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PARENT'S RIGHT TO KNOW TEACHER'S TRAINING AND CREDENTIALS

In compliance with the requirements of the Elementary and Secondary Education Act the Barrow County School System would like to inform you that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- Whether your child's teacher(s) met the Georgia Professional Standards Commission requirements for the grade level and subject he/she is teaching;
- Whether your child's teacher (s) is teaching under an emergency or provisional status through which Georgia qualifications or certification criteria were waived;
- The college major and any graduate certification or degree held by the teacher; and
- Whether your child is provided services by paraprofessionals, and if so, their qualifications.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact your child's principal or Meggan McNally, Barrow County School System Title II-A Coordinator at 770-867-4527.

COMPLAINT PROCEDURES

A. Grounds for a Complaint

Any individual, organization, or agency ("complainant") may file a complaint with the Barrow County School System (BCSS) if that individual, organization, or agency believes and alleges that BCSS is violating a federal statute or regulation that applies to a program under the Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA). The complaint must allege a violation that occurred not more than one (1) year prior to the date the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

B. Federal Programs for Which Complaints Can Be Filed

- Title I, Part A: Disadvantaged Children, Academic Achievement Awards, Schoolwide Programs
- Title I, Part C: Migrant Education Program
- Title II, Part A: Teacher and Leader Effectiveness
- Title III, Part A: English to Speakers of Other Languages
- Title VII, Part B: The McKinney-Vento Homeless Act

C. Complaints Originating at the Local Level

As part of its Assurances within the ESEA program grant applications and pursuant to Section 9306 within the Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA), an LEA accepting federal funds must have local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore a complaint should not be filed with the Georgia Department of Education until every effort has been made to resolve through local written complaint procedures. If the complainant has tried to file a complaint with the Barrow County School System to no avail, the complainant must provide the Georgia Department of Education written proof of their attempt to resolve the issue with the Barrow County School System.

D. Filing a Complaint

A complaint must be made in writing and signed by the complainant. The complaint must include the following:

- A statement that the Barrow County School System has violated a requirement of a Federal statute or regulation that applies to an applicable program.
- The date on which the violation occurred.
- The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation).
- A list of the names and telephone numbers of individuals who can provide additional information.
- Whether a complaint has been filed with any other government agency, and if so, which agency.
- Copies of all applicable documents supporting the complainant's position.
- The address of the complainant.

The complaint must be addressed to:

Dr. David Beeland, Jr., Federal Programs Director, Barrow County School System, 179 W. Athens Street, Winder, GA 30680.

Once the complaint is received by the BCSS, it will be copied and forwarded to the Federal Programs Director.

E. Investigation of Complaint

Within ten (10) days of receipt of the complaint, the Barrow County School System will issue a Letter of Acknowledgement to the complainant that contains the following information:

- The date the Barrow County School System received the complaint.
- How the complainant may provide additional information.
- A statement of the ways in which the Barrow County School System may investigate or address the complaint.
- Any other pertinent information.

If additional information or an investigation is necessary, BCSS will have sixty (60) days from receipt of the information to complete the investigation and issue a Letter of Findings. If the Letter of Findings indicates that a violation has been found, a timeline for corrective action will be included. The sixty (60) day timeline may be extended if exceptional circumstances occur. The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

F. Right of Appeal

If an individual, organization, or agency is aggrieved by the final decision of the Barrow County School System, that individual, organization, or agency has the right to request review of the decision by the Georgia Department of Education. For complaints filed pursuant to Section 9503 (20 U.S.C. 7883, complaint process for participation of private school children), a complainant may appeal to the Georgia Department of Education no later than thirty (30) days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the Barrow County School System's decision and include a complete statement of the reasons supporting the appeal.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is 18 or older, your own education records.
2. The right to request the amendment of the student's education records to ensure they are not 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 parent or eligible student of the decision and inform them of their right to a hearing.
3. The right to consent to disclosures of personally identifiable information from the student's educational records with certain exceptions. One exception that permits disclosure of personally identifiable information without consent is to school officials with a legitimate educational interest. A school official may be a person employed by the school district, a person or company that the school system has contracted to perform a specific task, or other party to which the school system has outsourced services. 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.
4. The Barrow County Schools, in Board Policy JR Student Records, designates the following information as directory information:
 - Student's name;
 - Student's grade level;
 - Student's photograph;
 - Student's participation in officially recognized clubs and sports;
 - Weight and height of student if he/she is a member of an athletic team;
 - Dates of attendance while enrolled in Barrow County Schools; and
 - Degrees, honors, and awards received during the time enrolled in Barrow County Schools

Barrow County Schools may disclose designated "directory information" without written consent. The primary purpose of directory information is to allow Barrow County Schools to include this information in school publications. Unless you, as a parent/guardian or eligible student, request otherwise, this directory information may be disclosed to the public. Any school district receiving ESEA funds must, upon request of military or higher education institutions, provide access to secondary school students' names, addresses, and telephone listings. School districts must notify parents of the option to require prior written parental consent to such disclosure. School districts must provide military recruiters the same access to secondary school students as is provided generally to postsecondary educational institutions or prospective employers. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to be disclosed to the public upon request. If you wish to exercise this right, you must notify the principal of the school at which your student is enrolled prior to a directory information request being made to the school or school system.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The following guidelines will be followed conducting research involving students:

1. No individual, including teachers, administrators, other school district employees and college students, shall gather any data or otherwise conduct research on Barrow County students for his or her own personal use, including use for college classes, dissertations, theses or similar purposes, without receiving approval in advance from the Superintendent or his or her designee.
2. Without the prior written consent of the parent or the student, if he or she is an emancipated minor no student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:
 - a. political affiliations;
 - b. mental and psychological problems potentially embarrassing to the student or his family;
 - c. sex behavior and attitudes;
 - d. illegal, anti-social, self-incriminating and demeaning behavior;
 - e. critical appraisals of other individuals with whom the student has close family relationships;
 - f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - g. income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.
3. In order to comply with federal requirements for school systems receiving Title IV funds to collect data on the incidence and prevalence of illegal drug use and violence among youth in school districts, students will be surveyed using the needs assessment survey provided by the Georgia Department of Education. All students in the surveyed grades will be surveyed unless parents complete the Passive Permission form indicating that they do not want their student to participate. Parents will be notified prior to the survey administration and will be given an opportunity to review the survey instrument.

In addition, the Superintendent or his or her designee must approve the use of any such survey, analysis or evaluation before the consent of the parent or student is sought.

*****NON-DISCRIMINATION NOTICES*****

BARROW COUNTY SCHOOLS GENDER EQUITY IN SPORTS

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A.-20-2-315). Students are hereby notified that Barrow County Schools does not discriminate on the basis of gender in its athletic programs. Inquiries or complaints concerning sports equity in this school system may be submitted to Dr. Ken Greene at 179 W. Athens St. Winder, Georgia 30680 - 770-867-4527.

TITLE VI AND TITLE IX NOTIFICATION

The Barrow County School District does not discriminate in its education and employment programs on the basis of religion, age, race, color, national origin, gender, marital or parental status, and disability. This district complies with Title VI of the Civil Rights Act of 1964, Title IX education amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the Perkins CTE Act of 2006. Inquiries may be made to the respective coordinator regarding Title VI, Title IX and the Perkins Act or Mr. Matt Thompson regarding 504 and ADA at: Barrow County Schools, 179 West Athens St. Winder, GA 30680, 770-867-4527.

SECTION 504 INFORMATIONAL NOTICE

Section 504 is an Act that prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with

a disability as anyone who: Has a mental or physical impairment which substantially limits one or more major life activities (major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working); Has a record of such impairment; Is regarded as having such an impairment. In order to fulfill its obligation under Section 504, the Barrow County School System recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. Any student or parent/guardian may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under 504. Copies of parental rights of students and parents under 504 can be found on the district website. Our Section 504 Compliance Coordinator for the Barrow County School System is Mr. Matt Thompson - 770-867-4527.

STUDENT COMPLAINTS AND GRIEVANCES

The Barrow County School System is committed to providing an environment free of sexual harassment and all forms of harassment and discrimination on the basis of race, color, religion, gender, age, national origin, or disability. If a student believes he or she is being mistreated on account of race, color, religion, gender, national origin, or disability, the student may utilize the three-step procedure outlined below.

Step I: If a student has a complaint of discrimination or unfair treatment, he or she should report concerns to the Level One Administrator as described in Board Policy GAE, section 2) principal, the local school's Title IX coordinator, teachers, counselors, or other school administrators. If a student is not satisfied that a complaint presented to a member of the school staff has been resolved satisfac-

torily, the student or his or her parent may request a meeting with the principal, following which, the principal will inform the parent in writing of his or her decision on the complaint.

Step II: If, after meeting with the school principal, the student is not satisfied with the principal's decision, a written appeal may be submitted to the Superintendent's Office within 10 working days of the receipt of the principal's decision. The appeal must give specific reasons for reconsideration, state precisely the reasons for dissatisfaction with the principal's decision, and be limited to the matter under review. The complaint shall include: Mailing address of the complainant, intent of the complainant, reference or description of the statute, policy, rule, contract provision or regulation that is alleged to have been violated, misinterpreted or misapplied, and a brief statement of the facts.

Step III: For assistance with the student complaint or grievance process, you may contact the district Equity Compliance Officer/Title IX Coordinator Barrow County Schools, 179 West Athens St. Winder, GA 30680, 770-867-4527.

**Retaliation on account of filing a complaint at any level is strictly prohibited*

SCOPE PROGRAM FOR GIFTED STUDENTS

Barrow County School District endorses the philosophy that education is a means by which each individual has the opportunity to reach his or her fullest potential. Students in grades K-12 who demonstrate a high degree of intellectual, academic, and/or creative abilities may be nominated for evaluation to determine eligibility to participate in the Program for Gifted Students. Referrals for consideration may be made by teachers, parents or guardians, counselors, administrators, peers, self, and other individuals with knowledge of the student's abilities.

The State Board of Education determines eligibility criteria for placement in the program. For a summary of those criteria or for further information about Barrow County's Program for Gifted Students, please contact the Gifted Program teacher at your child's school or Meggan McNally, Gifted Program Director at 770-867-4527

SCHOOL ATTENDANCE AND GEORGIA'S COMPULSORY EDUCATION LAW

School attendance is a high priority in the Barrow County School System. Regular attendance is vital to each student's academic progress and the development of positive habits for his/her adult life. **Georgia Law O.C.G.A. 20-2-690.1** mandates school attendance for students between the ages of 6 and 16. This law also applies to younger children once they enter school. According to **O.C.G.A. 20-2-690.1** parents are responsible for enrolling and sending their children to school and the school staff is responsible for enforcing this law. Any student who has more than five unexcused absences in a school year is truant. School days missed as a result of an out of school suspension shall not count for the purpose of determining student truancy.

Failure to comply with Georgia's Compulsory Education Law (O.C.G.A 20-2-690.1) may result in consequences for both students and parent/guardians. Consequences for students include, but are not limited to, detention, Saturday school, and referral to juvenile justice for truancy. Consequences for parents/guardians include a fine of not less than \$25.00 and not more than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties at the discretion of the court for each absence. Parents may also be charged with deprivation for failure to comply with this law.

Student absences may be excused for the following reasons:

1. Personal illness and when attendance in school would endanger their health or the health of others.
2. A serious illness or death in the immediate family necessitates absences from school.
3. Absences mandated by other governmental agencies, including pre-induction physical examinations for service in the armed forces, or court ordered.
4. Observing a religious holiday that necessitates an absence from school.
5. Conditions that render attendance impossible or hazardous to their health or safety.
6. Registering to vote or voting, for a period not to exceed one day.
7. A maximum of five (5) school days per school year may be excused for students whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard in order for the student to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment overseas to a combat zone or combat support posting or during the parent's or guardian's leave from such a deployment. *(Note: Students serving as pages for the Georgia General Assembly are counted present on the days serving in the Assembly. In addition, students who are present for at least one-half of the instructional day shall be counted present partial attendance).*

Full-day school attendance is very important to student success. Students who arrive late or leave early miss important segments of classroom instruction.

SCHOOL NUTRITION PROGRAM

BREAKFAST IS OFFERED TO ALL STUDENTS AT NO CHARGE DAILY.

It is our privilege to provide low cost nutritious breakfast and lunch meals to all students and staff of the Barrow County Schools. Nutrition is a very important part of the education process since a hungry child cannot learn. Barrow County School Nutrition meals adhere to the USDA dietary guidelines and requirements. Our menus offered are analyzed to reduce calories from fat while ensuring proper amounts of nutrients and total calorie intake for different age groups. Monthly menus are available on the Barrow County Schools Homepage on the Internet at www.barrow.k12.ga.us for both breakfast and lunch meals.

Children with health issues or allergies (including lactose intolerance) must have a letter signed by a physician stating such on file with the cafeteria manager. These letters must be updated annually.

Meal Accounts: Each cafeteria has a computer program for tracking meals and payments. **ALL Barrow County School students are assigned computer identification (ID) number from which serves as their meal account number. ALL**

students are encouraged to **learn their account number to use at the cashier station at the end of the meal line.**

Prepayment for school meals enables the meal line to move more quickly. At all school levels, prepayment may be made weekly or monthly in envelopes provided by the school. The **student's name and account number must be listed on the envelope** in order to credit the proper account. Money not used can be refunded at the end of the school year or carried over to the next school year even if they will attend a higher level Barrow County School. Parents should call the school nutrition manager's office at the individual school if they have questions about the child's account during the year. Families with more than one student at the same school should send the cash or check **SEPARATELY** for each student. **Checks** are to be made out to: **SNP** with the student's name and account number on the check. Returned Checks are collected through Envision Payment Solutions. Other purchases from the school office or classroom must **NOT** be included with meal payments.

For your convenience, we now offer online prepayments. You may access this service at www.myschoolbucks.com and put money on your child's account. The site will open in July.

Free or Reduced Price Meals: Students automatically qualify for free school meals if they receive SNAP and may qualify for free meals if they receive Temporary Assistance for Needy Families. Families may also qualify for free or reduced price meals based on family income. **Families must complete a new application each year to determine eligibility.** Family applications rather than individual applications are used. Only one application will be needed per family. ALL household members including all children must be listed. School locations are required for all school age children. Please make certain that your application reaches the school nutrition manager at one of the schools your children attend. Applications will be completed at the time of registration at the Barrow County Professional Development Center.

CAFETERIA CHARGE BOARD POLICY (EE)

Payment is required when meals are selected. Elementary students will be allowed to charge up to 10 meals. Middle School students may charge up to 5 meals. High School students are not allowed to charge meals. A written reminder will be given to the student to take home to inform parents about the charge. If the charge amount is not paid in full, students will be offered a replacement meal at lunch consisting of a cheese sandwich and juice. Report cards will be held until charges are paid.

IT IS OUR HOPE THAT PARENTS WILL NOT PLACE THEIR CHILDREN IN UNPLEASANT CIRCUMSTANCES BECAUSE OF MEAL CHARGES!

School Meal Prices

	PK-5		6-8		9-12	
	Full Price	Reduced Price	Full Price	Reduced Price	Full Price	Reduced Price
Breakfast 1 Day	No charge	No charge	No charge	No charge	No charge	No charge
Lunch 1 Day	\$ 1.50	\$ 0.40	\$ 1.75	\$ 0.40	\$ 2.00	\$ 0.40
Lunch 5 Day Week	\$ 7.50	\$ 2.00	\$ 8.75	\$ 2.00	\$ 10.00	\$ 2.00
Lunch 20 Day Month	\$ 30.00	\$ 8.00	\$ 35.00	\$ 8.00	\$ 40.00	\$ 8.00

CLUBS AND ORGANIZATIONS

"Clubs and organizations" means clubs and organizations 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 term shall include any activities reasonably related to such clubs and organizations, but shall not include competitive interscholastic activities or events.

"Competitive interscholastic activity" means functions held under the auspices or sponsorship of a school that involves its students in competition between individuals or groups representing two or more schools. This term shall include cheerleading, band, and chorus.

Clubs and organizations may be available at your child's school for student participation. The clubs and organizations that are available can be obtained from your child's school along with the purpose, faculty advisor and a description of past or planned activities. If you **DO NOT WANT** your child to participate in one of these clubs or organizations you must notify the principal in writing by completing the clubs and organizations form signature letter. You may obtain a policy signature letter from the school office. If a club or organization is started during the school year, students will have to have parental permission prior to participation.

PTO/PTA, BOOSTER CLUBS, SUPPORT ORGANIZATIONS, AND FUNDRAISING

Booster clubs are an important part of the athletic and extracurricular program in the Barrow County School System. Booster clubs play an important role in supporting, encouraging, and in advancing these programs. The following rules and regulations are basic and broad guidelines for the establishment and operation of all booster clubs that support our schools in Barrow County.

- The principal of each individual school must approve all booster clubs, and questions about individual booster clubs will be addressed to the principal of each school.
- Booster clubs exist only to support the school and its program.
- A copy of each booster club's constitution, by-laws, and annual budget must be submitted to the principal before club activities each year. Each booster club will have a written operational philosophy with clear-cut objectives to be carried out by the club.
- If booster club funds are administered through the Principal's office, purchases are handled as Local School Funds. If not, there must be a clear, understanding of procedure with the booster club officers. These procedures should be clearly stated in the Booster Club By-Laws. For further information, please discuss procedures for budget development with the school principal.
- Each booster club will have in its constitution procedures for an annual audit.

- The principal has the right and the authority to audit booster club financial records.
- Each booster club will develop an annual budget with input from the coach or sponsor, and submit it to the principal for approval prior to the start of the season. A final annual financial report will be submitted to the principal at the conclusion of the season.
- The booster clubs will provide a written copy of their treasurer's report to each member present at each meeting.
- The principal or his/her designated representative will approve all booster club meeting dates, the meeting site, and the time of the meeting.
- Coaches or sponsors of each individual activity will attend booster club meetings.
- All fundraisers and projects conducted by a booster club must have prior written approval of the principal or his/her designee. Booster clubs must follow all Barrow County School System guidelines and policies pertaining to fundraising activities and facilities usage. Please note: *The Georgia Sales and Use Tax Regulations Prohibit Booster Clubs Access to the School's Sales Tax Exemption Form.*
- Booster clubs must abide by all guidelines, rules, and policies set forth by Barrow County Board of Education, State Board of Education, Georgia High School Association and all local, state, and federal laws.
- All gifts or donations given to the school by the booster club will be accepted by the principal with a signed statement indicating that they will become the property of the school.
- The principal has the discretion to disband or dissolve any booster club, if he/she determines the guidelines above are not being followed.
- If the booster club is dissolved for any reason all associated funds immediately are to be transferred to the school.

MEDICAL POLICY

The health, welfare and safety of your child are of utmost importance. At times, it may be necessary for your child to take medication. The school nurse or principal's designee shall be permitted to assist students in taking medication during the school day only if it is not possible for the parent, guardian, child's physician, or some other adult authorized by the parent or guardian to administer the medication. In the event a student must take medicine during school hours, the guidelines set forth below shall direct the proper handling of all medications at school:

1. All medicines, prescription or otherwise, brought to school shall be carried to the school office immediately upon arrival at school and must be accompanied by written permission from the parent/guardian stating what the medication is, why the student is required to take it during the school day, the number of pills in the bottle, the dosage to be taken by the student and at what times. The parent/guardian should also state any potential adverse reaction the student may experience. Any student not complying with this policy and possessing any medication on the school campus shall be subject to discipline as set forth in the school district drug policy (JCDAB) and the Student Code of Conduct.

2. Any medication brought to school must be contained in its original container with the nature of the medication and instructions for use clearly indicated. All prescription medication must be contained in the original prescription-labeled container with the student's name, date, name of the prescribing physician, name of the medication, instructions for administering the medication and the name of the pharmacy filling the prescription stated on the label.
3. The parent or guardian shall authorize the school nurse or principal's designee to speak or correspond directly with the child's physician in the event the nurse or designee deems it appropriate or necessary. In an emergency situation, the school nurse or principal's designee may call for emergency medical services (911). The parent will be notified of the emergency and their child's condition as soon as possible.
4. Written parental permission must be given on at least a yearly basis or when changes in medication occur. Parents must immediately notify the school of any changes in medication. No medication shall be given contrary to label instructions, regardless of parent permission, without specific written instructions from the child's physician.
5. Medications that are out-of-date or discontinued will be available for parent/guardian to pick-up. Medications not picked up within one week of expiration or by the end of the school year will be properly disposed of in the presence of a witness.
6. Other than topical first aid ointments, no medicine shall be bought or supplied by the school or any employee. The school nurse or principal's designee may use first aid topical ointments, approved by the school nurse, for first aid purposes such as insect bites, abrasions, poison ivy etc., unless a parent/guardian requests in writing that first aid topical ointments not be administered.
7. Nurses or other school employees are authorized to administer auto-injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer auto-injectable epinephrine to a student in such circumstances shall be immune from civil liability.
8. The major responsibility for a student taking medication at school rests with the student's parents. Barrow County Schools will not be responsible if a student misses a dose of medication.
9. If a student requires frequent doses of over counter medication, a doctor's order may be required.

For Additional Information see Board Policy - Medicines – Board Policy JCGD

PROHIBITION AGAINST BULLYING

The Barrow County School District prohibits conduct which may be construed as bullying. Bullying may be defined as an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is : Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: Causes another person substantial physical harm as defined in law or visible bodily harm as defined in law; has the effect of substantially interfering with a student's education; is so severe, persistent, or pervasive that it creates and intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.

Possible disciplinary actions include warning/counseling, notification of parents, parental conference, detention, in-school suspension, short-term suspension, referral to a hearing officer, and referral to law enforcement officials. Upon finding that a middle or high school student has committed the offense of bullying for the third time in a school year, the student shall be assigned to the alternative school.

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.

MEDIA AND INTERNET PUBLICATION RELEASE NOTICE

The Barrow County School System and any of its schools may develop, participate in, or be the subject of media-based presentations and events that highlight various educational activities that take place during the course of the school year and/or during school system sponsored summer activities. Those presentations may include but are not limited to:

1. First Name and/or photograph of your child and/or their work
2. Slide/tape presentation of your child and/or their work
3. Video of your child and/or their work
4. Computer generated presentations, which may incorporate photographs and video of your child and/or their work.

These media-based presentations may be used in, but are not limited to, the following activities or publication platforms:

1. Faculty professional learning

2. Classroom activities/projects
3. Parent programs
4. Media festivals and/or competitions (local, state and international)
6. Public relations/radio broadcasts /podcasts/newsletters/newspapers
7. TV presentations
8. Barrow County School System Internet web pages
9. School, teacher, and/or classroom project-based web pages

NEWS MEDIA RELEASE NOTICE

Your student may also be photographed, videotaped or interviewed by the news media at school or some school activity or event. As a parent/guardian, if you do not want your child videotaped, photographed, or any of your child's creations, such as writing, artwork or multi-media to be used or publicly published with limited identifying information for any of the outlined purposes above, whether by the Barrow County School System or by the news media, you may object in writing. If you wish to exercise this right, objections should be sent to the principal of the school where your student is enrolled in writing within **10 days from the date of enrollment.**

BARROW COUNTY SCHOOLS INTERNET SAFETY, TECHNOLOGY RESPONSIBILITY, AND ACCEPTABLE USE POLICY

The Barrow County Board of Education believes the use of school district technology supports curricular and administrative objectives and has the potential to promote 21st Century skills such as creativity, collaboration, and communication. Technology can significantly enhance both the teaching and learning process and help prepare students for their roles in a technical society. This technology includes computer hardware, software, local and wide area networks and access to the Internet, the use of which is to be encouraged within guidelines that protect students and the rights of others.

Using Technology at School

We live in a global and digital world -- a world changed by technology and new ideas about how we communicate with one another and exchange information. As a result, students must develop the research, information fluency, and technology skills that will allow them to be successful, safe, and ethical in this digital world. For this reason, students are provided computer access privileges at school, as well as access to the Internet, email, digital communication and collaboration tools, online learning spaces, and electronic educational resources. In addition to these resources, tools, and equipment, which are essential to teaching and learning, the Barrow County School System also fully supports responsible, learning-centered use of personal devices to provide as many pathways to understanding as possible for our students.

The guidelines for responsible use of these tools, student-owned devices and the protection measures in place are outlined in the following documents:

- **Barrow County School System Student Responsible Use of Technology Resources** (<https://goo.gl/VMOTlu>)
- **Barrow County School System Bring Your Own Technology (BYOT) Regulation and Student Agreement** (<https://goo.gl/vMMOcC>)

Students are expected to follow all classroom/school rules online just as they do in class and will be held accountable for misconduct, which includes violations of the district’s Internet Acceptable Use Policy and its established guidelines and the Student Code of Conduct.

Parents are always encouraged to review the online activities of their children and can access student accounts. Parents are also encouraged to speak with teachers when questions or concerns arise about the use of web-based tools in the classroom.

Standard applications and accounts that are configured for student use include (but are not limited to):

- **Barrow County School System’s Google Apps for Education Environment:** This [education-focused Google Apps environment](#) is hosted by Google, and managed by the district. This collection of online applications provides students with a Google email account, calendar, and access to Google Drive, where students can create, share, and publish documents, spreadsheets, presentations, and other artifacts of their learning. The district creates and manages user accounts; manages access to applications and email based on grade level organizations; and manages permissions. For example, email accounts the district creates can only communicate with other email accounts created by the district. (Note that Google Apps for Education (GAFE) accounts are covered by more restrictive data privacy practices than “regular” Google accounts, including a restriction on advertising and the use of student data for advertising purposes. GAFE also was an early signatory to the [Student Privacy Pledge](#).)
- **Web 2.0 Tools for Educational Use:** These are web-based tools that are considered an extension of the class and may require students to have a unique account created for them to access and save content. Products students create using these tools may also be published for a global audience. Under the supervision of a classroom teacher, students may engage in some of the following types of activities:

<ul style="list-style-type: none"> • Compiling research • Online classroom discussions • Teacher-led video conferences • Multi-media projects 	<ul style="list-style-type: none"> • Video production • Research reporting • Individual / collaborative projects • Reading/ writing / peer review
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- **BYOT (Bring Your Own Technology) Program:** This program permits students to bring their technology devices to school for academic use at the discretion of teachers and staff, using Internet access provided by the district and filtered in compliance with the Children’s Internet Protection Act (CIPA). Parents and students who participate in this program are bound by rules and conditions found in the BYOT regulation (**IFBG-R3**) (<https://goo.gl/vMMOcC>)
- **Online Curriculum Systems:** Most of the curriculum adopted in the district is accompanied by or depends on access to an online system where content and assessments are stored. Many of these systems

require students to have a unique account created for them which allows them to access supplemental video content, take quizzes, and strengthen their understanding about the ideas in a content area. For district-wide curriculum, the district creates and manages these accounts. In these cases, the terms of use and privacy policies are reviewed thoroughly before providing any student account data to the vendor.

Parents who would like to read more about Google Apps for Education, Web 2.0 Tools and the BYOT program can access these documents at the links below or you can request a hard copy from your school.

- BCSS Google Apps for Education - (<https://goo.gl/JoOuom>)
- Web 2.0 Tools for Educational Use - (<https://goo.gl/mgt0YH>)
- Bring Your Own Technology Regulation and Student Agreement - (<https://goo.gl/vMMOcC>)

Given all of these factors, parents or guardians still do have the right to terminate their student's access to electronic tools and resources by signing and returning the District Technology Opt-Out form, which is available at your school. (El formulario también está disponible en español.)

If you do not want your student to use district technology resources or participate in the BYOT program, please be aware that your decision to eliminate access to these tools may significantly affect your student's ability to work collaboratively with his or her peers on class assignments and project, and may impact the development of skills necessary to live and work in this increasingly digital world. Only complete the form if you choose for your student NOT to use the technology resources outlined above or participate in the BYOT program. Parents /guardians should return the signed form to your school's principal within a reasonable amount of time after school begins. The Opt-Out request will remain in effect for one school year, and expires at the end of this school year. To keep this Opt-Out in effect, you must complete a new form every school year.

If no documentation is on file, it will be assumed that permission has been granted for access to the Internet, GoogleApps for Education (including email), online curriculum services, Web 2.0 Tools, BYOT and other online applications and services that have been selected for use by the district, your child's school, or your child's teacher.

Questions about the Opt-Out request can be directed to your school's principal.

Internet Safety

Due to the complex nature of these systems and the magnitude of information available via the Internet, the Barrow County Board of Education believes guidelines regarding acceptable use are warranted to serve the educational needs of students.

It shall be the policy of the Barrow County Board of Education that the school system shall have in continuous operation, with respect to any computers or mobile devices having access to the Internet via the Barrow County School System (BCSS) network:

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and

2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel:
 - a. Which provide for monitoring the online activities of users; and
 - b. The use of technology protection measure to protect against access to visual depictions that are:
 1. obscene, as the term is defined in section 1460 of title 18, United States Code;
 - i. child pornography, as the term is defined in section 2256 of title 18, United States Code; or
 - ii. harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children's Internet Protection Act of 2000.
 - c. Such procedures or guidelines shall be designed to:
 1. Provide for monitoring the online activities of users to prevent, to the extent practicable, access to inappropriate matter on the Internet and the World Wide Web;
 2. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by users online;
 3. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding students;
 4. Restrict minors' access to materials "harmful to minors," as that term is defined in Section 1703(b)(2) of the Children's Internet Protection Act of 2000;
 5. Educate users about their safety and security when using electronic mail, chat rooms, and other forms of direct electronic communication (including instant messaging);
 6. Educate users about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms; and
 7. Educate minors about cyber bullying awareness and response as required by the Children's Internet Protection Act.

Technology Use

The district's technology resources are provided for educational purposes that promote and are consistent with the instructional goals of the Barrow County School System. Use of computers, mobile devices, and network resources outside the scope of this educational purpose is strictly prohibited.

Students and employees accessing network services or Internet through any device, or accessing any school computer shall comply with the district's Internet and technology acceptable use guidelines. User privacy is limited with regard to the use of the system network and technology. The district reserves the right to monitor, access, and disclose the contents of any user's files, activities, or communications.

It must also be understood that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable tool for educational research, there are sections that are not commensurate with community, school, or family standards. It is the belief of the Board that the Internet's advantages far outweigh its disadvantages. The Barrow County Board of Education will, through its administrative staff, provide an Internet screening system which blocks access

to a large percentage of inappropriate content. It should not be assumed, however, that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.

Additionally, access to network services, the Internet, and computer resources is a privilege, not a right. Therefore, users violating the Barrow County Board of Education's Internet safety and technology acceptable use policy shall be subject to revocation of these privileges and potential disciplinary action.

Student Responsible Use of Technology Resources

The Barrow County School System (BCSS) supports and encourages the use of technology resources to enhance and facilitate learning and expects responsible and respectful behavior from technology users. Technology use (whether personal or school owned) is a privilege, not a right, and inappropriate use may result in a loss of those privileges as well as other disciplinary actions outlined in the student code of conduct.

This regulation was established by the Barrow County School System's [Internet Safety and Acceptable Use policy \(IFBG\)](#) and outlines guidelines and procedures defining responsible use of district-owned technology, and personally owned technology connected to district resources, network resources, Google Apps for Education (GAFE) tools, and Web 2.0 / social networking tools (for education) by its students.

Respect and Protect Yourself	<ul style="list-style-type: none">• I will take responsibility for my actions when posting/viewing information and images online.• I will not reveal personal information such as my age, address or phone number, or those of other individual(s) with any online service or person.• I will only use accounts created for my use.• I will not share passwords for accounts created for my use.• I will remember that anything I say online is public and usually permanent.• I will follow school and BCSS policies, regulations and behavior standards.
Respect and Protect Others	<ul style="list-style-type: none">• I will not use technologies to degrade or defame others.• I will obtain permission of the individual(s) involved and a school staff member before photographing, videoing, publishing, sending or displaying their image or likeness.• I will obtain permission from individual(s) when sharing commonly created electronic data.• I will not share or forward inappropriate materials or communications.• I will always act with integrity and respect.

<p>Respect and Protect Intellectual Property</p>	<ul style="list-style-type: none"> • I will have an understanding of the rules and laws applying to: <ul style="list-style-type: none"> ○ copyright ○ intellectual property ○ fair use • I will ask permission before I post/publish content and media created by others. • I will use correct citation when I use content and media created by others in my own work. • I will only download, save or use either full or portions of any music, movies, and images in accordance with copyright laws.
<p>Respect and Protect Property</p>	<ul style="list-style-type: none"> • I will take full responsibility for, and respectfully use, any technology available to me at school. • I will use network bandwidth, file storage space and printers reasonably and responsibly. • I will report abuse of technology to a staff member. • I will report any material that may be deemed inappropriate to a staff member. • I will report security or network problems to a staff member.
<p>Student use of Personal Technology Devices</p>	<p>All of the above guidelines apply to the use of any personal electronic devices brought to school for learning purposes, in addition to those outlined in the <i>Barrow County School System Bring Your Own Technology (BYOT) Regulation</i>. Students and parents must agree to the guidelines in the BYOT regulation prior to their use in school.</p>
<p>Student use of Web 2.0 / Social Networking Tools for Education and Google Apps for Education (GAPE) (Grades 6 -12)</p>	<p>Students are expected to follow all classroom/school rules online just as they do in class and will be held accountable for misconduct, which includes violations of the district's Internet Acceptable Use Policy and its established guidelines and the Student Code of Conduct. Parents are always encouraged to review the online activities of their children and can access student accounts or be provided a parental account, when available. Parents are also encouraged to speak with teachers when questions or concerns arise about the use of web-based tools in the classroom.</p>

Student Code of Conduct

The Barrow County Student Code of Conduct is based on the philosophy that discipline is a tool that is used to teach students to become responsible for their own behavior. Since our students live in a society in which citizens are expected to obey laws and abide by commonly accepted standards of behavior, we must teach them to be self-disciplined. This Student Code of Conduct is built upon those commonly accepted standards of behavior sometimes called character traits. These character traits include: citizenship, cheerfulness, cleanliness, compassion, cooperation, courage, courtesy, creativity, diligence, fairness, generosity, honesty, kindness, loyalty, patience, patriotism, perseverance, punctuality, respect for others, respect for the creator, respect for the environment, sportsmanship, school pride, self-respect, self-control, tolerance, and virtue.

In order to educate students to become productive citizens as adults, we must create a safe, non-threatening and orderly school environment that enables teachers to teach and students to learn. We expect students to “behave themselves in such a way so as to facilitate a learning environment for themselves and others, respect each other and school district employees, obey student behavior policies adopted by the local board of education, and obey student behavior rules established by individual schools (O.C.G.A. 20-2-735).” This Code of Conduct establishes expectations for the maintenance of a positive learning environment at school. Major offenses, including, but not limited to, drug and weapon offenses, may lead to a school being labeled as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option.

The Student Code of Conduct is effective during the following times and in the following places:

1. At school or on school property at any time;
2. Off the school grounds at any school-related or school-sponsored activity, function or event and while traveling to and from such events;
3. On vehicles provided for student transportation by the school system and school bus stops where groups of students gather for the purpose of getting on or off the school bus.
4. Off school property provided a student’s behavior poses a threat to the safety of students, staff or visitors at school or has the potential to disrupt the safe and orderly operation of a school.

Parental Involvement: Parental involvement is key to the success of students in school. Therefore, it is important that parents have opportunity to know what is happening with their children on a regular basis. Parents can stay informed about their child’s progress through regular progress reports and report cards, weekly folders at the elementary school level and daily agendas at the middle and high school level. Parents are encouraged to review these materials with their children regularly. Additional notices will be sent home with students when they are referred to the principal or assistant principal for a violation of the code of conduct. When notices of disciplinary action are sent home it is the responsibility of the parent to sign and return the notice to school. More direct contact such as a mailed letter or phone call may be made for Class II or III offenses. Class IV offenses require a more formal parental notification such as a mailed letter or phone call and a conference with the parent. At any time, a parent may request a conference with the principal, assistant principal or teacher to discuss issues related to discipline and the code of conduct. This code was developed with input and review by parents and

suggestions for improvement from parents, students, teachers and staff are always welcome.

The Barrow County School System encourages parents and guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult. The superior court shall have exclusive jurisdiction over the trial of any child 13 to 17 years of age who is alleged to have committed any of the following offenses: (i) Murder; (ii) Voluntary manslaughter; (iii) Rape; (iv) Aggravated sodomy; (v) Aggravated child molestation; (vi) Aggravated sexual battery; or (vii) Armed robbery if committed with a firearm.

Cooperation: Cooperation is essential to a successful discipline program. Every person has an important role to play. Students must know the rules and accept responsibility for the choices they make and the consequences, positive or negative, that result from these choices. Teachers and administrators must enforce the rules consistently and fairly. Parents must be aware of situations affecting their child and provide support for correcting problematic behavior. Everyone must be a role model by setting a positive example. When parents, teachers, administrators and students work together, our students can become fully prepared for life beyond school.

Teacher Authority to Remove a Student from Class: Under Georgia law (O.C.G.A. § 20-2-738) and Barrow County Board of Education policy JD – Student Discipline, a “teacher shall have the authority, consistent with local board policy, to manage his or her classroom, discipline students, and refer a student to the principal or the principal’s designee to maintain discipline in the classroom.” A teacher also has the authority to remove from his or her classroom a student who repeatedly or substantially interferes with the teacher’s ability to communicate effectively with the students in the class or with the ability of the student’s classmates to learn, where the student’s behavior is in violation of the Code of Conduct.

Student Searches: Student cars brought on campus, student book bags, school lockers, desks and other school property shall be subject to random inspection and search by school authorities at all times without further notice to students or parents. Such searches may be conducted using "drug-sniffing" dogs or hand-held metal detectors. An individual student may be searched if there is a reasonable suspicion that the student is in possession of an item that is illegal or in violation of school rules.

The Barrow County School System reserves the right to use "walk-through" and "hand-held" metal detectors and "drug-sniffing" dogs at any school function, including activities which occur outside normal school hours or off the school campus. Students are notified that these metal detectors will be used in the discretion of administrators.

Targets of Inappropriate Behavior: The code of conduct shall be enforced when a student commits acts of verbal or physical assault or acts of disrespectful conduct against school personnel, other students or any persons attending school related events (O.C.G.A. 20-2-751-.5).

Firearms at School: Students who possess a firearm on campus will be subject to a minimum of a one-calendar year suspension/expulsion and will be referred to law enforcement officials (JCD). See Explanation of Terms for an explanation of what is considered a firearm.

Chronic Disciplinary Students: Any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference with the principal or the teacher or both to devise a disciplinary and behavioral correction plan (O.C.G.A. 20-2-765). Before any chronic disciplinary problem student is permitted to return from an expulsion or suspension, his/her parent will be expected to attend a conference with the principal to develop a disciplinary and behavioral correction plan. Documentation of this conference shall be placed in the student's permanent file.

Acts of Physical Violence: Any student who commits an act of physical violence against a teacher, school bus driver, or other school official or employee will be referred to a disciplinary hearing and may be expelled and referred to Juvenile court depending on the findings of the disciplinary hearing. Physical violence against a teacher, or other school official or employee shall be either: (1) *intentionally making physical contact of an insulting or provoking nature with the person of another* or (2) *intentionally making physical contact which causes harm to another unless such physical contacts or physical harms were in defense of himself or herself as provided in Code Section 16-3-21*. Any student who commits any act of violence against a *teacher, school bus driver, or other school official or employee* shall be referred to a disciplinary hearing.

Disciplinary Hearings: The Superintendent shall convene a disciplinary hearing when a student has committed an alleged incident of Assault and Battery upon a teacher, school official or employee, when a student intentionally causes substantial damage to personal property of a teacher, school official or employee or when a student engages in any other act which the student's principal determines should be punished by long-term suspension or expulsion including assault and battery on other students or destruction of property belonging to other students.

Students with Disabilities: Students with disabilities receiving special education services under the *Individuals with Disabilities Education Act* (1997) have certain due process rights under both Federal and State law. Therefore, **only** the IEP/Placement Committee has the authority to change the placement of an IDEA covered student.

Students covered under *Section 504 of the Rehabilitation Act of 1973* (and therefore the *Americans with Disabilities Act*) are to be referred to the 504 team in order to determine if their disability had a causal effect on the behavior (manifestation). Prior to any change in placement, an evaluation is to be conducted within 10 school days. If the committee determines there is no manifestation, the student can receive the same consequences as students without disabilities.

SCHOOL ATTENDANCE

School attendance is a high priority in the Barrow County School system. Regular attendance is vital to each student's academic progress and the development of positive habits for his/her adult life.

Georgia Law O.C.G.A. 20-2-690.1 mandates school attendance for students between the ages of 6 and 16. This law also applies to younger children once they enter school. According to O.C.G.A. 20-2-690.1 parents are responsible for enrolling and sending their children to school and school staff are responsible enforcing this law. Failure to comply with Georgia's Compulsory Education law may result in consequences for both students and parents/guardians. Consequences for students include, but are not limited to, detention, Saturday school, revocation of driving privileges and refer to Juvenile court on truancy charges. Consequences for parents/Guardians include a fine of not less than \$25.00 and not more than \$100.00, imprisonment not to exceed 30 days, community service or any combination of such penalties at the discretion of the court for each absence in violation of this policy. Parents may also be charged with deprivation for failure to comply with this law.

Mitigating Circumstances: The corrective actions described in the Code of Conduct are those expected under normal circumstances. However, mitigating circumstances may dictate a course of corrective action different from that described in the code. Mitigating circumstances include, but are not limited to, the following factors: age, health, maturity and academic placement of the student, prior conduct, attitude of the student, cooperation of the parents, willingness to make restitution and the seriousness of the offense. An administrator shall take into consideration all mitigating circumstances in recommending a corrective action. *The school administration reserves the right to exercise discretion in applying corrective actions.*

Pre-K Offenses and Corrective Actions

Class I Minor Offenses	Corrective Actions
<ul style="list-style-type: none"> -Disrupting class/school -Inappropriate language -Not following directions -Lunchroom/bathroom misconduct 	<p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> -Counseled and warned (1st offense only) -Loss of privileges -Natural consequences -Notification of parent or guardian - Principal's Time-out - Referral to counselor or other school services -Response to Intervention referral - Other at discretion of administrator
Class II Intermediate Offenses	Corrective Actions
<ul style="list-style-type: none"> -Repeated or severe violation of Class I offenses -Bullying -Damaging or destroying school property -Hitting/Biting/Kicking another student or teacher 	<p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> -Conference with law enforcement officer -Counseled and warned (1st offense only) -Long-term Suspension* -Notification of parent or guardian -Parent/guardian conference -Parental sign-out -Principal's Time-out -Referral to counselor or other school service -Response to Intervention referral -Restitution -Short-term Suspension* -Other at discretion of administrator

*Reported to Bright From the Start

Elementary School Offenses and Corrective Actions

<p align="center"><u>Class I – Minor Offenses</u></p> <ul style="list-style-type: none"> - Cheating/Altering or destroying records (grades PK-2) - Classroom and school disturbances - Disrespectful conduct - Electronic Devices - Encouraging a student to violate the code of conduct - Gambling or possession of gambling devices - Horseplay - Inappropriate display of public affection - Inappropriate materials - Profanity and obscene language - Unexcused absence, chronic tardiness, chronic early dismissals, (partial attendance) skipping class - Verbal assault of other students - Violation of dress code 	<p align="center"><u>Corrective Actions</u></p> <p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> - Counseled and warned (1st offense only) - Detention - Extra-curricular activities denied - Notification of parent(s)/guardian(s) - Parent/guardian conference - Principal’s probation - Principal’s Time-out - Reflective Writing Assignment - School service - Response to Intervention referral - Other at Discretion of the Administrator
<p align="center"><u>Class II – Intermediate Offenses</u></p> <ul style="list-style-type: none"> - Repeated or severe violation of Class I offenses - Inappropriate web sites, data or files - Misuse of computer password/access - Cheating/Altering or destroying records (grades 3-5) - Fighting* - Gang related activity - - Insubordination, disrespect or giving false information to school officials - Leaving campus without authorization - Theft - Trespassing, defacing or destruction of personal or school property* - Tobacco* - Verbal assault of school personnel or persons attending school events 	<p align="center"><u>Corrective Actions</u></p> <p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> - Conference with law enforcement officer - Counseled and warned (1st offense only) - Detention - Long-term suspension* (Board Policy JD) - Loss of privileges - Principal’s Probation - Refer to Law Enforcement - charges filed* - Reflective Writing Assignment - Short-term suspension* (Board Policy JD) - Notification of parent(s)/guardian(s) - Parent/guardian conference - Parental sign-out - Principal’s Time-out - Restitution - School service - Response to Intervention referral - Other at Discretion of the Administrator
<p align="center"><u>Class III – Major Offenses</u></p> <ul style="list-style-type: none"> - Repeated or severe violation of Class II offenses - Off-Campus criminal charges - Battery and/or assault * - Bullying - Disruption of school - Drugs or alcohol* - Falsifying reports regarding instances of alleged inappropriate behavior by teacher or other school personnel. - Other violations of criminal law not otherwise specified - Possession and/or use of fireworks - Sexual harassment, commission of an act of sexual content or of indecent exposure* - Terroristic threats* - Threat/Intimidation* -Unauthorized presence on campus - Weapons, Look-alike weapons or dangerous instruments* 	<p align="center"><u>Corrective Actions</u></p> <p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> - Long-term suspension* (Board Policy JD) - Principal’s Probation - Refer to Law Enforcement - charges filed* - Referral to disciplinary hearing for Expulsion* (Board Policy JD) - Short-term suspension* (Board Policy JD) - Response to Intervention referral - Other at Discretion of the Administrator

Items marked with an asterisk * are reported to the Department of Education

Middle School Offenses and Corrective Actions

Class I – Minor Offenses

- Annoying classmates
- Attendance policy violation
- Electronic devices
- Encouraging a student to violate the code of conduct
- Excessive or loud talking
- Excessive tardiness/Excessive early dismissals
- Food/Drink/Gum
- Horseplay
- In unauthorized area
- Inappropriate language
- Inappropriate materials
- Inappropriate public display of affection
- Misuse of pass/agenda
- Not participating
- Out of assigned area
- PE Dress Cuts
- School dress code violation

Corrective Actions for Class I

School administrators will use one or more of the following corrective actions in any combination:

- Cafeteria duty
- Confiscation of item
- Conflict resolution
-
- Counseled and warned (1st offense only)
- Detention
- Disciplinary probation
- Extra-curricular activities denied
- In School Suspension* (Board Policy JD)
- Loss of privileges
- Notify parent
- Parent conference
- Peer mediation
- Principal’s Probation
- Referred for counseling
- School service
- Separation from group
- Silent lunch
- Response to Intervention referral
- Other at discretion of the administrator

Class II – Intermediate Offenses

- Repeated or severe violation of Class I offenses
- Inappropriate web sites, data or files
- Misuse of computer password/access
- Abusive language
- Cheating/altering records
- Chronic referrals to the office
- Classroom disruption
- Damage to property
- Disrespect for authority/defiance
- Excessive mischief/horseplay/safety hazard
- Excessive tardiness/Excessive early dismissals
- Fireworks possession
- Gambling or possession of gambling devices
- Gang related activity
- Insubordination
- ISS misbehavior
- Leaving class without permission
- Obscene materials
- Physical altercation
- Providing false information to school officials
- Skipping class/school
- Stealing/theft
- Tampering with school equipment
- Tobacco: possession/use/distribution*
- Verbal altercation/argument
- Verbal Assault of students, school personnel or others attending school events

Corrective Actions for Class II

School administrators will use one or more of the following corrective actions in any combination:

- Behavior Correction Plan
- Confiscation of item
- Disciplinary probation
- Early release
- Extra-curricular activities denied
- In School Suspension* (Board Policy JD)
- Loss of privileges
- Notify parent
- Parent conference
- Principal’s Probation
- Referral to AEP for Placement
- Referred for counseling
- Reinstatement conference
- Restitution
- School service
- Separation from group
- Short-term Suspension* (Board Policy JD)
- Response to Intervention referral
- Other action at the discretion of the administrator

Items marked with an asterisk * are reported to the Department of Education

Middle School Offenses and Corrective Actions *continued*

<u>Class III – Major Offenses</u>	<u>Corrective Actions for Class III</u>
<ul style="list-style-type: none"> - Repeated or Severe Violation of Class II Offenses - Dangerous Instruments - Off-campus criminal charges -Battery* -Breaking and entering/burglary* -Bullying -Chronic referrals to the office -Computer trespass* -Damage to property -Disorderly conduct* -Disruption of School -Drugs/Alcohol and related paraphernalia: possession, use, selling, distribution or under the influence of* -Extortion -Falsifying reports regarding instances of alleged inappropriate behavior by teacher or other school personnel. -Fighting* -Fireworks – use -Gang related activity -Indecent exposure (Public Indecency) -Larceny/Theft* -Leaving school without permission -Misuse of medication (JGCD) -Motor vehicle theft* -Physical assault -Robbery* -Sex offense* -Sexual battery* -Sexual harassment* -Terroristic threats -Threat/Intimidation* -Tobacco: distribution* -Trespassing* -Unauthorized presence on campus -Vandalism/Destruction of Property* - Weapons, Look-alike weapons or dangerous instruments 	<p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> -Behavior Correction Plan -Disciplinary probation -ISS - In-School Suspension* (Board Policy JD) -Long-term Suspension* (Board Policy JD) -Loss of privileges -Parent conference -Refer to Law Enforcement - charges filed* -Referral to AEP for Placement -Referral to disciplinary hearing for Alternative School* (Board Policy JD) -Referral to disciplinary hearing for Expulsion* (Board Policy JD) -Referred for counseling -Reinstatement conference -Restitution -Short-term Suspension* (Board Policy JD) -Response to Intervention referral -Superintendent’s Probation -Other at the discretion of the administrator
<p align="center"><u>Class IV – Disciplinary Hearing Offenses</u></p> <ul style="list-style-type: none"> -Repeated or severe violation of Class III offenses -Arson* -Homicide* -Kidnapping* -Weapon: knife/firearm * (JCD) 	<p align="center"><u>Corrective Actions for Class IV</u></p> <p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> - Response to Intervention referral -Refer to Law Enforcement - charges filed* -Referral to disciplinary hearing for Alternative School* (Policy JD) -Referral to disciplinary hearing for Expulsion* (Policy JD) -Referral to disciplinary hearing for Permanent Expulsion* (JD) - Other at the discretion of the disciplinary hearing

Items marked with an asterisk * are reported to the Department of Education

High School Offenses and Correction Actions

<u>Class I – Minor Offenses</u>	<u>Corrective Actions for Class I</u>
<ul style="list-style-type: none"> -Annoying classmates -Classroom disruption -Dress code violation -Electronic devices -Encouraging a student to violate the code of conduct -Excessive mischief/horseplay/safety hazard -Excessive or loud talking -Excessive tardiness/Excessive early dismissals -Failure to attend detention -Food/Drink/Gum violations -Inappropriate language -Inappropriate public display of affection -Misuse of pass/agenda -Not participating -Parking violation -PE dress cut -Tardy to ISS/Class -Tobacco: Possession, use or distribution* -Violation of cafeteria rules 	<p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> -Cafeteria duty -Counseled and warned (1st offense only) -Detention -Disciplinary probation -ISS – In-School Suspension* (Board Policy JD) -Loss of privileges -Restitution -Saturday school -Response to Intervention referral -Other at the discretion of the administrator
<u>Class II – Intermediate Offenses</u>	<u>Corrective Actions for Class II</u>
<ul style="list-style-type: none"> - Persistent or severe violation of Class I offenses - Inappropriate web sites, data or files - Misuse of computer password/access -Abusive language -Altering records -Cheating -Damage to property -Disrespect for authority/Defiance -Driving violation -Extortion -Gambling/Possession of gambling devices -In unauthorized area -Inappropriate materials -Indecent exposure -Insubordination -Leaving class/school campus without permission -Persistent or Severe Violation of Class I offenses -Physical aggression -Providing false information to school officials -Skipping class/school -Stealing/theft -Tampering with school equipment -Transmission of material, information, or software in violation of any local, state, or federal law (such as copyrighted materials, software piracy, etc). -Verbal altercation/Argument -Verbal Assault of another student 	<p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> - Loss of privileges - Response to Intervention referral -Assignment to Short-term Alternative School -ISS – In-School Suspension* (Board Policy JD) -Refer to Law Enforcement - charges filed* (Board Policy JD) -Referral to AEP for Placement -Restitution -Short-term Suspension* (Board Policy JD) -Other at the discretion of the administrator

Items marked with an asterisk * are reported to the Department of Education

High School Offenses and Correction Actions *continued*

<u>Class III – Major Offenses</u>	<u>Corrective Actions for Class III</u>
<ul style="list-style-type: none"> -Persistent or Severe Violation of Class II offenses - Off-campus criminal charges -Arson* -Battery* -Breaking and entering/Burglary* -Bullying (JCDA) -Chronic referrals to the office -Computer trespass* -Dangerous instruments -Disciplinary probation violation -Disorderly conduct* -Disruption of school -Drugs or Alcohol* -Falsifying reports regarding instances of alleged inappropriate behavior by teacher or other school personnel. -Fighting* -Fireworks – possession or use -Gang related activity -ISS misbehavior -Physical assault -Physical assault of an employee* -Robbery* -Sexual Harassment/sexual battery/sex offenses* -Terroristic threats* -Threat/Intimidation* -Trespassing* -Unauthorized presence on campus -Vandalism/Destruction of Property* -Verbal Assault of an employee* -Weapon/ look-alike weapon possession* (JCDA) 	<p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> - Loss of Privileges - Referral to Magistrate Court for criminal warrant -Assignment to Short-term Alternative School -Long-term Suspension* (Board Policy JD) -Principal’s probation -Refer to Law Enforcement - charges filed* -Referral to AEP for Placement -Referral to disciplinary hearing for Alternative School or Expulsion (Board Policy JD) -Restitution -Short-term Suspension* (Board Policy JD) -Response to Intervention referral -Superintendent’s probation -Other at the discretion of the administrator
<p align="center"><u>Class IV – Disciplinary Hearing Offenses</u></p> <ul style="list-style-type: none"> - Persistent or severe violation of Class III offenses - Arson* -Chronic repetition of Class III offenses -Homicide* -Kidnapping* -Weapon: knife/firearm * (JCDA) 	<p align="center"><u>Corrective Actions for Class IV</u></p> <p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> - Response to Intervention referral -Refer to Law Enforcement - charges filed* -Referral to disciplinary hearing for Alternative School* (Policy JD) -Referral to disciplinary hearing for Expulsion* (Board Policy JD) -Referral to disciplinary hearing for Permanent Expulsion* (JD) - Other at the discretion of the disciplinary hearing

Items marked with an asterisk * are reported to the Department of Education



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Explanation of Terms

Alcohol: Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol.

Arson: Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary device.

Assault: An assault is any threat or attempt to physically harm another person or any act that reasonably places another person in fear of physical harm. An assault may be verbal or, in some cases, physical if the primary intent on the aggressor party is to intimidate rather than directly strike the individual. (Example: shoving student to clear personal space or physically cowing student in a threatening manner).

Battery: The actual and intentional touching or striking of another person against his or her will or intentionally causing bodily harm to an individual. This includes an attack with a weapon and the actual placement of a bomb or one sent through the mail, regardless of whether the bomb explodes.

Breaking and Entering- Burglary: Unlawful or Unauthorized forceful entry into a school building or vehicle (with or without the intent to commit theft).

Bullying: An act that is:

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 another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
 - b. Has the effect of substantially interfering with a student's education;
 - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - d. Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

Chronic: The term chronic refers to any action that continues for a long period of time or that occurs frequently. For instance five or more tardies or early release days within a 9 week grading period will be considered chronic.

Computer Trespass: The unauthorized use of a computer or computer network with the intention of deleting, obstructing, interpreting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s) or data.

Confiscation of Item: A teacher or administrator may take up inappropriate materials or other items used by students at inappropriate times such as snacks and drinks. Lunch items will be returned to the student during lunch. Personal items may be returned to the student at the appropriate time or a parent may be required to come to school to pick up the confiscated item.



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Conflict Resolution: An adult facilitated process to bring the parties of a conflict together to solve a problem through communication and compromise.

Dangerous Instruments: Any object that is possessed, handled, transmitted, or used for the purpose or intent of causing or attempting to cause physical injury. This also includes any knife whose blade is less than two inches long.

Detention: A student assigned to detention by administrator must report to a designated location and teacher or administrator for the purpose of extra work and behavior management. In the discretion of the school administration, this detention may be during break, on Saturday or before or after school. Transportation will be the responsibility of the student and parent(s).

Disorderly Conduct: Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others by any means including, but not limited to, electronic means such as email, websites, or text messages

Disrespect: Responding in a rude and impertinent manner.

Disruption of School: Intentionally behaving in a manner that interferes with classroom instruction or other educational activities.

Drugs: The use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug, narcotic substance, inhalant, hallucinogenic substance or equipment or devices used for preparing or using drugs or narcotics. Includes substances alleged or purported to be a controlled substance and over the counter and prescription medications if not used according to Board of Education Policy (JGCD). This also includes being under the influence of drugs, substances represented as drugs or any other substance which mentally or physically impairs the student.

Early Dismissal: Early Dismissal is defined as leaving school or class before the designated end time. See also partial attendance. The accumulation of five or more early dismissals in a 9 week grading period shall cause a student to be disqualified from Perfect Attendance recognition.

Electronic Devices: This includes cell phones, pagers and other communication devices, as well as, cameras, recorders, wireless devices, electronic media, laser pointers, and multimedia devices when not being used with permission of school officials. Laptops, electronic Personal Digital Assistants (PDA) and other technology devices specifically used for instruction or personal organization may be allowed provided they do not interfere with instruction.

Encouraging a Student to Violate the Code of Conduct: This includes inciting, advising or counseling others to engage in prohibited acts by any means including, but not limited to, electronic means such as email, websites, or text messages.

Expulsion: Expulsion shall mean the permanent denial to the student of the right of continuing school in Barrow County. This corrective action will be imposed only after appropriate due process, including a disciplinary hearing as outlined in Barrow County Board of Education policies. Students may not attend or participate in extracurricular or other school related activities on any day they are expelled.

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

Fighting: The mutual participation in an incident involving physical violence where there is no one main offender and no major injury.

Firearm: Firearm is defined by Federal law in Title 18 Section 921 U.S.C. Firearms include but are not limited to any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or any destructive device such as any explosive, incendiary, or poison gas - bomb, grenade, or rocket.



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Fireworks: Fireworks include any combustible or explosive composition or any substance or combination of substances prepared for the purpose of producing a visible, audible or other sensory effect by combustion, explosion, deflagration, or detonation, including blank cartridges, balloons requiring fire to propel them, firecrackers, torpedos, skyrockets, Roman candles, bombs, sparklers, stink bombs and other combustibles and explosives of like construction, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

Gambling or Possession of Gambling Devices: Playing any game of skill or chance for money or anything of value. Gambling devices include materials used for gambling such as dice or playing cards when not used for legitimate classroom purposes.

Gang-Related Activity: Gang-related activity will not be tolerated in Barrow County Schools. A gang member is a person who is part of an association of three or more people allied for a common purpose that engages, individually or collectively, in illegal behavior. Gang-related activity includes, but is not limited to, communication of gang affiliation through hand sign flashing, wearing of clothing articles in a certain way or color scheme, jewelry, tattoos, gang symbols or graffiti on personal items, vandalism of public or private property and acts of intimidation, threats, fighting or other forms of violence.

Homicide: Murder and non-negligent manslaughter, killing of one human being by another, killing a person through negligence.

Inappropriate Language: Includes use of profanity, obscene, vulgar and degrading language or gestures whether verbal, written or using gestures.

Inappropriate web sites, data or files: Using any electronic device to access, download or possess digital content that depicts or describes with pictures, text, sound, animation, or video overt sexual behavior, acts of violence, subversive acts, activities that do not meet community standards of morality or can not be verified by a teacher as being associated with established curriculum requirements.

In-School Suspension (ISS): This program is one to which a student may be assigned for violation of the Student Code of Conduct as an alternative to out-of-school suspension. A student assigned to ISS will be required to maintain his/her regular classroom work and to abide by the administrative regulations of the school's ISS program. Students may not attend or participate in extracurricular or other school related activities on any day they are in ISS.

Insubordination: Disobedient to authority

Larceny/Theft: The unlawful taking, carrying, leading, or riding away of public, real or personal property (having a value in the judgment of the principal of \$25 or more) belonging to or in the lawful possession of another person without threat, violence, or bodily harm.

Long-Term Suspension: Long-term suspension shall mean denial to a student of the right to attend school and take part in any school function for any period of more than ten (10) school days. This corrective action will be imposed only after appropriate due process, including a disciplinary hearing as outlined in Barrow County Board of Education policies. Students may not attend or participate in extracurricular or other school related activities on any day they are suspended.

Look-alike weapons: Any object which is made to look like a weapon or is represented to be a weapon. This excludes any item that is authorized for class work by an administrator.

Misuse of Pass/Agenda: The student agenda remains the property of the school and should be treated in the same manner as a textbook.

Motor Vehicle Theft: Theft or attempted theft of a motor vehicle.



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Obscene: Repulsive by reason of crass disregard of moral or ethical principles.

Off-Campus Criminal Charges: A student who has been arrested, charged or convicted in a court with a felony or an offense which would be considered to be a felony if the student were an adult, or is charged with an assault upon another student, a violation of drug laws or sexual misconduct of a serious nature and whose presence at school is reasonably certain to endanger other students or staff or cause substantial disruption to the educational climate.

Partial Attendance: Partial attendance is defined as any day or class period that a student does not attend the full period/day. Tardies and early dismissals are both considered partial attendance and shall be treated in a similar manner. Therefore, the accumulation of five or more partial attendance days, in any combination of tardies and early dismissals, within a 9 week grading period shall disqualify a student from Perfect Attendance recognition.

Peer Mediation: Mediation is the intervention into a dispute by a neutral third party having no authoritative decision-making power to assist the disputants in voluntarily reaching their own acceptable settlement of the issues in dispute.

Probation: A trial period during which a student violating school and/or school system rules is subject to further disciplinary action.

Profanity and Obscene Language: Includes use of profane, vulgar or obscene words or gestures in the presence of any teacher, administrator, employee or student.

Reflective Writing Assignment: The writing assignment is generally an essay that the student writes on a topic related to the offense and how to avoid that offense in the future. \

Response to Intervention(RTI): RTI: Response to Intervention (RTI) is a tiered system of support provided to all students enrolled in a school district. As students show signs of academic or behavioral difficulty, research-based interventions are systematically applied and progress is measured. Based on how the student responds to these interventions he/she may receive more intense intervention or be considered for specialized support programs.

Restitution: A student may be required to pay for or restore any damages caused by his or her actions.

Robbery: Taking or attempting to take, anything of value that is owned by another person or organization, by force or threat of force or violence.

School Dress Code: See School Board Policy JCDB Dress Code.

School Service: A community service project that occurs at school and is approved by the school administrator or designee. The project is designed to allow the student to practice desired character traits such as responsibility, citizenship, cleanliness, cooperation and school pride. School service must occur outside of class time.

School-sponsored Activity: An activity or event sponsored by the Barrow County School System or participated in by officially recognized teams, clubs, or groups of students of Barrow County Schools. This includes events that occur on a Barrow County School System campus, and field trips, athletic, band or academic competition events off campus.

Sexual Battery: Illegal touching of private body parts of another person (either through human contact or using an object), indecent liberties, child molestation, fondling, sodomy, rape or intercourse where the victim is incapable of giving consent due to youth or mental incapacity.

Sexual Harassment: Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment for a student or employee by any means including, but not limited to, electronic means such as email, websites, or text messages.



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Sexual Offenses: Sexual intercourse, sexual contact, or other unlawful behavior or contact intended to result in sexual gratification without force or threat of force and where the victim is capable of giving consent. Includes indecent exposure.

Short-Term Suspension: Short-term suspension shall mean the denial to a student of the right to attend school and take part in any school function for a period not exceeding ten (10) days. A conference with the student must precede any suspension from school. Parents must be notified of the suspension and be provided an opportunity to discuss their student's conduct. Students may not attend or participate in extracurricular or other school related activities on any day they are suspended.

Tardy: Tardy is defined as arriving to school or class after the designated start time. For perfect attendance and other recognition purposes five or more tardies within a 9 week grading period shall disqualify a student from Perfect Attendance recognition.

Terroristic Threats: A terroristic threat occurs when a person threatens, *through verbal or written means including email and derogatory student websites*, to commit any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building, place of assembly, or facility of public transportation or otherwise causing serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience.

Threat/Intimidation: Unlawfully placing another person in fear of bodily harm without displaying a weapon by any means including, but not limited to, verbal, written, any visual form or electronic means such as email, text messages or websites (Cyber Bullying).

Tobacco: Possession, use, distribution or sale of tobacco products. E-Cigarettes or other forms of electronic vaping devices that deliver nicotine are included in this definition.

Trespassing: Entering or remaining on a school campus or School Board facility without authorization or invitation and with no lawful purpose for entry. Includes students under suspension or expulsion, and unauthorized persons who enter or remain on a campus after being directed to leave by the administrator or designee.

Truant: Any student who has more than five unexcused absences in a school year. School days missed as a result of an out of school suspension shall not count for the purpose of determining student truancy.

Vandalism: The willful and/or malicious destruction, damage, or defacement of public or private property, real or personal, without the consent of the owner.

Verbal Altercation: A heated angry dispute, involving words and may involve minor physical contact such as pushing, spitting, grabbing, etc.

Verbal/Nonverbal Abuse: The expression of profane, obscene, lewd, indecent, vulgar, libelous or slanderous messages toward another person. This includes verbal expression, written expression and gestures.

Weapons: A student shall not possess, use, handle or transmit any weapon. Weapon means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined in subsection (a) of Code Section 16-11-106. Students who possess firearms on campus will be subject to a minimum of a one calendar year suspension/**expulsion** and will be referred to law enforcement officials. This paragraph excludes any of these instruments used for classroom work authorized by the teacher and approved by school administration.



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POSITIVE BEHAVIOR INTERVENTION SYSTEM (PBIS)

PBIS is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety and support improved academic outcomes. More than 16,000 U.S. schools are implementing PBIS. The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety and learning.

All Barrow County Schools participate in PBIS.

BUS DISCIPLINE

Students who ride the school bus may do so as long as they display safe and reasonable behavior. Choosing not to follow the bus discipline policy will result in suspension or loss of bus service. The bus driver is responsible for the safety and well-being of the students on the bus. The school administrator will determine consequences of misbehavior and the reinstatement of bus service for the offending students should a suspension become necessary. **A suspension applies to all buses** unless otherwise designated by school officials. The responsibility for student supervision by the school shall begin when the student boards the bus in the morning and is retained until the child leaves the bus at the end of the day. **Riding the school bus is a privilege not a right**, and as in such may be revoked for safety and discipline infractions.

I. PARENT/GUARDIAN RESPONSIBILITY

Parents and guardians will be responsible for ensuring their child follows all rules and guidelines outlined by the policy, driver, and administrator. If the student violates the school bus policy, the parent will provide transportation for their child. Students will be picked up and dropped off at their designated stop. Exceptions will require a written request from the parent to the principal for initialing and presentation by the student to the bus driver. In emergency or other special circumstances, a phone call by the parent to the principal and subsequent written approval from the principal to the bus driver will be acceptable.

The School Bus Student Discipline Policy will be published each fall in the Student Handbook and Agenda. This Policy will be reviewed during the beginning of each school year along with other discipline procedures required by each school. A signature by the student and/or parent will become part of the documentation required by the building principal to ensure that all students and parents understand the policy.



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The school bus ride is an extension of the school day and as such, is subject to all school policies and procedures. Bus Conduct Reports will be recorded in accordance with all other school record keeping procedures.

II. TRANSPORTING OF SCHOOL RELATED/NON-RELATED ITEMS

No animals or any items that may be deemed objectionable in nature will be transported on any bus. If necessary the bus driver may confiscate these items and turn them in to the school administrator. Any item that may be considered a weapon (per Ga. Law) or dangerous to others in any way will not be allowed on the bus. (This may include sports equipment, laser pointers, toys, etc.) Band instruments that will be allowed on the bus are those that are small enough to be held in the students lap. Instruments may not be in the aisle or take the space of a student if that space is needed to sit down. Damage to personal items is not covered by the school bus insurance coverage.

III. BEHAVIOR GUIDELINES

Each infraction of class I and II offenses shall be reported by the driver to the respective school administrator.

A. Class I Offenses

1. Eating or drinking on bus
2. Out of seat while bus is in motion
3. Horseplay, yelling out bus window, loud noise (should be classroom behavior)
4. Possession of unacceptable material, objects, or obscene gestures
5. Profanity
6. Riding unassigned bus without signed note from parent and signed by school administrator
7. Checking mailbox while bus is still in sight (Area is in danger zone.)
8. Other offenses as reported by the driver or principal

B. Class II Offenses

1. Profanity, verbal abuse, and harassment (directed at student or driver)
2. Body parts out of window (i.e. head, hands, arms, and legs)
3. Throwing/shooting of any object (i.e. paper, pencils, paper clips, etc.)
4. Physical aggression or use of any object as a weapon
5. Use of tobacco, inhalants, or any controlled substance
6. Destruction of school property (vandalism - suspended until restitution is made)
7. Loading or unloading buses improperly or tampering with any portion of bus
8. Lighting of matches, fireworks, or any flammable object or substance
9. Riding of any bus after being suspended from one
10. Fighting (of any kind) treated as Class II 3rd offense or 4th offense
11. Other offenses as reported by driver or principal



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As previously stated, the school bus ride is an extension of the school day and is subject to all school policies and procedures. Riding the school bus is a privilege (not a right) for students as long as they display safe and reasonable behavior. Riding privileges may be revoked for safety and discipline infractions at which time parents must provide transportation for their child.

Bus Rules

1. Students will follow the directions of the driver.
2. Students will be at the bus stop 5 minutes before the bus arrives. Students will wait in an orderly line.
3. Students will help keep bus clean and in safe condition.
4. Students will cross the roadway in front of the bus, only after receiving hand signal from driver.
5. Students will go directly to an available or assigned seat when entering the bus. Keep aisles and exits clear.
6. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
7. Students will not eat, drink, chew gum, or bring tobacco, alcohol or drugs on the bus.
8. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus.
9. Students may only bring approved objects on the bus that can be held on their lap.
10. Students will refrain from using loud voices, profanity and/or obscene gestures, and respect the rights and safety of others.
11. Students will not extend head, arms, or objects out of the bus windows and will refrain from yelling out windows.
12. Students will be totally silent at railroad crossings.
13. Students will stay seated until time to get off the bus.
14. Students will respect themselves, others and property.
15. Students must provide a written note, signed by a parent or guardian and a school official, giving permission to ride a different bus, get on or off the bus at a special bus stop location.
16. New Bus Riders or students that move to a new physical address must provide their bus driver and school administrator a note stating the new address. Attending school should provide the bus driver student information showing change in Infinite Campus.



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The following **5-Step Discipline Intervention Program** outlines consequences for poor behavior choices for all students riding the bus:

5-Step Discipline Intervention Program	
Step 1	Driver changes or assigns new seat
Step 2	Driver speaks to student privately
Step 3	Student is relocated closer to driver (a letter is sent to parent/guardian and copied to administrator)
Step 4	Driver telephones parent/guardian
Step 5	Bus conduct report is issued to school administrator

Steps 1-5 below will be followed upon first conduct report being issued. The next offense following a full 5-step cycle will restart the consequences at Step 4.

School-level administrative action will result as outlined:	
First Office Referral	1 day bus suspension
Second Office Referral	1-3 days bus suspension
Third Office Referral	3-5 days bus suspension
Fourth Office Referral	10 days bus suspension
Fifth Office Referral	Bus suspension for one full grading period or remainder of year, whichever is greater

A bus suspension applies to all buses unless otherwise designated by school officials.

BCSS STUDENT BUS TRANSPORTATION CHANGES PROTOCOL

Note: This protocol is for short term (daily) changes only. For any long term change in transportation please use the appropriate Transportation Change Form available in your school's front office.



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Student must have a written note from a parent or guardian that is dated and signed referencing that particular day or days affected. This will apply even if the parent makes the request in person at the school.

In the event of a change in transportation, school office personnel will:

- Have appropriate school administrator (or designee) sign the note
- Make a copy of the note with both signatures
- Send the original note with the student or the student's teacher to be given to the appropriate bus driver – this will be the student's pass to get on the bus.
- File the copy of the note in a specified place in the front office where it can be easily accessed in case of emergency.

Bus drivers will not allow a student to exit the school bus at a place that is not the student's normal stop unless the written note signed by both the parent/guardian and the school administrator (or designee) is in his or her possession.

No bus transportation changes will be accepted over the telephone.

Changes may be accepted via fax or email attachment if parent/guardian picture ID is included with the request, at the school administration's discretion. Change requests must be received by the front office staff prior to noon on the day of the change.

Note: There are now set bus stops along all the bus routes and BCSS buses cannot stop at each individual house.

TEENAGE AND ADULT DRIVER RESPONSIBILITY ACT (TAADRA) (MS/HS only)

Georgia's Teen-age and Adult Driver Responsibility Act (TAADRA) of 1997, requires that local school systems certify that a student is enrolled and not under expulsion in order for the student to be eligible to have a Georgia learner's permit or driver's license. Certificates of Enrollment may be obtained from your child's school.



Barrow County School System
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**Barrow County School System
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STUDENT/PARENT POLICY UNDERSTANDING ACKNOWLEDGEMENT

The Student Handbook/Agenda includes some very important information about the upcoming school year. Please take time to read this information now and refer to it frequently. If you have questions, contact the school office. They will be happy to talk with you.

Each school is required to document that every parent and student has been given a copy of the Student Code of Conduct along with other required information, including notification of possible consequences and penalties for truancy, and has been given a chance to ask questions about anything he or she doesn't understand.

A completed and signed form must be on file for all students. Parents/Guardians and students age ten years or older by September 1st are required to sign this acknowledgement form in the space below. Please return the form to your child's teacher as soon as possible.

Students who are unable to read or fully understand this information are not required to initial or sign this document. However, parents are expected to explain the information to their children in terms that they can understand. Failure to sign and return this form will not excuse a student from the requirements of the policies. To complete this form, students and parents should each initial each item that you have read and understand and then sign the form in the space provided.

Parent Student

- | | | |
|-------|-------|--|
| _____ | _____ | 1. Student Code of Conduct |
| _____ | _____ | 2. School Attendance and Georgia's Compulsory Education Law |
| _____ | _____ | 3. School Bus Discipline Policy |
| _____ | _____ | 4. Medical Policy |
| _____ | _____ | 5. Parent's Right to Know Teacher's Training and Credentials |
| _____ | _____ | 6. Barrow County School System Internet Safety, Technology Responsibility, and Acceptable Use Policy |

I have read and understand the 2016-2017 Student Handbook/Agenda. **I understand that I am responsible for following the guidelines set forth in this document.**

Student Signature: _____ Date: _____

I have reviewed the student handbook with my child:

Parent Signature: _____ Date: _____



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SCHOOL CLUBS AND ORGANIZATIONS

2016-2017

If you do **NOT** want your child to participate in a particular club or organization at school please complete the information requested below and return to your child's school. For a complete list of school clubs and organizations for any particular school, please contact the school.

Student Name: _____ Grade: _____

My child, identified above, **may not** participate in the club or organization listed below:

By completing this form I am declining permission for my child to participate in the club or organization listed above.

Parent Signature: _____ Date: _____



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ANNUAL AHERA/ASBESTOS NOTIFICATION
REQUIREMENTS TO: PARENT/LEGAL
GUARDIANS/TEACHERS
EMPLOYEES/ORGANIZATIONS

This notification is provided pursuant to the requirements of the Asbestos Hazardous Emergency Response Act (AHERA) of October 1986; EPA Rule 40 CFR 763, Asbestos Containing Material in Schools, subpart E, et seq. effective December 14, 1987. These regulations are defined by the United States Environmental Protection Agency. Specifically, 40 CFR §763.84 (c) which requires that the Barrow County Board of Education notify you at least once a year of asbestos inspections, response actions, and any post response action activities, including periodic re-inspections and surveillance activities that are planned or in progress at our schools and administrative facilities.

The Barrow County Board of Education has documented through a comprehensive asbestos survey, conducted by an AHERA accredited asbestos inspector, where asbestos containing, suspect asbestos containing and/or assumed asbestos containing building materials are located on our schools and administrative facilities. The Asbestos Management Plan documents a plan of action for managing and maintaining the asbestos containing building materials in-place and/or removal activities. The reports associated with the asbestos inspection, 3 year re-inspections, periodic surveillances, and the recommendations from operations and maintenance, are all documented in the Asbestos Management Plan. A copy of said plan is available at each school, Board Office, and the Maintenance Department.

Should you have any questions or desire further information, please contact the Maintenance Department at 770-867-5711.