

**2016 – 2017**

**Bryan County Schools  
Student/Parent Handbook**



*“Committed to Excellence and  
Success in ALL We Do!”*



HOMEROOM \_\_\_\_\_

STUDENT \_\_\_\_\_

**STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT**

I have received a copy of the 2016-17 Bryan County School System Student/Parent Handbook and have reviewed all the expectations and guidelines. I understand my rights and responsibilities as a student enrolled in Bryan County School System.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Date

I acknowledge receipt of the Student/Parent Handbook for my student. I have reviewed the contents of the handbook with my student. In addition, I have reviewed on the school's web site (or obtained a read a copy from a school) the listing of extracurricular activities available to my child.

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Date

***No acknowledgement of this form by parent and/or student does not exclude the student or parent from the expectations and guidelines that are set forth in this handbook.***



**BRYAN COUNTY BOARD OF EDUCATION**

Paul T. Brooksher, Ph.D., *Superintendent*

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**Bryan County Schools Mission:**

*“We are dedicated to rigorous educational tasks that challenge and motivate students while always being focused on continuous improvement.”*

All schools are accredited by the Georgia Accrediting Commission and AdvancED.

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# 2016-2017 Calendar

Approved 2/26/2015

July 2016						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-5 Pre-Planning  
8 First Day of School

September 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5 Labor Day Holiday  
(Student and Staff Holiday)

October 2016						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10 End of First Quarter  
14 Staff Planning Day  
(Student Holiday)  
19 Early Release Day  
(Parent/Teacher Conferences K-12)

November 2016						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

11 Veteran's Day Holiday  
(Student and Staff Holiday)  
21-25 Thanksgiving Holidays  
(Student and Staff Holidays)

December 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

20-21 H.S. Early Release Days  
(High School Only - Exams)  
21 End of Semester  
22-30 December Holidays  
(Student and Staff Holidays)

January 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2-3 Winter Holidays  
(Student and Staff Holidays)  
4 Staff Planning Day  
(Student Holiday)  
5 Students Return  
16 M.L.K. Holiday  
(Student and Staff Holiday)

February 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

17-20 President's Day Holidays  
(Student and Staff Holidays)

March 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13 End of Third Quarter  
15 Early Release Day  
(Parent/Teacher Conferences K-12)  
16 Staff Planning Day  
17 St. Patrick's Day  
(Student and Staff Holiday)

April 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

17-21 Spring Holidays  
(Student and Staff Holidays)

May 2017						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

23-24 H.S. Early Release Days  
(High School Only - Exams)  
24 End of Semester  
25-26 Post-Planning

June 2017						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Teacher Work Day/Student Holiday  
 Beginning of Semester  
 End of Term

Early Release (Parent Conferences or Exams for High School)  
 Staff and Student Holiday

## Superintendent's Welcome

Dear Bryan County Parents and Students:

On behalf of the Bryan County Board of Education, I would like to welcome you to the 2016-2017 school year. Attached is the Bryan County Schools' Parent and Student Handbook for the coming school year. This handbook was developed to clearly communicate to parents and students an understanding of our policies and procedures as well as provide you with important information regarding our school system and its operations. It also includes the student Behavior Code which defines the behavioral expectations for all schools in the Bryan County School System. This handbook serves as a useful resource to help answer any questions you may have and we highly encourage you to refer to it throughout the school year.

In addition, we have attached copies of the 2016-2017 school calendar and Student/Parent Handbook Acknowledgement form (following the cover page). Please take the time to review this handbook with your student so that you are familiar with the expectations and guidelines. We request that you complete the attached Acknowledgement form with your student and return back to the school where your child attends **no later than Friday, August 26, 2016**. Receipt of this form affirms your commitment to helping our students focus on what is most important; growth and learning in a safe, orderly, and productive learning environment.

Thank you for your commitment to Bryan County Schools and I wish you the very best for the 2016-2017 school year!

Sincerely,

*Paul T. Brooksher*

Paul T. Brooksher, Ph.D.  
Superintendent

## **Attendance & Enrollment**

### ***Absences***

Absences shall not penalize student grades if the following conditions are met:

1. Absences are justified and validated for excused reasons.
2. Make-up work for all absences is completed satisfactorily.

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***Although an absence may be considered “unexcused,” make-up work for approved, prearranged absences will be permitted. Procedures for doing so may be acquired from the local school.***

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**When students are suspended short-term (1–10 days), work missed will not count against their final grade.**

Suspended students shall make up those tests and assignments that the teachers determine will have an impact on the student’s final grade and mastery of course content. Assignments that the teacher does not require to be made up will not count toward a student’s final grade. Students are responsible for making arrangements and completing make-up work within three school days.

Students not subject to compulsory school attendance laws who are enrolled for the current school year who do not attend school for ten (10) consecutive days and the local school is not notified of the absence by parent/guardian are considered withdrawn. These students may be dropped from the school’s rolls after attempting to notify the parent or guardian. Students determined to no longer be a resident of the system may be withdrawn even if the student is subject to compulsory school attendance laws. The withdrawal shall be retroactive to the first day of the consecutive absences.

For currently enrolled students who are subject to compulsory school attendance laws, it is required that schools make a good-faith effort to obtain documented information that the student no longer resides in the school’s attendance zone before the student is withdrawn. **Parents/Guardians may be asked for proof of residency at any time.**

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***When there is a cause necessitating students to be released from school, they may only be released to their parent(s) or to the person properly identified to school authorities, or upon written notification from the parent(s).***

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Students who have emergencies necessitating their absence from school for a portion of the school day must have been present for the majority of the school day in order to be counted present. ***Students must attend school for at least the equivalent of half the school day in order to be counted for the whole day.***

### **Reporting Absences**

Parents or guardians are encouraged to contact the school on the day of the student absence to indicate the reason for the absence. Parents or guardians also must send a signed and dated written note when the student returns to school explaining the reason for the absence, the date(s) of the absence(s), and a daytime phone number.

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***Student check-in and check-out procedures are determined at the local school level. A student must have parental permission, however, to leave school grounds.***

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In order for the student to complete make-up work and for local schools to record excused absences, it is best if the student returns to school with a parent note or third party document explaining the absence. If a parent note or third-party document is not delivered to the school, the absence will be regarded as unexcused.

Students who are absent, and have neither an excuse

nor prior approval cannot make up work they have missed. Students with excused absences should make up any missed work within three (3) school days.

Local schools can employ proven best practices to improve student attendance for both excused and unexcused absences. This includes, but is not limited to, local schools requesting appropriate medical documentation from the parent/guardian of a student with excessive absences (excused or unexcused). If a student has accumulated excessive absences, the school will make contact with the parent, guardian, or person having charge or control of the student to notify them of these absences and the possible consequences.

### **Terminology**

**Truant**— Any child subject to compulsory attendance who during the school calendar year has more than five (5) days of unexcused absences.

**Compulsory Attendance**— Attendance in a public school, private school, or home school program is required for children between their sixth and sixteenth birthdays. Every parent, guardian, or other person residing in this state having control or charge of any child between their sixth and sixteenth birthdays shall be responsible for enrolling and sending such child to a public school, private school, or home school program. Attendance in a public school, private school, or a home school program is required regardless of the fact that a child has been suspended or expelled from school by the local board of education. Official Code of Georgia (O.C.G.A.) 20-2-690.1

**Tardy**— Students are considered tardy to school or class if the student arrives at a designated location after a school bell, chime, or buzzer has sounded. (Local schools will include specific information relevant to their facility to identify the designated location for student arrival.)

**Early Checkout**— When a parent, guardian, or other person having charge or control of a student authorizes a student to leave the facility before the end of the school day. School day hours are published in local school handbooks and/or school websites.

**Excused Absences**— A written excuse, must be provided within three (3) days of an absence(s). State

Board of Education Rule 160-5-1-.10 defines the following as excused absences:

1. Personal illness or attendance in school endangers a student's health or the health of others. (i) Local boards of education may request students to present appropriate medical documentation upon the return to school for the purpose of validating that the absence is an excused absence
2. A serious illness or death in the student's immediate family necessitating absence from school. (i) In the event of a serious illness in a student's immediate family, local boards of education may request students to present appropriate medical documentation regarding the family member upon return to school for the purpose of validating that the absence is an excused absence.
3. A court order or an order by a government agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. Observing religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety. (For Bryan County Public Schools, the closure of schools for hazardous conditions may only be made by the Superintendent to qualify as an excused absence.)
6. A period not to exceed one day (1) is allowed at the discretion of the local unit of administration for registering to vote or voting in a public election.
7. Students will be counted present when they are serving as pages of the Georgia General Assembly.
8. Students who are in a foster home or otherwise in the foster care system under the Division of Family and Children Services of the Department of Human Services will be counted present for any day, portion of a day, or days missed from school when attending court proceedings related to that student's foster care.
9. A student who participates in the Student Teen Election Participant (STEP) program will be counted as present and given full credit for the

school day during which he or she served in the STEP program.

10. Military Dependent Absence: Code Section 20-2-692.1 provides that a student whose parent is in the armed forces of the United States military or National Guard, and said parent has been called for overseas deployment or is on leave from overseas deployment, will be granted up to five (5) school days of excused absences per school year to visit with said parent, prior to their deployment or while they are on leave.

### **Attendance Policy**

School attendance is very important because students must be present to learn. The good work habits they develop now will be beneficial to them later in life. Attendance also correlates strongly with test results. The greater a student's attendance in class, the more success they will have in school. Student attendance is a specific indicator on the College and Career Ready Performance Index (CCRPI). Student attendance impacts all additional areas of CCRPI as well.

Under the laws of Georgia, school attendance is compulsory for all children from age six to sixteen.

Students are not counted absent from school if they are present at least half of the instructional. Students will be marked absent from every class they miss, however, even if counted present for the day. Attendance is checked every period in the high school. If a student is not present for at least half of a class, they are marked absent from that class. Students should make up missed work within three school days.

When a student is not present, an automated phone call will be made to the parent/guardian to inform them of the absence. The recording will serve as a reminder that the absence is unexcused without a written explanation from the parent/guardian within three (3) days. Exceptions may be made by a school administrator in cases of extreme illness.

### **Elementary Progression for Excessive Unexcused Absences**

5 Absences—

- Parent/guardian will be notified by a letter sent home of the number of unexcused absences and will be reminded of the state's attendance requirements.

7 Absences--

- Parent/guardian will be notified by phone.
- A letter, attendance protocol, and form will be sent home for the parent to sign and return to the school indicating that they received and understand the school's attendance protocol.
- A mandatory meeting will be arranged with the parent/ guardian, student, and school's Attendance Support Team.

10 Absences—

- Parent/guardian will be sent a letter to inform them that any more unexcused absences will result in a referral to the C.H.I.N.S. Program through the Juvenile Court.

10+ Absences—

- The student will be referred to the C.H.I.N.S Program through the Juvenile Court.
- Fifteen (15) absences could result in the failure of a class.

### **Middle/High Progression for Excessive Unexcused Absences**

#### ***Determined by Semester***

3 Absences—

- Parent/guardian will be notified by a letter sent home to inform of the number of unexcused absences and the state's attendance requirements.

5 Absences—

- Parent/guardian will be notified by phone.
- A letter, attendance protocol, and form will be sent home for the parent to sign and return to the

school indicating they received and understand the school's attendance protocol.

- A mandatory meeting will be arranged with the parent/ guardian, student, and school's Attendance Support Team.

#### 7 Absences--

- Parent/guardian will be sent a letter with the return receipt requested to inform them any more unexcused absences:
  - will result in a referral to the C.H.I.N.S. Program through the Juvenile Court
  - could result in course credit being denied.

#### 10 Absences—

- The student will be referred to the C.H.I.N.S. Program through the Juvenile Court.

### **Children in Need of Services (C.H.I.N.S.) Program**

C.H.I.N.S. is a new approach to dealing with status offences including truancy as created by the Juvenile Justice Reform Act (House Bill 242) and went into effect January 1<sup>st</sup>, 2014. It promotes early intervention and effective alternatives to low risk offenders and uses juvenile courts as a last resort for discipline.

#### ***School referral process:***

If the school brings a complaint, it must state and show that it had attempted to address the issue at the school level. This includes addressing any disabilities or suspected disabilities that may be contributing to the child's behavior and/or evaluating the child for special education services, when appropriate.

#### **Grades 9-12 Policy**

Students shall be in attendance at school as directed by the compulsory attendance law. Students who have successfully completed a course will receive credit if they have been absent seven (7) days or less per semester. In the event that a student misses more than seven (7) days in a particular class, credit may be denied for that class unless the school is provided with:

- an excuse from a doctor, the Health Department, or a governmental agency

- there is evidence of a verifiable death in the immediate family
- a court order for each day of absence beyond the seven (7) day limit.

When a student is ill and sent home by a school administrator or a school nurse, the absence is considered excused. Parents/guardians will be notified when the student has accumulated an excessive number of absences.

Exceptions to the attendance policy are made only in very unusual situations. In the event of an unusual situation, the parent must submit in writing to the principal a request for appeal of the attendance policy. The principal may, if the situation warrants, schedule a hearing before the school attendance committee. Such appeal must be made within ten (10) days of the end of the semester.

### ***Custodial/Guardianship Changes***

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*If the status of a student's custody changes after the student's enrollment, the parent or guardian shall notify the local school of the student's new address and contact information.*

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Parents/guardians may be required to facilitate and obtain appropriate guardianship or custody of their child to avoid referral to an outside agency or withdrawal. State law generally prohibits attempts to make a change of custody of a minor child by removing the child from the premises of the school without permission of the person who enrolled the student. This prohibition applies even if there is a court order granting custody of the child to the person seeking to make the change.

### ***Enrollment, Transfers & Withdrawals***

Students who are residents of Bryan County are eligible for enrollment in the schools of Bryan County. Students must reside in Bryan County with the parent(s) or legal guardian(s). The Bryan County School System does not charge its students any fee for enrollment.

The following documents are required for registration:

- Proof of Residency
- Birth certificate
- Social Security Card or waiver
- Eye, Ear, Dental form
- Certificate of Immunization

Individual schools may have additional documents required for registration.

Upon enrollment, the school will request all educational documents from the previous school that the student attended.

Proof of residency is required. Students discovered to be ineligible for enrollment in Bryan County Schools will be withdrawn immediately.

A child must have attained the age of five (5) by September 1 of the fiscal year to be eligible for admission into kindergarten. A child is entitled to admission to the first grade if he or she will be six (6) years of age before September 1 of the school year. A birth certificate is required for a student to initially enter school. The student must also have a Social Security Card or waiver.

Students initially entering school or transferring from another state shall be given an eye, ear, and a dental examination by the local Board of Health or a private physician and a certificate provided pursuant to the rules promulgated by the State Department of Public Health and the State Board of Education. The statement must be on a Georgia Department of Human Resources form.

A certificate of immunization from a physician or a qualified employee of a county Board of Health shall be furnished by the child's parents to the school where attendance is sought. The statement of immunization must be on a Georgia Department of Human Resources Form 3231. The certificate shall be placed in the student's folder.

A student suspended or expelled from another school system will not be permitted to enroll in the Bryan County School System. Students in grades 6-12 must

furnish a copy of their discipline record from the prior school.

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*To facilitate prompt, appropriate communication between the home and school, parents, guardians, or persons having charge or control of a student should notify the school immediately when there is a change in the student's address and/or phone number as listed in school records.*

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### **Transfers and Withdrawals**

1. In order to prevent delay, a parent or guardian should notify the principal's office at least two days prior to the date of expected withdrawal.
2. The school shall forward a transcript of the student's records to the target school upon receipt of a signed request of the parent or guardian.
3. Students are expected to return all books and materials or reimburse the school system for the books and materials not returned.
4. Any student who fails to withdraw properly shall be considered a dropout and must go through the correct procedures before being readmitted.
5. No student who is serving a suspension or an expulsion from another school system shall be allowed to enroll in a Bryan County school.

### ***Homeless Children and Youth***

The McKinney-Vento Education for Homeless Children and Youth Act ensures the educational rights and protections for children and youth experiencing homelessness. This law identified any student who lacks a fixed, regular, and adequate night time residence as homeless. It provides legal protections for children and youth in homeless situations to immediately enroll in, attend, and succeed in school and qualifying public preschool programs. It further provides provisions for student records maintenance and transfer, school of origin transportation, and appropriate dispute resolutions for homeless students. In accordance with this law, Bryan County Public Schools affords homeless children and youth equal

access to the same free, appropriate public education, including comparable services, such as Title I support, special education, gifted, English Language Learners (ELL), vocational/technical, and public preschool education, as provided to other non-homeless students. Homeless children and youth will have access to the services needed to support their academic achievement as they work to meet the same challenging standards to which all students are held.

## **Behavior and Expectations**

### ***Behavior Code: Purpose and Scope***

Bryan County Schools (“BCS” or “District”) is committed to creating a safe, positive environment for all of our students, staff, parents, stakeholders, and community partners. BCS will work to assure that all students and staff are well-motivated, fully aware of their potential, and dedicated to pursue excellence in academic knowledge, skills and behavior. BCS believes that all children can thrive in a safe learning environment. The District utilizes a range of activities to recognize, celebrate, and reward positive behavior at the classroom, school and district levels.

BCS has adopted this Code to support the creation of a safe learning environment for all members of the school community. The purpose of this Code is to state clearly our standards for acceptable conduct of students. The Code also explains the consequences for not meeting these standards of conduct. This Code establishes a strict policy for behavior that endangers the safety of the schools and/or disrupts the educational experience for other students. BCS does not permit corporal punishment.

The Code also sets forth the disciplinary procedures for the students who have committed violations of the Code. This Code is not meant to be a contract between the District and the students, and may be amended at any time. It is a place for BCS to explain certain guidelines applicable to students.

The rules in this Code are designed to notify students (grades K–12) as to the types of behaviors that are not

acceptable; nevertheless, every specific situation may not have been included. Consequently, students should expect to be disciplined for misconduct that is obviously inappropriate. A specific rule need not be written for every conceivable variation of behavior that directly affects the orderly mission of the school

### **Scope of the Code**

Everyone is entitled to a safe, secure, and orderly environment in which to learn and work. The rules and regulations in this Code are designed toward that end and are effective during the following times and places:

- a) On school grounds at any time;
- b) Off school grounds at a bus stop, on a school bus, at a school activity, function, or event;
- c) Off school grounds when the behavior of a student (1) could result in the student being criminally charged with a felony or which could result in a felony criminal charge if committed by an adult; and which (2) makes the student’s continued presence at school a potential danger to person or property at school or which disrupts the educational process. (O.C.G.A. 20-2-751.5(c)).
- d) Off school grounds while the student is participating in or attending school-sponsored or school-related activities such as field trips, conferences or athletic events, or is otherwise subject to the jurisdiction of school authorities;
- e) Off school grounds when the misconduct is directed at a school student or employee and is related to the victim’s school affiliation, or when the off-campus conduct directly affects the safety and welfare of the school community or the orderly mission and function of the school; and
- f) Off school grounds and when a student leaves without permission (AWOL) of a school official, or anytime Rule 10 would apply.

The rules of this Code do not apply to:

Student speech that occurs off campus if the speech is at a non-school sponsored event and does not cause or is not likely to cause a material and substantial disruption to the school environment or a school

activity.

## ***Behavior Code: Rules***

### **Rule 1 – Disruption and Interference with School**

No student shall cause or attempt to cause directly or indirectly disruption or interference with school.

### **Rule 2— Damage, Destruction, or Misuse of School Property or Equipment**

A student shall not cause or attempt to cause damage to school property or alter/misuse school technology or any other equipment, including accessing unauthorized areas on the computer. A student shall not steal or attempt to steal school property. A student shall not possess, sell, use, buy or transmit stolen school property or attempt to possess, sell, use, buy or transmit stolen school property.

### **Rule 3— Damage, Destruction, or Misuse of Private Property**

A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property. A student shall not possess, sell, use, buy, or transmit stolen private property on school grounds. Further, off schools grounds, a student shall not cause or attempt to cause damage to private property belonging to a school employee where such theft or damage is on account of that school employee's performance of his/her official duties. A student shall not sell or buy or attempt to sell or buy personal property on school grounds.

### **Rule 4— Abuse, Threats, Intimidation, Assault, or Battery of a School Employee**

#### **Section A**

Regardless of intent, a student shall not make oral or written communication, create a document, or make a symbolic gesture or contact of a threatening, undermining, or provoking nature to or about a school employee or in the presence of a school employee. This includes, but is not limited to, disrespectful conduct, insult, use of profanity, ethnic, racial, sexual, disability, or religious slur, or harassment and includes the development of a "hit list," "people to kill," "people to shoot," or a statement about bringing a weapon to school and injuring people.

## **Section B**

A student shall not cause or attempt to cause physical injury or behave in such a way that could reasonably cause physical injury or make physical contact of a threatening or provoking nature to a school employee.

Rule 4B also applies off school grounds when the misconduct by the alleged perpetrator is because of the school employee's performance of his or her official duties.

### **Rule 5— Abuse, Threats, Intimidation, Assault, or Battery by a Student regarding Another Student or to Any Other Person Not Employed by the School**

#### **Section A**

Regardless of intent, a student shall not make oral or written communication, create a document, or make a symbolic gesture or contact of a threatening, distracting, or provoking nature to or about a person/student or in the presence of a person/student. This includes, but is not limited to, bullying, disrespectful conduct, insult, use of profanity; ethnic, racial, sexual, disability, or religious slur; or harassment and includes the development of a "hit list," "people to kill," "people to shoot," or a statement about bringing a weapon to school and injuring people.

State law defines Bullying as: 1) any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; 2) any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or 3) any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate that: a) causes substantial physical harm; b) substantially interferes with a student's education; c) is so severe, persistent or pervasive that it creates an intimidating/threatening educational environment; or d) disrupts the orderly operation of school. Upon finding that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative school. (O.C.G.A. 20-2-751.4) Retaliation for reports of bullying will not be tolerated and will be subject to independent

disciplinary action.

### **Section B**

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause bodily injury to any student/person. A student shall not engage in any behavior that threatens the safety or well-being of another person or has the likelihood of provoking a fight.

The Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited.

### **Rule 6— Weapons, Dangerous Instruments, and Explosive or Implosive Devices**

A student shall not solicit to buy or sell, or buy or sell or possess, handle, transmit, threaten with or discharge/use, any object that can reasonably be considered or converted to and/or used as a weapon.

### **Rule 7— Drugs, Alcohol, and Tobacco**

#### **Section A**

A student shall not be involved in any substance, drug, alcohol, or tobacco transaction, including, without limitation to buy, possess, sell, use, transmit, solicit; attempt to buy, possess, sell, use, or transmit; or be under the influence of any narcotic drug, depressant, or stimulant drug including without limitation caffeine pills, hallucinogenic drug, anabolic steroid, amphetamine, barbiturate, marijuana, inhalant, alcoholic beverage, or intoxicant of any kind. A student shall not possess, sell, buy, or transmit, or attempt to sell, buy, or transmit any substance under the pretense that it is, in fact, a prohibited substance as described in this rule. The misuse or unauthorized possession of a prescription drug or nonprescription drug shall be considered a violation of this rule; however, this rule shall not apply to proper possession and/or use of a drug as authorized by a medical prescription from a registered physician.

Self-administration of asthma medication and prescription auto-injectable epinephrine is permitted

with written parental approval and required documentation to the principal or his or her designee. See administrator for completion of proper county forms and procedures.

### **Section B**

A student shall not possess, sell, use, transmit, buy or solicit any drug-related paraphernalia which includes, but is not limited to pipes, water pipes, clips, rolling papers, or any other items related to drug use or depicting drugs or drug use except where such items are related to an approved curriculum.

### **Section C**

A student shall not possess, sell, use, transmit, buy or solicit tobacco products, or tobacco paraphernalia such as, but not limited to e-cigarettes, matches, lighters, pipes, rolling papers and the like.

### **Rule 8— Disregard of Directions or Commands**

A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, administrators, school bus drivers, or other authorized school personnel.

### **Rule 9— Sexual Misconduct/Indecency**

A student shall not engage in any act of sexual harassment of a physical nature or verbal nature. A student shall not perform any act of indecent exposure, lewd exposure, gesture or lewd caress or indecent fondling/touching of the student's own body or the body of another person, or any act of sexual intercourse. A student shall not use any inappropriate gestures that mimic or imply sexual acts or engage in any acts of "streaking" or "mooning" as those terms are commonly understood. Such acts will not be regarded lightly or considered pranks.

A student shall not possess, view, copy, sell, buy, or transmit printed or non-printed pornographic materials including any non-curricular sexually explicit printed or non-printed materials; or a student shall not possess, view, copy, sell, buy, or transmit printed or non-printed pornographic materials including but not limited to non-curricular materials depicting the

human male or female genitals or buttocks with less than a fully opaque covering or any portion of the female breast with less than a fully opaque covering.

#### **Rule 10— Unexcused Absences**

A student shall not be absent from school or from any class or other required school function during required school hours except for illness or other providential cause, except with written permission of the teacher, principal, or other duly authorized school official. A student may not leave school grounds prior to the end of the school day, after his or her initial arrival on campus, without the permission of a duly authorized school official.

#### **Rule 11— Other Conduct Which is Subversive to Good Order**

A student shall not perform any other act which is subversive to good order and discipline in the schools. This includes, but is not limited to, violation of local school rules, violation of state and federal law, involvement in criminal gang-related behavior and/or criminal gang conduct as defined and prohibited by O.C.G.A. § 16-15-3 and §16-15-4, providing false information to school personnel, unauthorized possession or inappropriate use of laser pointers, and electronic communications devices (including CD Players, MP3 players, video games, and televisions), loitering or trespassing, providing false information to or about school personnel, or community misconduct that would be so serious as to pose a threat to the school community.

The Bryan County Board of Education permits students to possess electronic pagers or communication devices on a limited basis and provides local school principals with the authority to set forth rules pertaining to student possession and use of such devices at their individual schools.

#### **Rule 12— School Bus Infractions**

No student shall cause or attempt to cause (either directly or indirectly) a disruption or interference with a school bus by any means to include:

- talking, whistling, shouting, or making other

noises from the time the bus stops for a railroad crossing until the bus is safely across the tracks

- throwing any object from the windows of a bus at any time
- causing any part of his or her or another person's body to protrude, extend, or project from any window, door, or other opening of the bus at any time
- eating and drinking while on the bus (water is allowed) (Georgia Code 20-2-751.5)
  - a) Students shall be prohibited from acts of physical violence as defined in Code Section 20-2-751.6, bullying as defined in Code Section 20-2-751.4, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior.
  - b) Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape, or compact disc players; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.
  - c) Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

(Georgia Code 20-2-1181) Parents, guardians and others should not attempt to board a school bus during the bus route. It shall be unlawful for any person to disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local school boards of education. Any person violating this code section shall be guilty of a misdemeanor of a high and aggravated nature.

#### **Bus Disciplinary Procedures**

Disciplinary action for misbehavior on school buses is

administered by school administration at the local school. School buses and bus stops are considered extensions of the school campus. All rules that govern student conduct while on school campus/property apply while students are on the school bus or at the bus stop. School principals have the authority to impose an immediate suspension for serious offenses. School administration may also add any other disciplinary action deemed necessary. School bus drivers do not discipline children, although they have the prerogative to assign seats or move a child from one seat to another.

#### **Elementary Bus Discipline Guidelines:**

Offense 1: The driver will talk with a student or may reassign him/her to a new seat on the bus. If this does not correct the misbehavior, the driver will contact the parent. The driver will document these actions.

Offense 2: School administration will counsel and submit a warning to the student. The student will be placed on probation. Driver will provide documentation of action taken during first offense. The parent(s) or guardian(s) will be contacted.

Offense 3: Student will be suspended from riding the bus for one (1) day.

Offense 4: Student will be suspended from riding the bus for three (3) days.

Offense 5: Student will be suspended from riding the bus for five (5) days.

Offense 6: Student will be suspended from riding the bus for seven (7) days.

Offense 7: Student will be suspended from riding the bus for ten (10) days.

Subsequent offenses will warrant a 10 or more days suspension from all school buses.

#### **Middle / High School Bus Discipline Guidelines:**

Offense 1: School administration will counsel and submit a warning to the student. The student will be placed on probation. Driver will provide documentation of action taken during first offense.

The parent(s) or guardian(s) will be contacted.

Offense 2: Student will be suspended from riding the bus for one (1) day.

Offense 3: Student will be suspended from riding the bus for three (3) days.

Offense 4: Student will be suspended from riding the bus for five (5) days.

Offense 5: Student will be suspended from riding the bus for seven (7) days.

Offense 6: Student will be suspended from riding the bus for 10 days.

Subsequent offenses will warrant a 10 or more days suspension from all school buses.

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*School and County Administration has the right to forego the Bus Discipline Guidelines, if the conduct is deemed more severe than a minor misbehavior.*

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When suspended from any bus, the student is suspended from all buses (including vehicles used for extra-curricular activities).

**Note:** All other BCS rules still apply while on the bus or at the bus stop. Safety is the first priority while transporting students to and from school. While on a bus, the bus driver/manager is the school official who has supervisory responsibility of students. Drivers must be able to concentrate on their driving at all times. A momentary distraction from their concentration can lead to a serious accident resulting in injury or death. The bus driver may return a student to the school if the student is endangering others or seriously misbehaving.

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*Students who jeopardize the safety of others will be susceptible to disciplinary measures that may include being permanently suspended from school transportation services. Riding the bus is a privilege not a right.*

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#### **General Discipline Information**

When it is necessary to impose discipline, school

administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student, and other relevant factors.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the positive character traits.

The following is general information regarding discipline:

1. Students under short-term suspension (1–10 days), long-term suspension (10 or more days), or expulsion are not allowed on any Bryan County school campus or to attend any school activity, function, or event. Students assigned to in-school suspension are not allowed to participate in extracurricular activities on the date of their ISS assignment.
2. All dangerous weapons, instruments, or controlled substances confiscated by school authorities are to be turned in to school administration.
3. A student is considered to be in possession of an illegal and/or banned item(s) or substance(s) when such item(s) or substance(s) is found on the person of the student, in his/her possession, in his/her locker, in a student's vehicle on school property, or in any vehicle a student brought on school property, on property being used by the school, at any school function or activity, or any school event held away from the school.
4. Students are prohibited from engaging in gang/hate groups or hazing related activities in school.
5. School administrators and/or their designated representatives possess the authority to conduct a reasonable search of students, their

possessions, their lockers, and their vehicles when on school property, on property being used by the school, at any school function or activity, or at any school event held away from the school if it is established there is reasonable suspicion that the search will reveal a violation of the law, the Student Conduct Behavior Code, or local school rules.

6. A student may be considered a party to a violation of the Student Conduct Behavior Code and disciplined for the underlying offense when the student: (1) Directly violates the Student Conduct Behavior Code; (2) Intentionally causes some other person to commit a violation of the Student Conduct Behavior Code; (3) Intentionally advises, encourages, hires, counsels, or procures another to commit a violation of the Student Conduct Behavior Code. A student may be considered a party to a violation of the Student Conduct Behavior Code even when the responsible persons are not students subject to the Code.
7. Certain violations of the Student Conduct Behavior Code may also be violations of state law and juvenile authorities. Other law enforcement agencies may address the student's misconduct in accordance with state laws, in addition to the school system's administrative procedures and regulations.
8. Students are to notify an administrator or staff member when suspected illegal items, dangerous items, or other items banned from school are found in the school building, on the school campus, or on the school bus. Students are advised not to pick up or handle illegal, dangerous, banned, or unidentified items.
9. Students who are under suspension or expulsion through the spring semester will not be allowed to participate in any school-sponsored activities, including the prom, graduation exercises, or bacalaureate ceremonies.

10. Students should recognize their responsibility to know the contents of this student discipline handbook and to ask the local school administration or staff for any clarification. All students, regardless of age, are subject to the rules and regulations of the Bryan County Public Schools. Parents will review the contents of this handbook with their students.
11. State law requires that certain criminal offenses committed by a student while on school property or at a school-sponsored activity, function, or event be reported to the principal, school superintendent, appropriate law enforcement authority, and the District Attorney. (O.C.G.A. § 20-2-1184).
12. Georgia law makes it unlawful for any person to manufacture, distribute, disperse, or possess with the intent to distribute a controlled substance or marijuana in, on, or within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school, or school board used for elementary or secondary education. Any person who violates or conspires to violate this code section shall be guilty of a felony. (O.C.G.A. § 16-13-32.4)
13. Student Attendance and Driver’s License Law (O.C.G.A. § 40-5-22) involves students ages 15 through 17. It mandates the suspension of a student’s driver’s license or permit for one full year or until the student reaches the age of 18 if he or she:
  - Drops out of school and has remained out of school for 10 consecutive days
  - Has 10 or more unexcused absences from school during the current academic year or 10 or more school days of unexcused absences in the previous year; or
  - Has been found in violation by a hearing officer, discipline panel, or tribunal of one of the following offenses; or has received a change in placement for committing one of the following offenses: threatening, striking, or causing bodily harm to a teacher or school employee; possession or selling drugs or alcohol on school property or at a school-sponsored event; possessing or using a weapon on school property or at a school-sponsored event; committing any sexual offense or causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student.
14. Students coming from DJJ (Department of Juvenile Justice) placement, public or private residential treatment facility, or incarceration for longer than 30 school days will transition through the Bryan County School Systems Alternative School.
15. After a disciplinary hearing has been held, textbooks, materials, or equipment belonging to the local school must be returned to a school administrator at their local school.
16. The Unsafe School Choice Option provides students at schools classified as “persistently dangerous” with the option of transferring to another school. Major offenses, including, but not limited to, drug and weapon offenses can lead to a school being named “persistently dangerous” or unsafe pursuant to State Board of Education Rule 160-4-8-.16.

**High School Discipline Guidelines (Daily Infractions)**

ASD—After School Detention

ISS—In-School Suspension

OSS—Out of School Suspension

SS—Saturday School

<u>Offense</u>	<u>Suggested Discipline</u>
1 <sup>st</sup>	Warning <b>or</b> ASD
2 <sup>nd</sup>	1 day of ISS <b>or</b> ASD or SS
3 <sup>rd</sup>	1-3 days of ISS <b>or</b> ASD <b>or</b> SS
4 <sup>th</sup>	3-5 days of ISS <b>or</b> 1 day of OSS/ Mandatory parent conference
5 <sup>th</sup>	1-3 days of OSS/Behavior Contract/

	Counselor Referral
6 <sup>th</sup>	3 days of OSS
7 <sup>th</sup>	5 days of OSS
8 <sup>th</sup>	10 days of OSS pending a Disciplinary Hearing

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*Administration has the right to forego the Discipline Guideline at any time, if the incident is deemed severe.*

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### High School Automatic Suspensions

#### Alcohol/ Drugs/Firearms

- 10 days OSS pending a Hearing & legal charges

#### Blades (more than 2 inches)

- 1<sup>st</sup> offense - 5 day OSS, Behavior Contract, report to law enforcement, with the possibility of a Disciplinary Hearing
- 2<sup>nd</sup> offense – minimum of 5 days OSS pending a Disciplinary Hearing & report to law enforcement

#### Bullying

- 1<sup>st</sup> offense - 3 days OSS/ School Counselor Referral/ Formal notification of parents
- 2<sup>nd</sup> offense - 5 days OSS & Behavior Contract
- 3<sup>rd</sup> offense - 10 days OSS pending a Disciplinary Hearing

#### Fighting

- 1<sup>st</sup> offense - 5 day OSS, possible Disciplinary Hearing & legal charges (school policy)
- 2<sup>nd</sup> offense - 10 days OSS pending a Disciplinary Hearing & legal charges (school policy)

#### Physical Aggression

- 1<sup>st</sup> offense— 3 days ISS or 1 day OSS
- 2<sup>nd</sup> offense—3 days of OSS & Behavior Contract
- 3<sup>rd</sup> offense— 10 days OSS pending a Disciplinary Hearing

#### Profanity towards Faculty/Staff

- 3-10 days of OSS, with the possibility of a Disciplinary Hearing & legal charges

#### Tobacco/E-cigarettes/ Vapors

- 1<sup>st</sup> & 2<sup>nd</sup> offense - 1 day OSS
- 3<sup>rd</sup> offense and subsequent offenses - 3 days OSS, possible Disciplinary Hearing & legal charges

#### Skipping school (leaving campus)

- 1<sup>st</sup> & 2<sup>nd</sup> offense—3 days of ISS; possibility of revoking parking permit
- 3<sup>rd</sup> and subsequent offenses- 3 days OSS, Behavior Contract, possible Disciplinary Hearing

#### Verbal Fight

- Profanity laced or threatening argument 2-5 days OSS, possible Disciplinary Hearing & legal charges

### Middle School Discipline Guidelines (Daily Infractions)

ASD—After School Detention

ISS—In-School Suspension

OSS—Out of School Suspension

SS—Saturday School

<u>Offense</u>	<u>Suggested Discipline</u>
1 <sup>st</sup>	Warning <b>or</b> Detention
2 <sup>nd</sup>	1 day of ISS or Detention (Progressive)/ Saturday School
3 <sup>rd</sup>	1-3 days of ISS
4 <sup>th</sup>	2-3 days of ISS or 1 day of OSS/ Team mtg./ Referred to School Counselor
5 <sup>th</sup>	3-4 days of ISS or 1-2 days of OSS/ Behavior Contract
6 <sup>th</sup>	3-5 days of OSS
7 <sup>th</sup>	3-5 days of OSS
8 <sup>th</sup>	10 days of OSS pending a Disciplinary Hearing

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*Administration has the right to forego the Discipline Guideline at any time, if the incident is deemed severe.*

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## **Middle School Automatic Suspensions**

### Alcohol/ Drugs

- 10 days OSS pending a Hearing & legal charges

### Blades (more than 2 inches)

- 1<sup>st</sup> offense - 5 day OSS, Behavior Contract, report to law enforcement, with the possibility of a Disciplinary Hearing
- 2<sup>nd</sup> offense – minimum of 5 days OSS pending a Disciplinary Hearing & report to law enforcement

### Bullying

- 1<sup>st</sup> offense - 3 days OSS/ School Counselor Referral/ Formal notification of parents
- 2<sup>nd</sup> offense - 5 days OSS & Behavior Contract
- 3<sup>rd</sup> offense - 10 days OSS pending a Disciplinary Hearing

### Fighting

- 1<sup>st</sup> offense - 5 day OSS, possible Disciplinary Hearing & legal charges (school policy)
- 2<sup>nd</sup> offense - 10 days OSS pending a Disciplinary Hearing & legal charges (school policy)

### Physical Aggression

- 1<sup>st</sup> offense— 3 days ISS or 1 day OSS
- 2<sup>nd</sup> offense— 3 days OSS & Behavior Contract
- 3<sup>rd</sup> offense— 10 days OSS pending a Disciplinary Hearing

### Profanity towards Faculty/Staff

- 3-10 days of OSS, possible Disciplinary Hearing & legal charges

### Tobacco/E-cigarettes/ Vapors

- 1<sup>st</sup> & 2<sup>nd</sup> offense - 1 day OSS
- 3<sup>rd</sup> offense and subsequent offenses - 3 days OSS, possible Disciplinary Hearing & legal charges

### Skipping school (leaving campus)

- 1<sup>st</sup> & 2<sup>nd</sup> offense—1- 3 days of OSS

- 3<sup>rd</sup> and subsequent offenses- 3 days OSS/ Behavior Contract, possible Disciplinary Hearing

### Verbal Fight

- Profanity laced or threatening argument 2-5 days OSS, possible Disciplinary Hearing & legal charges

## **Range of Consequences**

The decision to charge a student for violation of this Student Conduct Behavior Code shall be made by the administration of the local school.

The following disciplinary actions may be imposed for any violation of this Code of Conduct:

- Warning and/or counseling with a school administrator or counselor
- Loss of privileges
- Isolation or time Out
- Temporary removal from class or activity
- Notification of parents
- Parent conference
- Detention/Saturday School
- In School Suspension
- Referral to a hearing officer
- Short-term suspension
- Restitution for stolen or damaged property
- Suspension or expulsion from the school bus
- Suspension or expulsion from the school
- Placement in an Alternative Education Program

References to Title 16 of the Official Code of Georgia Annotated (O.C.G.A.) included in the Student Conduct Behavior Code do not require that the elements of the specific criminal code section referenced be proved beyond a reasonable doubt before schools may punish misconduct. Further, these code references do not impose any additional intent requirements upon schools pursuing discipline against students for the violation of this Code.

Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine

such referral to be necessary or appropriate.

### **Glossary of Discipline Terms**

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

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*The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly, or dangerous conduct not covered in this Code, the school administration may undertake corrective measures which he or she believes to be in the best interest of the student and the school, provided any such action does not violate school Board policy or procedures.*

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**Battery:** Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person. This includes attacking another person with a weapon or one that causes serious bodily harm to the victim. This also includes the placement of a bomb or an explosive material sent through the mail, regardless of whether or not the material explodes.

**Bullying:** 1) any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so, 2) any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm, or 3) any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate that: a) causes substantial physical harm, b) substantially interferes with a student's education, c) is so severe, persistent or pervasive that it creates an intimidating/ threatening educational environment or d) disrupts the orderly operation of school. (O.C.G.A. 20-2-751.4)

**Chronic Disciplinary Problem Student:** A student who exhibits a pattern of behavioral characteristics that interferes with the learning process of other students.

**Detention:** A requirement that the student report to a specified school location and to a designated teacher or school official to make up work missed. Detention may require the student's attendance before school or after school. Students are given one day's warning so that arrangements for transportation can be made by the parents or guardians.

**Expulsion:** Suspension of a student from a public school beyond a calendar year. Such action may be taken only by the hearing officer.

**Fighting:** Mutual participation in a fight involving physical violence where there is no one main offender or major injury.

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

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

**In-School Suspension (ISS):** Removal of a student from assigned and extracurricular classes and placement of that student into an isolated educational setting.

**Suspension:** Removal of a student from the regular school program for a period not to exceed 10 days (short-term), or for a period greater than 10 days (long-term), which may be imposed only by the hearing officer. During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events, and/or activities sponsored by the school or its employees.

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

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

**Weapons:** The term weapon is defined as any object which is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following items are defined as weapons:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
2. Any hazardous object, including 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, knuckles, whether made from metal, thermoplastic, wood, or other similar material, 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 instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

#### **Student Removal from Class**

A teacher may remove a student from class or refer to the principal or designee a student from class if the student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to direct students in his or her class or the ability of other students to learn in the class. O.C.G.A. § 20-2-738 (a-h).

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*Bryan County Schools may utilize physical restraint in those situations in which the student is an*

*immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. The physical restraint techniques used in the schools work to assure that students are restrained in a manner that is safe to the student and the staff implementing the restraint.*

When a teacher has previously filed a report of a student's repeated or substantial interference with the classroom or when the behavior of a student poses an immediate threat to the safety of the student's classmates or the teacher, the teacher shall have the authority to remove the student from the classroom pursuant to O.C.G.A. § 20-2-738.

Each school will have a placement review committee. The placement review committee shall be responsible for determining the appropriate placement of a student when the principal recommends that the student be returned to the classroom and the teacher withholds consent for the student's return. The placement review committee shall consist of three members, including two teachers and one alternate teacher chosen by the faculty and a member of the professional staff chosen by the principal. O.C.G.A. § 20-2-738(d).

#### **Dress Code**

The Bryan County Dress Code applies to all students while on any school system property, on any school bus, or during any school-sponsored activity or event, wherever located.

Bryan County Schools believe that appropriate dress has a positive impact on behavior. Any extremes in dress or appearance and/or any items which adversely affect safety are not permitted. Neat and appropriate dress is expected of all students. Any exceptions to the following must have the prior approval of the principal.

Violations of the dress code can subject the offending student to disciplinary action. Parents may be notified and required to bring appropriate clothing to school.

School system staff members regard school as students' work. Rules for dress are designed accordingly.

1. All clothing is to be worn in a normal, conventional fashion at all times. Pants/shorts/skirts must be worn at the waist. Clothing is to be of a size appropriate for the wearer. Oversized clothing is not to be worn. All shirts/blouses/tops are to be buttoned, laced, snapped, zipped, or otherwise fastened at all times.
2. All students are required to wear safe and appropriate shoes. For grades K-2 only (required as a safety measure for elementary children), shoes must have a strap around the heel if the heel back is bare.
3. Tank tops are NOT to be worn on campus.
4. Hats, caps, bandanas, other head coverings, and sunglasses are NOT to be worn inside school buildings.
5. Dresses, skirts, and shorts must be within four inches of the top of the knee and be worn in a normal fashion.
6. No beach clothing.
7. Chains (other than jewelry items worn in a conventional manner) cannot be worn. Chain belts cannot be worn.
8. Proper undergarments must be worn; undergarments cannot be worn as outer garments. Sleepwear items cannot be worn.
9. No sheer or see-through clothing will be allowed.

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*The principal or assistant principal at each school shall determine if any particular mode of dress is not acceptable, is distracting, or is disruptive.*

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10. Shoulders, backs, chests, and other personal areas should be covered.
11. Mini-skirts, bicycle shorts, cut-offs, leggings, jeggings, or other related apparel (unless worn with a regular length dress), and inappropriately short or tight clothing will not be allowed.
12. Clothing with holes and slits above the knee cannot be worn.

13. Unacceptable statements, symbols, or designs (including inappropriate sexual references) or drug or alcohol advertising are not permitted. No gang symbols will be worn or be found in a student's possession. Unacceptable items include references to all racial symbols, unacceptable sayings, and any other unacceptable symbols.
14. Students cannot wear articles of clothing, jewelry, or accessories which, in the opinion of the school administration, pose a clear and immediate threat to the physical well-being or safety of other students on campus.
15. Statements, symbols, or other items cannot be worn on the seat of clothing.

### ***Electronics/Network Expectations***

All Bryan County students are granted access to the internet. When using Bryan County School System technology or network access, students are expected to follow the Student Conduct Behavior Code, including respecting others' privacy. Online student accounts are to be used for legitimate educational purposes and are subject to monitoring and review, including review of text and attachments that are related to that student or students. At NO TIME should a student consider e-mail, networked applications, or account or technology access private or confidential in any way.

While the school district does maintain Internet filters, there may be times when a student may accidentally or purposefully discover inappropriate materials online. Bryan County School System DOES NOT CONDONE the use of such materials. Inappropriate use of system technology or network access is a violation of the Student Conduct Behavior Code. If the parent/guardian wishes to prohibit their child from accessing the internet, the school or school system must be notified in writing, within 30 days of the beginning of the school year or the date of enrollment.

Internet access is a privilege, not a right, and all students are expected to treat this learning tool with respect. System technology, network access, and electronic resources must not be used to:

- Harm other people.
- Interfere with other people’s work.
- Steal property.
- Gain unauthorized access to other people’s files or programs.
- Gain unauthorized access to online resources, including using someone else’s password.
- Make changes to the hardware or software configuration of any machine, including installing or deleting any software.
- Improperly use the network, including introducing software viruses and/or bypassing local school or office security policies.
- Steal or damage data and/or computers and network equipment.
- Access, upload, download, and/or distribute pornographic, hate-oriented, profane, obscene, or sexually explicit material.

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*The Bryan County Board of Education (BOE) permits students to possess communication devices on a limited basis and provides local school principals with the authority to set forth rules pertaining to student possession and use of such devices at their individual schools.*

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Failure to follow these guidelines can violate the Official Code of Georgia, O.C.G.A., Codes 16-9-90, 16-9-91, 16-9-93, and 16-9-93.1 as well as Title XVII of United States Public Law 106-554, known as the Children’s Internet Protection Act. Such use can also lead to disciplinary actions, up to and including loss of access to the Bryan County School System technology resources and further disciplinary actions as defined by existing Bryan County School System policies. Such disciplinary actions may include confiscation of technology being used inappropriately if an incident occurs.

### ***Extracurricular Activity Expectations***

Participation in interscholastic athletic competitions is a privilege extended to the students by the Bryan County Board of Education. Students participating in

Georgia High School Association (GHSA) extracurricular athletic activities act as representatives of Bryan County Public Schools (BCS). All students are expected to conduct themselves in such a manner as to meet the highest standards of BCS at all times.

The Code of Conduct is designed to establish high expectations and standards for all students participating in GHSA sanctioned athletic activities. All students, parents, and coaches understand that the top priority is academic achievement. The Code of Conduct establishes high expectations regarding behavior and consistent consequences when violations occur.

The Code of Conduct goes into effect on the first day a student joins a BCS high school athletic team. The Code remains in effect for the entire calendar year, including time when school is not in session.

The offenses and consequences listed below are in addition to (not in lieu of) any school or criminal consequences associated with the student misconduct.

All consequences listed in this Code of Conduct are minimum standards. The coach has the discretion to set consequences over and above the minimum standards.

#### **Violation A: Long-term Suspension (exceeding 10 days, with or without alternative school placement)**

**Consequence:** Ineligible to attend or participate in any athletic or extracurricular activity during time of suspension

#### **Violation B: Arrest for, or charged with the commission of, any act that is a felony or would constitute a felony if committed by an adult (regardless of location or time of the alleged act; in or out of school)**

**Consequence:** Immediate suspension from all participation until such time as:

- a) School officials determine that the student did not commit the act(s) or other felony conduct; or
- b) Local prosecutors dismiss or drop all pending charges and petitions; or

- c) The student pleads guilty to a misdemeanor charge, in which case refer to Violation D listed in this Code; or
- d) The student is convicted and sentenced to a felony or is adjudicated delinquent in the Juvenile Court of conduct which if committed by an adult could be charged as a felony and serves any and all portions of the sentence including all periods of probation.
- e) For the following violations (C, D, and E), the school administration must have valid evidence and/or verifiable record of the violation as defined by the following:
  - 1) Self-admitted involvement by the student
  - 2) Witnessed student involvement by the sponsor, coach, or any staff member
  - 3) Parent admission of their student's involvement in tobacco, alcohol or other drugs
  - 4) Verified by official police report given to the school
  - 5) Evidence of violations through investigation by school officials

If the offense occurs at school or on school property (at any time), off school grounds, at a school-sponsored activity, function, or event or en route to and from school, the student will be subject to the actions described in the Student Conduct Behavior Code (Policy JCD) and the following consequences for extracurricular activities.

**Violation C: Tobacco (any type)**

**Consequence:**

1st Offense – Consequence determined by approved local school athletic/extracurricular policy.

2nd Offense – Suspension from athletic extracurricular competition for a minimum of 10% of the remainder of the season.

3rd Offense – Dismissed from team, but allowed to try out for subsequent athletic extracurricular activities after that sport/activity has completed its season

**Violation D: Alcohol/Other Drugs (Possession and/or Use)/Misdemeanor Criminal Law Violations**

**Consequences:** Coach/Sponsor and Administrator will meet with the student and parent(s) or guardian.

1st Offense – Consequence determined by approved local school athletic/extracurricular policy

2nd Offense – Suspension from athletic extracurricular activities for a minimum of 20% of the season.

**Violation E: Violations of school rules meriting OSS Consequences:**

Out-of-School Suspension (Short-term, not exceeding 10 days) – Participation may resume after suspension is served. (Policy JDD)

**Violation F: Hazing**

**Consequences:** Coach/Sponsor and local administrator will meet with the student and parent(s) or guardian.

1st Offense – Suspension from any athletic extracurricular activity for a minimum of 10% of the remainder of the season.

2nd Offense – Suspension from all athletic extracurricular activities for remainder of school year extracurricular activities.

3rd Offense – Possible permanent suspension from all athletic and school activities.

**Rights and Responsibilities**

**Rights of Students**

Students shall have the right to:

- 1) Pursue a successful education in a safe environment without disruption;
- 2) Receive fair and equitable treatment without discrimination in every aspect of the educational system;
- 3) Be treated respectfully and as an individual; and
- 4) Be informed of their rights, responsibilities and the discipline policies of the school.

**Responsibilities of Students**

All students share with the administration and faculty the responsibility to develop a safe learning environment within the school. Students shall have the responsibility to:

- 1) Attend school regularly, arrive on time, and bring materials;
- 2) Respect the personal, civil and property rights of others;
- 3) Put forth conscientious effort in classroom work and homework;
- 4) Groom and dress appropriately;
- 5) Have knowledge of and conform to school rules and regulations;
- 6) Not use indecent, obscene, or foul language;
- 7) Report incidents or activities that may threaten or disrupt the school environment; and
- 8) Be responsible for all textbooks, uniforms, science equipment, athletic gear, library materials, and any other services provided to them during the school year. Each item must be returned at the end of the semester or year to the teacher or individual who issued the item. Students are expected to pay for any damaged equipment, materials, or other property, and any fees due.

#### **Rights of Parents/Guardians**

Parents shall have the right to:

- 1) Receive regular official reports or their child's academic progress;
- 2) Receive an explanation for the basis of any grade given by the teacher;
- 3) Request a conference with the teacher and/or principal;
- 4) Receive a prompt report of their child's attendance to class or school;
- 5) Bring an interpreter during disciplinary conferences or hearings, when a parent or student has limited English proficiency and the parent or student requests an interpreter or the school observes that a parent or student's limited English proficiency would deny them an opportunity to meaningfully participate in the conference or hearing; and
- 6) Appeal disciplinary actions of suspensions of 10 days or more.

#### **Responsibilities of Parents/Guardians**

Parents/guardians shall have the responsibility to:

- 1) Ensure that their children between the ages of 6 and 16 enroll in schools regularly, on time, and for the whole school day in accordance with the laws of the State of Georgia;
- 2) Enroll their child in another school if he/she is expelled from BCS;
- 3) Present to school officials any concern in a calm, reasoned manner;
- 4) Work with the school on academic, disciplinary, or other related matters pertaining to their child;
- 5) Plan the time and place for homework assignments and provide necessary supervision;
- 6) Talk with their child about school activities and expected behavior;
- 7) Know the rules set forth in this Code and review them with their child; and
- 8) Ensure that their child receives the periodic student health examinations that are required by law.

### **Health & Safety**

#### ***Accident Insurance***

Student accident insurance is offered as a voluntary benefit to all students enrolled in Bryan County Schools. Please visit the website at <http://markel.sevencorners.com> for additional information. Accident insurance coverage is offered annually as a service, and the school does not receive a profit from the fees paid. When an insured student has an accident in school, or on his way to or from school, he/she should report it immediately to the teacher in charge or to the principal's office. This insurance is a secondary coverage and will pay only after the insurance carried by the parents/guardians has paid. All athletes are required to have school insurance or proof of individual accident insurance coverage.

#### ***Bryan County School System Safety Plan***

The Bryan County School System has developed an Emergency Preparedness Plan for the school system and for each of the Bryan County schools. A copy of each plan is on file in the Bryan County Board of

Education office. A copy of the individual school plan is on file in the principal's office. Safety drills are held at each school based on the school's approved plan. The schools and the central office monitor weather conditions on a continuous basis.

### ***Child Abuse and/or Neglect***

All Bryan County Schools faculty and staff are state mandated reporters and are required to report any suspected instances of child abuse or neglect to designated school officials, who in-turn report to the appropriate authorities.

### ***Concussion Policy***

In accordance with Georgia law and national playing rules published by the National Federation of State High School Associations, any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the practice or contest and shall not return to play until an appropriate health care professional has determined that no concussion has occurred. (NOTE: An appropriate health care professional may include, a licensed physician (MD/DO) or another licensed individual under the supervision of a licensed physician, such as a nurse practitioner, physician assistant, or certified athletic trainer who has received training in concussion evaluation and management.)

- a) No athlete is allowed to return to a game or a practice on the same day that a concussion (a) has been diagnosed, OR (b) cannot be ruled out.
- b) Any athlete diagnosed with a concussion shall be cleared medically by an appropriate health care professional prior to resuming participation in any future practice or contest. The formulation of a gradual return to play protocol shall be a part of the medical clearance.
- c) It is mandatory that every coach in each GHSA sport participate in a free, online course on concussion management prepared by the NFHS (available online at [www.nfhslearn.com](http://www.nfhslearn.com)) at least every two years – beginning with the 2013-2014 school year.
- d) Each school will be responsible for monitoring the

participation of its coaches in the concussion management course, and shall keep a record of those who participate.

### ***Emergency Contact Information***

In the event of an emergency/illness at school, it is very important that the school has up-to-date contact information. It is the parent/guardian's responsibility to make transportation arrangements to pick up sick and/or injured students promptly from the school.

### ***First Aid/Illness***

Students who become ill during the school day or are in need of first aid must report to the principal's office or clinic. Arrangements are made for getting students to a doctor or home when an emergency arises. If a student is taken to a doctor or the hospital, the parent is notified immediately and is expected to pick up the student and assume responsibility for their well-being. STUDENTS MAY RETURN TO SCHOOL WHEN THEIR TEMPERATURE HAS BEEN NORMAL FOR 24 HOURS (WITHOUT MEDICATION TO CONTROL TEMPERATURE). Please immediately notify the school principal and school nurse upon enrollment or subsequent diagnosis of any allergies a child has.

### ***Head Lice***

Schools will contact parents when their child is suspected of having head lice.

Before your child can be admitted to school, he or she must be checked by the local school nurse.

Unless proof of treatment is presented and all nits are gone, your child will not be readmitted to school nor will he/she be allowed to ride the school bus until these procedures are followed. Please accompany your child for him/her to be rechecked by the school nurse.

### ***Hospital/Homebound Program***

The Hospital/Homebound Program is available for students who have a serious illness necessitating an absence of ten (10) days or more or who have a documented chronic illness necessitating frequent, intermittent absences. The parent must obtain forms from the school and have a doctor complete a

statement that the student is too sick to attend school. When this form is returned to the school, a meeting will be scheduled to develop an educational service plan. The student is counted present for the time of confinement as long as s/he is served three (3) hours or more per week by the Hospital/Homebound Teacher.

Students who miss more than four weeks of school due to an illness should be referred to the student support team at the school. Modifications and adaptations in the classroom; services of the school nurse, and/or counselor; modifications in the length of day; and other alternatives should be considered in an effort to enable the student to participate in the educational process on the actual school campus. Hospital/homebound services are not a substitution for the on-campus academic curriculum. Students should be educated at school, when at all possible.

A child who returns to school will be automatically removed from the hospital/homebound program.

### **Medication**

All medications, along with a completed Authorization for Administration of Medicine form, must be carried to the clinic by a parent/guardian in the original labeled bottle and logged in with the school nurse. **DO NOT SEND MEDICATION TO SCHOOL WITH YOUR STUDENT.** Medication brought in by students will not be given and will be held until logged in by a parent or guardian. While the student is at school, medication will be kept and administered by the school nurse or designee in the clinic or office, and the inventory will be updated as medication is taken.

### **School Closings**

School closings are determined by the Superintendent, not by the local school. If bad weather causes school to be cancelled or dismissed early, public announcements will be made on the school system's website ([www.bryan.k12.ga.us](http://www.bryan.k12.ga.us)). The basic premise is that school is open or will remain open unless it is specifically announced otherwise. Full-day cancellations usually are announced by 6 AM.

### **Self-Administration of Medication**

Senate Bill 472 authorizes student self-administration of prescription asthma medication at school, thus relieving the school district and its employees of any liability in connection with such self-administration. In order for a student to keep an asthma inhaler in his possession, the bill requires (1) written authorization from a parent or legal guardian; (2) a physician's written statement detailing the name and purpose of the medication, prescribed dosage, and time(s) or special circumstances for administration of the medication; and, (3) written authorization from the parent(s) or guardian(s) for the school to seek emergency medical treatment for the student when necessary and appropriate. Please contact the school nurse to obtain the appropriate form.

### **Instruction**

#### **Curriculum- Georgia Standards of Excellence**

Georgia Standards of Excellence (GSE) describe the knowledge and skills in English Language Arts and Mathematics that students will need when they graduate, whatever their choice of college or career. These sets of standards define the knowledge and skills students should have to succeed in entry-level, credit-bearing, academic college courses and in workforce training programs. The standards are based on the best national and international standards, giving our students a competitive advantage in the global economy.

#### **Dual Enrollment - Move On When Ready**

House Bill 149, Move on When Ready (MOWR), provides an arrangement whereby an eligible student currently entering eleventh or twelfth grade who spent the prior school year in attendance at a public high school in Georgia may take **all of his or her courses** at or through an eligible institution or a virtual medium approved by the State Board of Education. Through this dual enrollment, the student will receive secondary credit from his or her high school with the goal of completing graduation and high school diploma requirements. As with all dual

enrollments, MOWR students are enrolled in both the high school and the postsecondary institution and earn credits through both systems. Under HB149, funding for Move on When Ready students is provided through FTE, as arranged by the Department of Education.

Dual enrollment provides Georgia high school students with the opportunity to take college-level courses and earn concurrent credit toward a high school diploma and a college degree. Participation in dual enrollment eases the transition from high school to college, provides students with an early start on their college careers, and offers meaningful and challenging academic experiences to qualified students. Dual enrollment can help increase the number of high school graduates who are ready to both begin college and start a career.

Any eligible high school student may enroll full-time or part-time in approved credit-bearing college-level courses that are approved by the State Board of Education. Courses may be taken before, during, or after regular school hours on the college campus, online, or at the high school. Approved courses may count toward high school graduation requirements, as well.

**HB 149 Funding** Tuition, materials and fees for full-time Move on When Ready students is provided through the student’s high school FTE funding. Under the Move on When Ready program, an eligible student enrolled in courses taken at an eligible institution for secondary credit shall not be able to apply for any other state student financial aid at said institution.

**HOPE Grant Program** The HOPE Grant program is a non-need based grant program, separate from the HOPE Scholarship, offered during the fall, winter, and spring terms of the school year at eligible high schools for Georgia residents seeking technical certificates or diplomas from TCSG and USG eligible postsecondary institutions. The Georgia Lottery for Education funds the Hope Grant program. The Georgia Student Finance Commission (GSFC) administers the program.

*Hope Grant Funding.* The Hope Grant is different from

the Hope Scholarship for graduates. Eligible students seeking a technical Certificate or Diploma from a Technical College System of Georgia institution or University System of Georgia institution may receive Hope Grant funds covering the full cost of tuition, certain Hope-approved mandatory fees and a book allowance of up to \$100 per quarter or approximately \$150 per semester. Applications and information for the Georgia Lottery-funded Hope Grant Program are located on the Georgia Student Finance Commission web site at [www.gsfc.org](http://www.gsfc.org).

Please see your school counselor or contact the Georgia Student Finance Commission for the most current information on these programs.

### ***Georgia Milestones Assessment “Test Out” Option for High School***

The opportunity exists for students to “test-out” of any course for which there is an associated End-of-Course-Test (EOCT) and earn credit for the course through that process (See State Board of Education Rule 160-5-1-.15).

Students must meet the following eligibility requirements to exercise this option:

- The student must not be currently or previously enrolled in the course for which the Georgia Milestones Assessment is being exempted.
- The student must have earned a grade of B or better in the most recent course that is in the same content area of the course for which the student is attempting the Georgia Milestones Assessment.
- The student must receive a teacher recommendation from the teacher in the most recent course in the same content area for which the student is attempting the Georgia Milestones Assessment.
- The student must have parent/guardian permission if the student is less than 18 years of age.
- If the student does not reach the performance level of Exceeds when attempting to test-out,

they will be required to enroll and complete the associated course to receive credit and will retake the EOCT following the course.

- A \$50 deposit is required for any student taking the test.

### **Grading**

For students in kindergarten, student performance is assessed using the Georgia Kindergarten Inventory of Developing Skills (GKIDS).

For students in grades 1–12, student performance is graded using the following scale:

90% and above A - excellent progress

80%-89% B - above average

70%-79% C - average progress

Below 70% F - unsatisfactory

### **Professional Qualifications of Teachers**

In compliance with the requirements of the *Every Student Succeed Act*, parents are entitled to request information about the professional qualifications of their child’s teacher. The following information may be requested:

1. has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
3. is teaching in the field of discipline of the certification of the teacher.

If you wish to request information concerning the qualifications of your child’s teacher and/or paraprofessional, please contact the school principal.

All Georgia paraprofessionals must hold a valid state license issued by the Georgia Professional Standards Commission, (based on state certification rule 505-2-.18). Qualifications for a paraprofessional license include:

- 1) Completed at least 2 years of study at an

institution of higher education or

- 2) Obtained an associate's (or higher) degree; or
- 3) Met a rigorous standard of quality and can demonstrate, through the Georgia state- approved paraprofessional assessment:
  - a) Knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or
  - b) Knowledge of and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

### **Promotion Policy**

#### **Grades 1-8**

To be promoted from one grade to another, a student must pass all but one subject, satisfy requirements of policy IHE, and satisfy attendance requirements. Students in grade 3, 5, and 8 must have passed the appropriate Georgia Milestones Assessment.

If a student has been placed in a special education program or has been retained before, a special committee will determine appropriate placement.

#### **Grades 9-12**

Students must meet the following minimal number of credits to be promoted to the next grade level:

6 credits to be promoted from 9<sup>th</sup> to 10<sup>th</sup> grade

13 credits to be promoted from 10<sup>th</sup> to 11<sup>th</sup> grade

19 credits to be promoted from 11<sup>th</sup> to 12<sup>th</sup> grade

Students must also meet attendance requirements.

### **Title I, Parental Involvement Plan**

The Board recognizes that a child’s education is a responsibility shared by the school and the family. To effectively educate students, the schools and parents must work as knowledgeable partners. Parent and family involvement is an ongoing process that assists the teachers in meeting their obligations to the child. As their child’s first teacher, the parent helps to promote clear, two-way communication between the home and the school.

The Board and all Bryan County public schools shall

abide by and support all rules and regulations pertaining to Title I, Improving the Academic Achievement of the Disadvantaged, No Child Left Behind Act of 2001, Public Law 107-110, and

Georgia's ESEA Flexibility Waiver approved Feb. 9, 2012. A written plan for Title I parental involvement that establishes programs and practices to enhance parental involvement and reflects the needs of students and families will be jointly developed by parents and school staff. The plan will be unique to each school and will include a home/school compact. The plan will support the development, implementation, and regular evaluation of the parental involvement program.

The Superintendent or his designee shall supervise the development and annual review of the Bryan County Public Schools Title I Parental Involvement Policy to be incorporated into the plan developed pursuant to 20 U.S.C.A. § 6312. The Title I Parental Involvement Policy shall be developed jointly with, approved by, and distributed to parents. The Title I Parental Involvement plan shall establish Bryan County Public Schools expectations for parental involvement and shall describe how Bryan County Public Schools will:

- 1) Involve parents in development of the plan required under 20 U.S.C.A. § 6312 and the process of school review and improvement;
- 2) Provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance;
- 3) Build the schools' and parents' capacity for strong parental involvement;
- 4) Coordinate and integrate parental involvement strategies under Title I with parental involvement strategies under other instructional pre-K through 12 programs;
- 5) Annually evaluate, with the involvement of parents, the content and effectiveness of the Title I Parental Involvement Plan in improving the academic quality of the schools, including

identifying barriers to greater participation (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, limited literacy, or are of any minority background). The findings of said evaluation should assist in designing strategies for more effective parental involvement, and to revise, if necessary, the Title I Parental Involvement Plan.

## **Legal Information**

### ***Anti-Discrimination and Title IX Complaint***

If you believe that you or your child are being mistreated by a school employee on the basis of your race, color, religion, gender, age, national origin, or disability, please contact the following administrators to issue a complaint:

**Trey Robertson, Ed. D.**  
**Bryan County Board of Education**  
**8810 Highway 280 East**  
**Black Creek, Georgia 31308**  
**(912) 851-4000**

### ***Equal Opportunity Statement***

The District complies with all federal, state, and local laws, and provides an equal opportunity for all students. BCS prohibits discrimination in admission, grading, discipline and any other activity based on race, creed, color, national origin, religion, ancestry, age, marital status, sexual orientation (known or perceived), gender identity expression (known or perceived), gender, handicap, nationality, or citizenship. All decisions of BCS will be administered without regard to any of the categories listed on this page.

### ***Family Educational Rights and Privacy Act (FERPA)***

Parents have certain rights with respect to student educational records pursuant to the Family Educational Rights and Privacy Act (FERPA). These rights transfer to the student when the student becomes an "Eligible Student" upon reaching the age of 18 or attending a school beyond the high school level. The rights of Parents and/or Eligible Students are summarized as follows:

- The right to inspect and review student educational records maintained by the school. A Parent or Eligible Student seeking to inspect and review educational records should submit a written request to the Principal of the school in which the student is enrolled or last attended.
- Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal or appropriate school official, clearly identify the part of the record they would like changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request.
- The right to notice of what information the school has designated as directory information and a reasonable time after such notice to inform the school that the designated information should not be released without prior consent. See the following section for information on the release of directory information.
- The right to consent to the disclosure of personally identifiable information contained in student educational records (other than directory information), except to the extent FERPA authorizes disclosure without consent. Disclosures for which the consent of the Parent or Eligible Student is not required include the following:
  - a) to school officials with a legitimate educational interest. A school official is any school employee or any contractor, consultant, volunteer, or other person who performs school system services or functions that would otherwise be completed by school employees. A legitimate educational interest is a need that arises out of a school official's role in providing educational services, including instruction, evaluation, therapy, etc., to a student, or out of the performance of administrative, supervisory, clerical, or other responsibilities prescribed by the school system;
  - b) to other school systems in which the student seeks or intends to enroll as long as the disclosure is for purposes related to the student's enrollment or transfer;
  - c) to specified officials for audit or evaluation purposes;
  - d) in connection with the student's application for financial aid;
  - e) to state and local officials pursuant to State law;
  - f) to organizations conducting studies on behalf of the school;
  - g) to accrediting organizations;
  - h) to parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
  - i) to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other persons; and
  - j) in compliance with judicial order or pursuant to any lawfully issued subpoena when the educational agency makes reasonable effort to notify the Parent or Eligible Student in advance of the compliance. In limited circumstances, an order or subpoena may require the District to disclose information without notifying the Parent or Eligible Student.
- A Parent or Eligible Student who believes his or her rights under FERPA may have been violated may file a complaint by writing to the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA occurred. Complaints should be sent to:
 

**Family Policy Compliance Office**  
**U.S. Department of Education**  
**400 Maryland Avenue, SW Washington, D.C.**  
**20202-5920**

***Harassment Statement***

It is the policy of the Bryan County Board of Education not to discriminate on the basis of gender, age, race,

ethnicity, color, disability, religious belief, or national origin in educational programs and activities, nor in admissions to facilities operated by the Bryan County Board of Education, or in the employment practices of the school system. It is the express policy of the Bryan County School Board to comply with all laws and regulations relating to discrimination now in effect or hereafter enacted.

The Bryan County Board of Education does not and will not tolerate harassment of our students or employees. The term “harassment” includes, but is not limited to, slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual’s race, ethnicity, color, gender, religious belief, nationality, citizenship, age, or disability. “Harassment” also includes sexual advances, requests for sexual favors, unwelcome or offensive touching, and other verbal, graphic, or physical conduct of a sexual nature.

Violations of this policy will subject an employee to disciplinary action up to and including immediate employment termination. Students violating this policy may be disciplined up to and including expulsion from school.

### **Student Complaints and Grievances**

The Bryan County Board of Education 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, nationality, or disability. If a student believes he or she is being mistreated on account of race, color, religion, gender, nationality, or disability, the student may utilize the following three-step procedure.

#### **Step I:**

If a student has a complaint of discrimination or unfair treatment, they should report their concern to the principal, the local school’s Title IX coordinator, teachers, counselors, or other school administrators. If a student is not satisfied with the complaint’s resolution, the student or their parent may request a meeting with the principal, following which, the

principal will inform the parent in writing of their decision regarding 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 Grievance Coordinator, Dr. Brad Anderson, within 10 working days of the receipt of the principal’s decision.

The appeal must cite specific reasons for reconsideration of the complaint, stating precisely the source of dissatisfaction, and be limited to the matter under review.

**Step III:** For assistance with the student complaint or grievance process, you may contact the district Division of Operations & Student Services, Bryan County Public Schools.

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

### ***Parents and Protection of Pupil Rights Amendment (PPRA)***

The Protection of Pupil Rights Amendment affords Parents and Eligible Students rights and protections regarding instructional materials used in educational programs, surveys administered to students, and the conduct of certain physical examinations. The rights and protections established by the PPRA include:

- **Instructional Materials.** The Parent or Eligible Student has the right to inspect any instructional material used as part of the educational curriculum for the student; and
- **Surveys.** The Parent or Eligible Student has the right to inspect any survey created by a third party, prior to the administration or distribution of the survey and the right to opt the student out of participation in any such survey. In addition, before a student may be required to submit to a survey revealing “Protected Information,” the written consent of the Parent or the consent of the Eligible Student is required. Finally, a minor student may not volunteer to submit to a survey revealing “Protected Information” without providing the Parent of the student with prior written notice of

the administration of the survey and an opportunity to opt out of the survey. "Protected Information" falls into the following categories:

- 1) Political affiliations or beliefs of the student or student's parent;
- 2) Mental and psychological problems of the student or the student's family;
- 3) Sexual behaviors and attitudes;
- 4) Any self-incriminating behavior;
- 5) Critical appraisals of other individuals with whom respondents have close family relationships;
- 6) Legally recognized privileged or analogous relationships, such as those of with lawyers, physicians, and ministers;
- 7) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
- 8) Religious practices, affiliations, or beliefs of the student or parents.

**Physical Examinations.** Parents have the right to notice of any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student. Exceptions include hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law.

The Bryan County Board of Education has developed and adopted policies regarding these rights, as well as arrangements to protect students' privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution procedures.

The Bryan County Board of Education will notify parents and eligible students of these policies at least annually and after any substantive changes. Individual schools will directly notify parents and students, at least annually, at the start of each school year of the specific or approximate dates of the collection, disclosure, or use of personal information for marketing, sales or other distribution and the

opportunity to opt of said services.

**Family Policy Compliance Office**  
**U. S. Department Education**  
**100 Maryland Avenue, SW**  
**Washington, D.C. 20202-4605**

### ***Release of Directory Information***

FERPA permits the District to disclose information designated as Directory Information without the consent of the Parent or Eligible Student. Directory Information is data which is generally not considered harmful or an invasion of privacy when distributed.

Among the purposes that the Directory Information exception facilitates is the release of student information in athletic and extracurricular programs, yearbooks, honor roll and other recognition lists, graduation programs, media releases, etc.

Bryan County Public Schools has designated the following information as "Directory Information": name, address, telephone number, date of birth, electronic mail (e-mail) address, photograph, audio recordings, video recordings, grade level, years of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, and honors and awards received. Unless the Parent or Eligible Student decides to opt out of Directory Information disclosure, the items as indicated above may be distributed to appropriate legitimate agencies identified by the District, including, but not limited to, PTA, colleges, and military recruiters. You have the right to refuse this disclosure. In order to opt, you must notify your student's principal in writing within 10 days of receipt of this handbook.

The written notice must include:

- (1) the name of the student;
- (2) a statement that the parent/guardian or eligible student is opting out of the disclosure of Directory Information under FERPA; and
- (3) signed and dated by the parent, guardian, or eligible student.\*

*\*Please note that your written notice will be effective for the current year only and must be renewed on an annual basis should you wish to continue to opt out of the release of directory information.*

### **Section 504 of the Rehabilitation Act of 1973**

Section 504 of the Rehabilitation Act of 1973 is a directive to any person, business or government agency that receives federal funds to eliminate discrimination against persons with disabilities. Specifically, Section 504 states:

No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which benefits from federal financial assistance.

Under Section 504 a person with a disability (handicap) is anyone who has a mental or physical impairment which substantially limits one or more major life activities. It is the policy of BCBOE to comply with the provisions of Section 504 of the Rehabilitation Act of 1973 in providing a free and appropriate public education for students with disabilities who qualify under the definition of the law. No student or other qualified individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any program or activity, on the basis of disability.

BCBOE has specific responsibilities under Section 504, including the requirement to identify and evaluate students with disabilities. Any student or other disabled individual who is qualified for services under Section 504 will receive appropriate accommodations providing equal access to educational programs, services, and facilities.

If a parent, guardian, or adult student has a question about their rights under Section 504, they may contact the district's designated Section 504 representative at 912-851-4000.

### **Sexual Misconduct**

*"20-2-751.7(a) The Professional Standards Commission shall establish a state mandated process for students*

*to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities. Each local school system shall be required to implement and follow such state mandated process and shall include the mandated process in the student handbooks and in employee handbooks or policies."*

- a) Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse of sexual misconduct by a teacher, administrator or other school system employee is urged to make a verbal report of the act to their teacher, counselor, or an administrator at their school.
- b) Any teacher, counselor, or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make a verbal report of the incident immediately to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee, within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the verbal and written reports should be made to the superintendent or the superintendent's designee.*
- c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make a verbal report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe that a child has been abused. The report should be made by telephone and followed by a written report, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be

investigated immediately by school or system personnel. If the investigation of the alleged sexual misconduct indicates a reasonable cause to believe that the report is valid, the school principal or principal's designee shall make an immediate written report to the superintendent.

**“Sexual Abuse”** means a person's employing, using, persuading, inducing, enticing or coercing any minor who is not that person's spouse to engage in any sexual act as defined in O.C.G.A. 19-7-5.

**“Sexual Misconduct”** includes behavior by an educator that is directed at a student and intended to sexually arouse the educator or the child. Sexual misconduct by an educator may include, but is not limited to, the following behavior:

- 1) Making sexual comments, jokes or gestures;
- 2) Showing or displaying sexual pictures, photographs, illustrations, or messages;
- 3) Writing sexual messages/graffiti on notes or the Internet;
- 4) Spreading sexual rumors;
- 5) Unnecessarily supervising students as they dress, shower or use restroom areas at school;
- 6) Flashing or “mooning” students;
- 7) Touching, excessively hugging or grabbing students in a sexual manner;
- 8) Forcing a student to make a sign of physical affection or any movement sexual in nature;
- 9) Talking or asking about a student's developing body, sexuality, dating habits, etc.;
- 10) Talking repeatedly about sexual activities or sexual fantasies;
- 11) Making fun of the student's physical attributes; or
- 12) Calling the students by a sexual name.

## **Miscellaneous District Information**

### ***Electronic Media for Students***

Bryan County School System recognizes that the use of technology is prevalent in society. Students and staff

have access to the Internet, cell phones, games, and a variety of personal technology devices. Students and staff utilize social media websites and applications as well as a variety of other digital resources that allow them to interact, share, create and innovate. Staff members utilize these same resources as a means to effectively engage with the students and collaborate with colleagues.

The Bryan County School District is a member institute of the Google Apps for Education program. With this initiative, all elementary through high school Bryan County students are enrolled in this program which provides students and teachers with access to online tools such as digital storage, word processing, and a collaborative email system for classes. The overall goal of this program is to provide a digital educational resource that appropriately serves the students throughout their tenure in the Bryan County School System.

### ***Financial Procedures***

All monies collected by the school or school groups must be deposited with the school secretary/bookkeeper. The secretary/ bookkeeper will issue a receipt to the depositor(s). Separate accounts will be maintained for each organization. All school monies are deposited into the bank each day.

Any check issued to the school or school system that is returned for insufficient funds or due to a closed account will be transferred to an outside agency for collection.

### ***Money and Valuable Objects***

Please do not bring large amounts of money to school. All valuable articles should be in possession of the owner at all times. The school cannot accept responsibility for stolen or lost money or other articles.

### ***Other Services to Students***

No deliveries of flowers, balloons, or other such items can be accepted at school because of safety concerns and because of resulting disruptions to instruction.

### ***Photography/Digital Media***

Unless the parent/guardian requests otherwise,

pictures and/or recordings of students may be taken by the news media, individual schools, partnering colleges and universities or the school system during the school day or at school events. Such pictures and/or recordings of students may appear on school and school system website, on Bryan County School's social media pages/site or in other public places.

If the parent/guardian wishes to prohibit the taking of any picture and/or audiovisual recording of their child by the news media, the school, or the school system, notification must be filed, in writing, within 30 days of the beginning of the school year or the date of enrollment. Pictures and/or recordings that identify students as receiving Special Education instruction will not be publicly displayed. Regardless of parental consent or notification, the school system has the right to record students with video cameras for safety, instructional purposes, and at extracurricular activities.

### **Posters, Invitations, and Announcements**

- 1) All posters/announcements to be displayed must first be approved by the administration. An indication of that approval must be displayed on the poster/announcement.
- 2) The individual posting the posters/announcements is responsible for removing them.
- 3) Personal invitations cannot be delivered at school or posted on school property.

### **School Nutrition Program Information**

As a partner in education, the Bryan County's School Nutrition Program contributes to a successful academic experience and encourages a lifetime of healthy eating by providing each student with the affordable opportunity to consume meals that are nutritious, appealing, and served by caring professionals in a pleasant environment. Students pay **\$1.50 for breakfast** and **\$2.50 for lunch**. Free and reduced-price meals also are available. Qualifications and/or application procedures for free and reduced meals are available at the local school or on the school system's web site ([www.bryan.k12.ga.us](http://www.bryan.k12.ga.us)). You may pay for meals at the school (if using a check there is no

minimum amount and a maximum of \$299), or you may place money in your child's account using debit or credit card by going to [www.myschoolbucks.com](http://www.myschoolbucks.com).

No charges are allowed in grades 6-12. Limited charges are allowed in lower grades. Parents are encouraged to prepay for meals, prepayment is available in all schools.

Schools are not responsible for lost or stolen cash.

Food from outside restaurants, caterers, and other vendors cannot be brought to students.

### **Student Solicitations and Fundraising**

The principal, superintendent, and the Board of Education must approve any fundraising project prior to its commencement. Individual student, staff, parent fundraising is not permitted.

School facilities are intended for use for programs for students, for staff, and for the community. Guidelines for community use of school facilities and forms for handling requests are available in school offices.

### **Transportation**

Bus drivers are not permitted to wait for students who are tardy. Students are to be at the bus stop on time each day. Students must be at the bus stop five minutes before the bus is due to arrive.

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*Any parent, guardian, or person other than a student at the public school in question who has been advised that minor children are present and who continues to upbraid, insult, or abuse any public school teacher, public school administrator, or public school bus driver in the presence and hearing of a pupil while on the premises of any public school or public school bus may be ordered by any of the above designated school personnel to leave the school premises or school bus, and upon failure to do so, such person shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed \$500*

*(O.C.G.A.20-2-1182)*

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In order to transport items on a bus, students must be

able to hold the item in his/her lap. Flowers, balloons, and other such items cannot be transported on the bus because of safety concerns. Parents must make provisions for transporting them.

Students are to ride only their assigned bus home or to their daycare provider. In emergency cases, the school will issue the student a bus pass for the student to present to the bus driver. Please provide information required on the bus pass for the administration.

Students should learn the proper school bus evacuation procedures. There are three basic types of evacuations. Evacuation instructions will be given and drills will be held as follows:

**Type A:** Evacuations through the entrance door. Students should file out in order, beginning with the seat nearest to the entrance door and ending with the seat farthest from the door.

**Type B:** Evacuations through the rear emergency door. Students should file out in order, beginning with the seat nearest the rear door.

**Type C:** Evacuations through both doors. Students should file out of the door nearest to them in order, beginning with the seats nearest the doors and ending with the seats farthest from the doors.

### ***Visitors on School Property***

- 1) Parents and other visitors shall register with the office secretary upon arriving on campus. Interruptions to school/class are not permitted.
- 2) Food from outside restaurants cannot be brought to school for use during breakfast or lunch time.
- 3) The school shall not issue visitor permits except to those persons on school related business as sanctioned by the administration. Students are not permitted to bring visitors with them to school.
- 4) The principal or other faculty member shall direct any unauthorized visitor to leave the school property. Upon refusing to leave, or upon returning a second time, the school shall file appropriate charges with the local law

enforcement agency. Disruption of school operations is a misdemeanor.

- 5) Parents (except as invited by the administration) and other nonstudents cannot ride buses. Appropriate charges may be filed upon a person's refusal to leave the bus.
- 6) Violations of safety, security, or health procedures will result in forfeiture of visitation privileges.