage students to respect each other and school district employees, to motivate students to obey student behavior policies adopted by this 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.
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.

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's 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; 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 system 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.

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

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 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.

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 definition, may be subject to long-term suspension, expulsion or permanent expulsion.

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 System'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.

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

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

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) A student shall not engage in criminal gang activity. 25

(b) 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.

(c) 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 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 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 Response to Intervention (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 who 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 school 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.

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;
- 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 of appeal. This notice will be sent by regular mail within ten (10) days of the completion of the hearing.
- 7) If there is an appeal, 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 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 our Special Education Handbook which is available online.

IMPORTANT INFORMATION

1. Students under suspension or expulsion are not allowed on school 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, or on the school bus.
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 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 JCDAG on Bullying can be found on the School 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, 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 School District's website. Penalties for such behavior are addressed in this Student Code of Conduct. If a student or parent/guardian has specific concerns about discrimination or harassment, including discrimination based on sex under Title IX, please contact school administration or the deputy superintendent. 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 school 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 CCSD's District 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, 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 in 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:

Groups comprised of students who wish to organize and meet for common goals, objectives, or purposes and which is directly under the sponsorship, direction, and control of the school. 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 specified school location and to 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.

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 for 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). 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, religious belief, national origin, citizenship, age, or disability.

Sexual Harassment shall include, but not be limited to, the following:

1. Unwelcomed sexual advances
2. Request for sexual favors
3. Request for unsolicited physical contact
4. Verbal conduct of a sexual nature that creates an intimidating, hostile or offensive environment
5. Writing sexually explicit notes or graffiti about another student
6. Obtaining or attempting to obtain property or sexual favors through the use of force, menace or fear
7. Acts initiated by a student against the chastity, common decency, and morals of another accompanied by threats, fears or danger
8. Intentionally or knowingly causing physical contact with another in an offensive or provocative manner
9. Intentionally or knowingly threatening another with imminent physical or psychological injury
10. Inappropriate touching, rubbing or grabbing of others
11. As defined pursuant to Title IX of the Education Amendments of 1972

All charges of sexual misconduct and/or harassment will be investigated, documented, and filed in the student’s discipline record.

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 device 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. Student 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>