

2013-2014 BHS



Bearfacts Handbook

DECATUR COUNTY SCHOOLS

Vision: Excellence, Engagement, and Accountabilityfor all

Mission: to empower all students to engage and succeed in a global society by providing rigorous & equitable opportunities, nurturing environments, sustained partnerships, college & career readiness, and character development.

BAINBRIDGE HIGH SCHOOL ALMA MATER ***The Purple and the Gold***

*By the sparkling old Flint River
Under skies of brightest blue
Stands the grand old town of Bainbridge
With her high school good and true.*

*Let us hold her colors proudly
In her halls both new and old.
Let us sing her praise forever,
Praise the Purple and the Gold.*

*We will strive for honor ever
But the half can ne'er be told
Of the joy we have in striving
For the Purple and the Gold.*

By: Bennie Jackson Fleming

The 2013-2014 Code of Conduct is provided by

*Bainbridge High School
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Bainbridge, GA 39819
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Nondiscrimination Policy 5

BHS Code of Conduct..... 7

 Standards for Student Conduct..... 7

 Student Responsibilities..... 7

 Distribution of Code of Student Conduct..... 7

 General Disciplinary Procedures 8

 Student Discipline Options for Minor/Major Offenses 9

 Violence, Weapons, and Drug Hotline 11

Student Dress Code 12

School Bus Information 13

Sportsmanship Code..... 13

Definitions, Board Policy, and Supplemental Information 14

 Accessory..... 14

 Acts of Physical harm Against School Staff..... 14

 Bullying..... 14

 Complaint Procedures for Students 14

 Drugs-Felony..... 14

 Gang-Related Activity 14

 Searches 15

 Verbal Assault 15

 Weapons 15

Definitions of Disciplinary Actions 16

 In-School & Out-of-School suspensions & Expulsions 16

 Situational Offenses 17

Board Policy:**Alcohol and Drugs: JCD..... 18

 Possession or Use 18

 First Offense..... 18

 Second Offense 19

 Selling or Distributing 19

Code of Conduct Offenses and Consequences..... 20-29

BHS Code of Conduct

Student Attendance Protocol	31-40
Book Bags	41
Buses	41
Cell Phones	42
Certificate of Attendance	43
Electronic Network User Policy	44
Eye Protection	45
Fines and Fees	45
Food and Beverages	46
Grievance Procedures	46
Identification of Students	46
Married Students	46
Medicine	46
Messages for Students	46
No Pass/Participate Policy	46
Parking Permits	47
Passes	47
Plagiarism	47
Pregnant Students	48
Residence Requirements	48
Self-Defense Weapons	48
Student Publications	48
Student Searches	48
Student Support Team Services	48
Telephone	49
Textbooks	49
Traffic Flow	49
Visitors	49
Focus Letter	50-51
Important Dates	52-53
Bell Schedule	54-55
School Calendar	56
Addendum to Handbook	57
Decatur County Exceptional Child Program	58
Georgia State Board of Education Rule 160-4-2-.31 Hospital/Homebound (HHB) Services	58
Decatur County 504 Procedural Safeguards	59
Notice of Rights of Students and Parents under Section 504	61
Directory Information Notice	63
Family Educational Rights and Privacy Act (FERPA)	63
Meal Charge Procedure	64
Foods and Beverages Brought Into the School Cafeteria	65
Accommodating Children with Special Dietary	66
Special Dietary Needs Form	69
1 st Floor Diagram of School	71
2 nd Floor Diagram of School	72
Community Service Verification Form	73
Extracurricular Activity Log	74
Information Guide	75

NOTICE OF NONDISCRIMINATION

It is a policy of the Decatur County Board of Education not to discriminate on the basis of race, color, national origin, sex, age, veteran status, or handicapping condition in its educational programs, activities, and employment practices.

The Board shall comply with all aspects of Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 (amended, 1973), Title VII of the Civil Rights Act of 1964 (amended, 1974), Title XXIX of the Age Discrimination Act of 1967, and Section 504 of the Rehabilitation Act of 1973, and Title II of the Carl D. Perkins Vocational Education Act of 1984.

For compliance information contact the Coordinator for Title VI, Title IX and section 504,

April Aldridge
Decatur County School Support Center
507 Martin Street,
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NOTA DE NO DISCRIMINACION

Es la política de la Junta Educacional del Condado de Decatur de no discriminar en función a raza, color, origen nacional, sexo, edad, estatus de veterano, o condición de discapacidad en sus programas educacionales, actividades, y prácticas de empleo.

La Junta cumplirá con todos los aspectos del Título IX de las Enmiendas de Educación de 1972, Título VI de la Ley de los Derechos Civiles de 1964 (modificado, 1973), Título VII de la Ley de los Derechos Civiles de 1964, (modificado, 1974), Título XXIX del la Ley de Discriminación por Edad de 1967, y sección 504 de la Ley de Rehabilitación de 1973, y Título II de la Ley de Educación Profesional Carl D. Perkins de 1984.

Para información de conformidad contactar al/la coordinador/a del Título VI, Título IX y sección 504.

April Aldridge
Centro de Soporte de Las Escuelas del Condado Decatur
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Bainbridge High School
Code of Student Conduct
Student Rights and Responsibilities



**BHS
Code of Student Conduct
Student Rights and Responsibilities**

STANDARDS FOR STUDENT CONDUCT

Student Expectations – “*The BEARCAT CODE*”

- **B**ehave in a positive manner, exercising self-discipline and non-violence.
- **E**xtend courtesy to others and embrace diversity.
- **A**ttend all classes consistently and be on time.
- **R**espect self, others, and school property.
- **C**ooperate with all school staff to maintain safety, order, and cleanliness.
- **A**bide by the dress code.
- **T**ake responsibility for your actions and your learning.
- **S**trive for excellence by being prepared for classes and all activities.

STUDENT RESPONSIBILITIES

- Students must accept responsibility for knowing the contents of the Code of Student Conduct and abide by the rules of Bainbridge High School and the Decatur County School System.
- It is the expectation of this faculty and staff that students will accept and adhere to the rules and responsibilities contained in this Code of Student Conduct.

DISTRIBUTION OF CODE OF STUDENT CONDUCT

The ***Code of Student Conduct*** (Code) is distributed to all faculty, staff, and students. The Code is reviewed with the faculty and staff during preplanning to assure understanding prior to the distribution of the Code to students.

The Code is distributed and taught to students. **A signature of receipt is required from each student and parent/guardian.** These signatures of receipt will be kept on file with the grade appropriate discipline administrator. A test will be administered; this test is mandatory. Student test scores are recorded. Special Education and ESOL teachers will review the Code with their students to assure understanding of rights and responsibilities.

Procedures will be in place for distribution of the Code to new students who enter during the school year. New students must receive and be tested on the contents of the Code.

Students sent to in-school suspension for the first time are re-taught the Code and re-tested. The application of discipline procedures will also be reviewed.

GENERAL DISCIPLINARY PROCEDURES

- Discipline is designed to correct misconduct and to encourage all students to adhere to their responsibilities as citizens of the school community.
- Disciplinary actions will draw on the professional judgment of teachers and administrators, on a range of discipline management techniques, and will be progressive in nature.
- Disciplinary actions will be correlated to the seriousness of the offense, the effect of the misconduct on the school environment, and statutory requirements/Board Policies.
- Teachers will deal with minor classroom offenses using a variety of management techniques. If, however, a student's misbehavior becomes chronic and the teacher is unsuccessful in dealing with that student, then the student will be referred to an administrator.
- Major offense referrals may be assigned ISS, OSS, or expulsion from school depending on the student's record and/or the nature of the offense.
- In no way shall the actions/consequences outlined herein be considered all-inclusive. In instances where violations are severe, the administrator may by-pass one or more preliminary steps.

The following are some discipline management techniques that may be used alone or in combination for misconduct and violations of the Code of Student Conduct and/or school rules. These are not all-inclusive.

- Verbal correction or warning
- Seating changes within the classroom
- Cooling-off time or "time-out"
- Counseling by teachers, guidance counselors, or administrators
- Parent Conferences
- Confiscation of items that disrupt the educational/learning process
- Assignment of school duties such as picking up litter
- Loss of privileges such as parking/other
- Withdrawal from extracurricular activities, participation or membership
- Class schedule change
- School Service Detail
- Behavioral contracts
- Detention (before or after school)
- Restitution for damages
- In-school Suspension
- Out-of-School Suspension
- Referral to an alternative program
- Expulsion

* All offenses will be recorded on a referral form. A copy will be filed in the student's record. For ISS and OSS, parent contact must be made. Parents must accompany the student to school for an administrative conference prior to the student's returning to class from OSS.

The following sections outline the student discipline policies and procedures of Bainbridge High School and the Decatur County Board of Education. Sample offenses are classified into minor offenses, major offenses, and offenses requiring situational specific punishment as defined by the offense itself, the board of education, or Georgia laws.

STUDENT DISCIPLINE OPTIONS FOR MINOR / MAJOR OFFENSES

An administrator may, in lieu of in-school suspension, and/or upon student or parent request, assign students the option of school service (i.e., picking up trash on the school grounds, cleaning lunchroom tables, etc.), provided the school service is supervised and does not include restroom duties.

A teacher may request that a student who has been assigned in-school suspension attend his/her class (such as lab classes). The granting of this request is limited to cases where it is extremely important that a class not be missed or where a class cannot be made up at a later date. The principal has the final decision.

In some cases, a student's suspension from school may be temporarily postponed by the principal if the offense is committed at a critical time in the academic calendar (i.e., immediately before final exams). This does not apply to offenses in the Code of Student Conduct that are violations of state and federal law or that involve weapons, violence, or drugs.

The following list serves as an example of minor offenses. Items on the list are not all-inclusive.

1. Being in an unauthorized area on campus
 2. Eating/drinking food products in the building/classrooms and littering the campus
 3. Minor isolated classroom disturbance that interferes with the teacher's ability to conduct a class. Examples of behavior that interfere with instruction are: untimely questions, sleeping, talking w/o permission, noises of any kind; unprepared for class, etc.
 4. Minor harassment of classmates
 5. Radios, tape players, headphones, iPods, MP3, playing cards, etc. are prohibited
 6. Unexcused tardies
 7. Parking in an unauthorized area on campus
- Note: Speeding, reckless driving or moving traffic violations may be considered as serious offenses and may result in immediate loss of driving privileges and other more severe punishment

8. Soliciting funds or selling items on campus or at school events without board and principal's approval
 9. Hallway boisterousness
- Other misbehavior deemed inappropriate by the administration, teachers, or staff.

The following list serves as an example of major offenses. Items on the list are not all-inclusive

1. *Alcohol and Drugs: Possession, use, transmission, and selling of alcohol and drugs, or intent to sale, on school property or at school sponsored events will result in ten (10) days of OSS and specific consequences as outlined in Board Policy JCD.
2. *Assault and/or battery on any student or employee of the school system or behavior in such a manner which may cause injury to any of the above persons.
3. Blocking the entrance or exit of any school building, property, corridor, or room so as to deny or make difficult free and easy access by others.
4. Repeated class disruptions that are in excess of minor problems handled by teachers.
5. Failure to immediately identify one's self and/or comply with reasonable directions.
6. *Fighting or inciting others to fight or preventing teachers or administrators from quickly stopping a fight.
7. Third and beyond unexcused classroom tardy.
8. Gambling.
9. *Illegal contraband on student's person or in school lockers. Knife possession (over two inch blade).
10. Inappropriate behavior at an assembly program.
11. Intimidation or extortion.
12. Leaving campus without proper authorization.
13. Public display of affection.
14. Repeated minor offenses referred by teachers or noted by the administration.
15. Returning to campus, attending a school event or riding a bus while in OSS or Expulsion.
16. *Sexual misconduct or harassment on school property during or after school hours or while attending a school sponsored event. **Students should be aware that the consequences of underage sexual conduct and crimes include being tried as an adult.**
17. Skipping school, classes, or lunch period.
18. *Theft includes using another student's ID# to purchase lunch.
19. Tobacco (or facsimile) use, possession, smoking, dipping, chewing, selling, transmitting tobacco products of any kind while on school grounds during regular school hours.

20. *Use of profanity, vulgar or obscene words or gestures.
21. *Vandalism, including tampering/damaging any control systems, fire alarm, etc.
22. Lying to school officials.
23. *Disrespectful words, actions, and/or gestures to school staff members or other employees of the school system. **Disrespect to staff members will not be tolerated.**
24. *Any other act of misconduct which by its nature causes a serious disruption in the learning process, the school, or a school-related event, as deemed by the administration.
25. *Bullying.

At the principal's discretion and depending on the specifics of the case, first time incidents noted with an asterisk (*) may result in an expulsion hearing before the Board of Education.

Chronically Disruptive Students/Chronic Offenders

Students who are **chronically disruptive** and/or identified as **chronic offenders** are referred for intervention and a progressive consequence process. Progressive consequences are a progression from low-level consequences for the initial disruptions to more **serious consequences for continued disruptive behavior.**

VIOLENCE, WEAPONS, and DRUGS HOTLINE

The Georgia Department of Education sponsors a HOTLINE that provides a 24-hour reporting system for students to report weapons, violence (including bullying), or drugs anonymously by calling **1-877-SAY-STOP**. Information is recorded and shared with the local school system and local law enforcement. An investigation is conducted upon receipt of the report.

STUDENT DRESS CODE

A school's atmosphere must be conducive to learning. A student's appearance can positively or negatively impact the climate of a school. Students must adhere to Decatur County School System dress code requirements. Students who consistently fail to comply with the general and specific dress code requirements as outlined below, may be charged with Offense # 1- Disobedient/Insubordinate or Offense # 35 - Failure to Comply with Instructions.

General Dress Code Requirements

- Students are expected to follow all school rules governing safety in specialized programs that may require the wearing of protective clothing, safety glasses, or other similar requirements.
- The wearing of clothing, insignia, symbols, or adornments worn or carried on or about a student which promote gangs, the use of controlled substances, drugs, alcohol, or tobacco is prohibited.
- The wearing of clothing which shows offensive and/or vulgar words, pictures, diagrams, drawings, or includes words or phrases of a violent nature, a disruptive nature, a sexual nature, or words or phrases that are derogatory regarding a person's ethnic background, color, race, national origin, religious belief, sexual orientation, or disability is prohibited.
- The wearing of pants below the waist line, bare midriffs, halter tops/tank tops, short shorts, net/see through garments and dresses, pants, or skirts with high splits is prohibited.

Specific Requirements

1. Hats and sunglasses may not be worn in the school building or on school buses. Book bags, large bags or totes (other than clear or mesh) are not permissible on campus.
2. Shorts, skirts, and dresses must be fingertip length or longer when standing erect. All shorts and pants should be without holes and must not reveal undergarments. Slits in shorts, skirts, and dresses may be no higher than fingertip length when standing erect.
3. Shirts, dresses, or blouses must have straps a minimum of 2 inches wide. Low cut necklines, tops that expose the midriff, back or see through shirts are not allowed. Jumpers must be worn with a shirt or blouse underneath. Shirts that reveal undergarments may not be worn.
4. Hair may contain no pin curls or rollers. Picks and combs may not be worn in the hair.
5. Sweat pants, track shorts are allowed only as part of a school uniform or in PE class. Wind-suits are acceptable attire.
6. Pants, shorts, and skirts must be the appropriate size for the student and must be worn at the appropriate waist level. Saggy pants and pants that expose undergarments cannot be worn. Pajamas of any kind are prohibited.

BHS Code of Conduct

7. Clothing or jewelry which advertises alcohol, drugs, tobacco or has obscene, satanic, violent, offensive, or suggestive words or pictures is not allowed. Any gang-related attire is strictly prohibited.
8. Club, fraternity, or sorority shirts, other than those that are school-sponsored, are not allowed.
9. Jewelry that adorns the nose, hair, and ears that is distracting or unsafe for a specified activity is not allowed.
10. Interlocking rings that cover more than one finger or any ring or jewelry that can be construed as a weapon is not allowed.
11. Appropriate undergarments must be worn.
12. Bandannas, handkerchiefs, scarves, head rags or similar items are not to be worn on campus or at any school-sponsored activity.
13. Shoes must be worn which are appropriate for school and required activities. Shower shoes, pool shoes, and bedroom shoes are not appropriate.

The principal at each school may deem it necessary to restrict certain clothing, etc. The principal or designee will determine if attire is disruptive or inappropriate. Violations will be handled at the administrator's discretion and may include confiscation of inappropriate articles. Repeat offenders will be handled according to the individual student's discipline record with chronic offenses resulting in suspension. If the student is in doubt about an item's appropriateness, the best advice is to leave the item at home

SCHOOL BUS INFORMATION

Student behavior, while riding a school bus, is expected to be the same on the bus as in the classroom. Students who ride the bus are expected to follow the rules set forth by the Decatur County Transportation System and the Board of Education. Bus students will follow the directions of the driver. Student behavior and safety on a school bus requires the cooperation of students and parents working together with the bus driver and school administrator.

SPORTSMANSHIP CODE

Sportsmanship can be defined in one word: RESPECT. Respect for ourselves, our guests, and our school helps build a positive image not only with our community, but also with all those who participate in competitive activities in our schools. Responsibilities of student participants:

- Use appropriate language.
- Treat opponents with respect.
- Exercise self-control at all times.
- Respect the officials' judgment and interpretation of the rules.
- Accept the responsibility of representing your school in a positive manner.
- Act in a manner that will create a positive attitude and good will in the event.

DEFINITIONS, BOARD POLICY, AND SUPPLEMENTAL INFORMATION

ACCESSORY

Students found guilty of being an accessory (such as assisting, planning, participating, inciting, or encouraging) to any violation of school rules are subject to the same penalties as students who are actively involved in committing such offenses.

ACTS OF PHYSICAL HARM AGAINST SCHOOL STAFF

State law provides that a student found to have committed an act of physical violence against a school administrator/official, teacher, school bus driver, or any other school employee resulting in physical harm shall be expelled from school for the remainder of the student's eligibility to attend public school (OCGA 20-2-751.6). This law applies to all students in grades K – 12.

BULLYING

State law prohibits bullying. State law mandates a discipline hearing after the third incident of bullying with a referral to an alternative school setting upon a finding of guilt (OCGA 20-2-145). Bainbridge High School will not tolerate bullying and other forms of harassment. Please note: Any form of electronic bullying using school computers/equipment, school networks, e-mail systems at school is strictly prohibited.

COMPLAINT PROCEDURES FOR STUDENTS

Pursuant to federal and state laws, students are entitled to a complaint procedure to address allegations of discrimination on the basis of race, color, national origin, sex (including, but not limited to sexual harassment), disability, harassment and /or bullying. Resolution processes are available to address any complaints arising out of the afore-mentioned categories. Allegations of discrimination should be immediately reported to an administrator or counselor at the school or any school event. Students are prohibited against falsifying, misrepresenting, omitting or erroneously reporting information regarding instances of alleged inappropriate behavior by a school employee.

DRUGS – FELONY

State law makes it unlawful for any person to manufacture, distribute, dispense, or possess with the intent to distribute any controlled substance or marijuana in, on, or within 1,000 feet of any real property owned by or leased to any public or private school or school board. Any person who violates or conspires to violate any section of this law shall be guilty of a felony (OCGA 16-13-32.4).

GANG-RELATED ACTIVITY

The Decatur County School System believes that school should be a safe place for students to learn and grow. Distractions caused by gangs and similar organizations are a direct threat to the safety and

security of students and disrupt the learning environment. Therefore, Bainbridge High School strictly prohibits all activities related to gangs and other organizations that engage in unlawful or delinquent behavior. A student will not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process.

SEARCHES

Bainbridge High School is dedicated to providing a weapon-free, violence-free, and drug-free school. Consequently, the school may at any time conduct searches of lockers, desks, tables, other school furniture or equipment, any vehicles students bring on campus, and, under individualized reasonable suspicion circumstances, students and their possessions. Searches may include the use of electronic devices and K-9 Units. Periodic inspections may be conducted by school personnel for any reason, at any time, without notice and without student or parent consent.

VERBAL ASSAULT

Verbal threats and/or intimidation to teachers, administrators, bus drivers, other school personnel, other students, or persons attending school-related functions (without physical contact) is prohibited.

WEAPONS

Students should understand that weapons of any kind present an immediate and real danger to students, faculty and staff, and can disrupt the learning environment. Federal law (PL 103-227) states that no federal funds may be provided to any local educational agency unless that agency has a policy in place requiring the expulsion of the student from school for at least one year for possession of or for bringing a firearm to school.

DEFINITIONS OF DISCIPLINARY ACTIONS

1. **Bus suspension** - Removal of a student from all Decatur County School System vehicles for a designated period of time either by the administration or the Decatur County Board of Education.
2. **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 or to receive specific instruction in behavior modification. Detention may require the student's attendance before school, after school, or during scheduled class or school activity time if the school officials deem removal of the student in the best interest of the student and/or school.
3. **Educational writing** - Student may be given a written assignment related to the subject area in violation, general school discipline, specific violation of school rules, or may be required to submit a plan in writing of how the student may correct his/her behavior.
4. **Expulsion** - Removal of a student from the school system for an extended period of time or permanently by the decision of the Decatur County Disciplinary Tribunal after a formal hearing.
5. **In-school suspension** - Removal of the student from all classes and school sponsored activities during the school day by the administration. The student will be in attendance in the ISS classroom for the full day. The student may not participate in or attend extra-curricular activities on the day(s) of in-school suspension.
6. **Out-of-school suspension** - Removal of the student from the school campus and exclusion from all school sponsored activities for a designated period of time by either the administration or the Decatur County Disciplinary Tribunal.
7. **Student probation** – A student found guilty of certain offenses may be placed on probation--a written contract entered into by a student who has repeatedly been in violation of school rules. ***Failure to uphold the conditions of the contract*** will result in automatic withdrawal from school or recommendation for a tribunal hearing.

Note: In-School and Out-of-School Suspensions and Expulsions

Students may be assigned to the **In-School Suspension** program for up to 30 days according to the offense. Students spend the entire day in ISS. Tardiness will result in a day being added to the ISS assignment. Students cannot participate in any extracurricular activity or practice on the days they are assigned to ISS. Students' class work is sent to them from their regular teachers and the work is supervised by the ISS teacher. All assigned work must be completed before the student is released from ISS. ISS rules and regulations are explained to the student when ISS is assigned. Breaking any

ISS rule results in additional ISS time served or changing the ISS assignment to out-of-school suspension. Severe and/or chronic misbehavior may result in out-of school suspensions of up to ten days per offense.

Out-of-School suspensions are reserved for serious and/or repeated offenses and can be from one to ten days at the administrator's discretion. Suspensions can be longer than ten days pending proper notification and Board of Education approval. Out-of-school suspension days are unexcused absences.

An **expulsion** hearing before the Board of Education tribunal can suspend a student for more than ten (10) days, or expel a student for a semester, or an academic year, or permanently. Due process governs all expulsion decisions including notice to student and parents and the right to a hearing before the Board of Education.

Isolation - Students may be isolated in the ISS room for the balance of a class period or the balance of the school day as determined by an administrator. Students returning to class after an ISS isolation must present the teacher(s) a completed ISS Isolation Notification form in order to be eligible to make up any work missed during the isolation.

Situational Offenses

1. Alcohol and Drugs: Follow Guidelines set by Board Policy JCD. This policy exists concerning possession, use, transmission, and selling of alcohol and drugs on school property. It also outlines specific consequences.
2. Students should not use a beeper or cell phone on school grounds during school hours.
3. Misbehavior on school transportation - The student will be suspended from school transportation for a specified period of time. Chronic and/or severe bus misconduct may result in permanent suspension of bus privileges.
4. Students guilty of parking and/or moving traffic violations, especially any that endanger the safety of others and/or otherwise disrupt routine traffic, will lose campus parking privileges and may be fined.
5. **WEAPONS:** "Weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken or fighting chain, or any disc, of whatever

configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined in subsection (a) of Code Section 16-11-106. This section excludes any of these instruments used for classroom work authorized by the teacher. ***The administration has the right to determine if it is a weapon.**

6. Violation of local, state or federal law: Referral to appropriate authorities and appropriate school discipline as determined by the school administration.
7. Off-campus misconduct: According to Board policy JCDAD, administrators are authorized to take disciplinary action for “any off-campus, non-school related actions by students which have a direct and immediate impact on school discipline, the educational function of the school, or the welfare of the students and staff...non-school related misconduct may be considered as sufficient basis for suspension, expulsion or exclusion from school.”

Board Policy: **Alcohol and Drugs: JCD**

Possession or Use

No student shall possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant or stimulant of any kind while on school property during school hours; on the school property at any other time when the school is being used by any school group; off the school grounds at a school activity, function or event; en route to and from school on Board of Education owned or leased vehicles; off the school property while the student is in attendance at school, or any school function, or is otherwise subject to the jurisdiction of school authorities. (Note: The use of a drug, stimulant or medication prescribed by a medical doctor shall not be considered a violation of this regulation.)

Any student found guilty of violating the student policy with regard to possession or use of alcohol or drugs shall be subject to expulsion. Local law enforcement will be notified immediately. (Note: Under Georgia law, any person under the age of 21 who registers .01 or greater on an intoximeter is guilty of underage consumption of alcohol and will be considered to be under the influence/in possession of/using alcohol at school.)

First Offense

Any student violating the policy of possession or use of alcohol or drugs will be suspended out-of-school for ten days, and the student(s) will be referred to a Disciplinary Tribunal. In addition to disciplinary action, the student(s) and their parents or legal guardian must complete an eight hour drug and alcohol intervention program provided by the Decatur County School System before the end of the semester.

Failure to complete this program prior to the beginning of the semester will result in the student not being readmitted to the regular school program.

Second Offense

The punishment for the second offense shall be expulsion for a period of time which would result in the loss of one year of credit. In grades 9-12 this would result in the student being expelled for the semester in which the offense occurred and for the following semester. Prior to re-admittance to school, the student must show proof that he/she and his/her parents or legal guardians have retaken the above prescribed drug and alcohol intervention program and have participated in a counseling session with mental health or their private physician.

NOTE: Alcohol and drug possession and use offenses are cumulative throughout the student's school career. Re-entry to the Decatur County School System after expulsion requires successful completion of the Decatur County Drug and Alcohol Intervention Program.

Selling or Distributing

No student shall sell or distribute, or show intent to sell or distribute, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant or stimulant of any kind while on the school property, during school hours; on school property at any other time when the school is being used by any school group; off the school property at a school activity, function or event; en route to and from school; off the school property while the student is in attendance at a school or any school function, or is otherwise subject to the jurisdiction of school authorities.

Any student found guilty of violating the student policy with regard to selling or transmitting drugs will be suspended for ten days, and will be referred to a Disciplinary Tribunal. Law enforcement will be immediately notified. Re-entry to the Decatur County School System requires successful completion of the Decatur County Drug and Alcohol Intervention Program. Compliance with this policy is mandatory!

BHS CODE OF STUDENT CONDUCT



The following are disciplinary guidelines to be administered upon administrator's discretion

OFFENSES AND CONSEQUENCES

All offenses are separated into three categories: (1) Personal Skills Development, (2) Student Conflict, and (3) Student Engagement. While consequences may be noted for 1st – 5th offenses, an administrator may skip an action/s due to the severity of the infraction or any unusual circumstances in the situation. In addition, an administrator may require a student returning from OSS to be placed in ISS prior to returning to regular classes.

Offenses and Consequences related to Personal Skills Development

1. DISOBEY/INSUBORDINATE (200)

Students shall comply with reasonable directions or commands of all authorized school personnel.

1st offense - Teacher/Student Conference/Parent notification (depending on severity)

2nd offense - Guidance Referral or designee/Parent notification

3rd offense - Administrative Referral/Detention/ISS

4rd offense - Administrative Referral -1day ISS

5th offense - Administrative Referral-3 days of ISS

6th offense - 1day OSS

7th offense - 3 days of OSS –Draft plan for future consequences

2. INAPPROPRIATE LANGUAGE (201)

Unacceptable language including sexual harassment, acts & gestures, and profanity toward students and staff. Harassment can be dealt with infraction number 16.

Students shall refrain from use of profanity, racial slurs, teasing and name-calling, or other socially unacceptable language in verbal, written or non-verbal form.

1st offense – Administrative Conference/1 day ISS

2nd offense – 3 days ISS

3rd offense – 1 day OSS

4th offense – 3 days OSS

5th offense – 5 days OSS – Draft plan for future consequences

Students who use extremely offensive language will receive OSS.

3. DRESS CODE (203)

Specific guidelines for appropriate dress at school are outlined in the student handbook. Any student determined to be inappropriately dressed at school will be sent to an administrator. Consequences

for dress code violations will be based upon the severity of the violation and may include any combination of the following: call to parent for change of clothes, detention, ISS, and/or OSS.

1ST offense – warning/change of clothes

2nd offense – administrative detention/change of clothes

3rd offense – 1 day ISS/change of clothes

4th offense – 3 days ISS/change of clothes

5th offense – 1 day of OSS

6th offense – 3 days of OSS

4. UNAUTHORIZED AREA (209)

1st offense – Teacher Warning/Parent notification

2nd offense – Parental Notification

3rd offense - Administrative warning/ detention (depending upon severity)

4th offense – 1 day of ISS

5th offense - 2 days ISS

6th offense - 3 day ISS-parent conference

7th offense -1 day of OSS- Draft plan to address future consequences

5. FALSE INFORMATION (211)

1st offense – Administrative Conference/Parent Notification

2nd offense – Administrative detention/1 day of ISS (depending on severity)

3rd offense – 3 days of ISS

4th offense- 1 day of OSS

5th offense- 1-3 days of OSS

6th offense- Draft plan to address future consequences

6. TOBACCO (218)

Students may not possess or use any tobacco products on school property, on a bus or at any school sponsored event.

1st offense – 3 days ISS

2nd offense – 5 days ISS

3rd and subsequent offenses – 3 days OSS/counseling

7. FORGERY (221)

1ST offense – Parent notification, administrator conference or other

2nd offense – 1 day ISS

3rd offense – 3-5 days ISS

8a. NO SHOW FOR TEACHER DETENTION (222)

Same teacher within 9 week grading period

- 1st offense** – Teacher Warning/Re-assignment
- 2nd offense** – Lunch Detention/Administrative Conference
- 3rd offense** – Administrative Afterschool Detention and parent notification
- 4th offense** – 1 day of ISS and parent notification
- 5th offense** – 2 days of ISS and parent notification

8b. NO SHOW FOR ADMINISTRATIVE DETENTION (222)

- 1st offense** – 1-2 days ISS
- 2nd offense** – 3 days ISS
- 3rd offense** – 5 days ISS

9. DISRESPECT/PEERS (226)

No student will use language or gestures that are disrespectful toward other students. Lewd gestures, inappropriate comments, foul language, and suggestive or vulgar movement at all school functions by individuals/groups are not allowed.

- 1st offense** – Teacher Conference/Parent Notification
- 2nd offense** - Guidance Conference or designee/Parent Notification
- 3rd offense** - Administrative conference/detention
- 4th offense** - 1 day of ISS
- 5th offense** - 3 days ISS and parent conference
- 6th offense** - 1 day of OSS and parent conference
- 7th offense** - Draft plan for future consequences

10. DISRESPECT/ADULTS (227)

No student will use language or gestures that are disrespectful toward adults.

- 1st offense** – Teacher conference/parent notification (depending on severity)
- 2nd offense** – Guidance referral or designee/parent notification
- 3rd offense** – 1 day of ISS
- 4th offense** – 3 days of ISS and parent conference
- 5th offense** - 1 day of OSS
- 6th offense** - 3 days of OSS
- 7th offense** - Draft a plan for future consequences

11. CAFETERIA VIOLATION (260)

Including breaking in line, leaving trays/trash, throwing objects, and unnecessary noise. Students who litter or leave food in the cafeteria may be directed to clean as a part of disciplinary action for each offense.

- 1st offense** - warning/school service (clean up)
- 2nd offense** – Cafeteria duty/parent notification
- 3rd offense** – 1 day of ISS

4th offense – 2 days of ISS and parent conference

5th offense – 3 days of ISS

12. CHEATING/PLAGARISM (202)

(Copying; using the words, work or ideas of another as one's own; failing to acknowledge or cite another's work; theft of another's ideas or works. Source: <http://www.answers.com/topic/plagiarism>).

1st offense to multiple – infraction is recorded on student's discipline record. **Parental contact will be made by the teacher.** The student will be responsible for redoing and resubmitting the work in order to demonstrate mastery of the CCGPS standards. Multiple infractions will result in ISS.

13. INAPPROPRIATE USE OF CELL PHONE OR OTHER ELECTRONIC DEVICE (259)

1st offense – Warning from Teacher/Staff

2nd offense – 1 day of ISS and parent notification

3rd offense – 2 days of ISS and parent conference

4th offense – 3 days of ISS and parent conference

5th offense – 4 days of ISS and parent conference

6th offense – Draft plan to address future consequences

14. DRUGS (007)

The possession of, use of, or attempt to sell drugs, the possession of or use of drug paraphernalia or the simulation of drugs in use or sale- law enforcement officers will be contacted. (see punishment under # 15)

15. ALCOHOL (001)

Possession of or use of or being under the influence of alcohol anywhere on school property or while attending any school function.

1st offense – 10 days OSS and refer student to tribunal. Tribunal will decide the punishment.

2nd offense – The punishment for the second offense shall be expulsion for a period of time which would result in the loss of one year of credit. In grades 9-12 this would result in the student expelled for the semester in which the offense occurred and for the following semester.

16. WEAPONS (22,23,25,26)

(CS 16-11-106) See #6 under Situational Offenses. Any offense: In addition to punishment according to Georgia law, student will be suspended and referred to Decatur County Board of Education for expulsion. If the weapon is less than two inches, the punishment will be five days OSS.

17. DEFENSE WEAPONS (261)

Mace, pepper gas, etc., is not to be brought on campus. Violation will result in substance being confiscated and appropriate punishment administered.

1st offense – 5 days ISS

2nd offense – 5 to 10 days OSS/possible tribunal

18. GAMBLING (210)

Any student's participation in any unauthorized game of chance anywhere on school property or at any school function.

1st offense – 5 days ISS

2nd offense – 3 days OSS

19. THEFT OR POSSESSION (238)

Property, personal items, clothing, jewelry, textbooks, notebooks, book bags, etc. belonging to another student or to any employee.

Student will return property or reimburse the owner.

1st offense - 1-3 days OSS

Each additional offense - additional days OSS

20. FIREWORKS (213, 214)

The display, discharge, or possession of chemical substances or explosive devices including but not limited to: firecrackers, herbie snaps, or others resulting in a school disruption.

Each offense – OSS not to exceed 10 days until a parent conference can be arranged, at which time additional punishment may be administered.

21. DESTRUCTION OF PROPERTY (220)

Including but not limited to: the use of bombs, explosive devices, setting fires, and deliberate destruction of school property. Tampering with computers and/or computer-related technology is also considered under this offense. Legal authorities may be contacted. Immediate suspension from school for 5 to 10 days and possible recommendation for expulsion. **Parent conference and restitution will be required.**

22. ON CAMPUS VEHICULAR/TRAFFIC VIOLATIONS (223, 225)

Any improper use of vehicle on school property will result in loss of parking privileges or fine based upon the severity of the violation.

Parking/Moving Violations-

1st offense – warning

2nd offense – fine

3rd offense – fine/loss of parking privileges

Offenses and Consequences related to Student Conflict**23. BATTERY (003)**

- a. On any student or behavior in such a manner which may cause injury to any person.
Any offense - 5-10 days OSS and possible expulsion. Legal authorities may be contacted and student may be placed on a contract.
- b. on a school employee-- intentionally make physical contact of an insulting or provoking nature with a school employee; attempt to cause physical injury, threaten bodily harm, or behave in such a way as could reasonably cause physical injury See O.C.G.A. 20-2-751.6.

Any offense – 10 days OSS followed by disciplinary tribunal. Legal authorities will be contacted.

24. FIGHTING (208)

Fighting between students will not be tolerated. Students who have a problem should alert an administrator, teacher, or school resource officer of the conflict. In the event of a fight, both students will be treated in the same manner unless the administration can determine that a student tried to avoid the fight or was acting in self-defense. Name-calling is no justification for fighting.

(Depending on degree of involvement)

1st offense – possible arrest and 5 days OSS followed by student contract

2nd offense – possible arrest and 10 days OSS followed by disciplinary tribunal

25. MINOR THREAT/BULLYING (218, 240)

This includes any attempt or threat to inflict injury on another person when accompanied by an apparent present ability to do so or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm. Persistent unwanted joking and teasing, name calling, unwanted comments, and disrespect for another person's property. Punishment shall be at the discretion of the principal; however, bullying is prohibited by state law. Upon a finding that a student has committed the offense of bullying for the third time in a school year, the minimum punishment shall be assignment to the alternative school.

1st offense – Teacher/Student Conference--Warning/Parent Notification

2nd offense - Guidance Conference/ SRO referral

3rd offense - Administrative Parent/Conference ISS/OSS (depending on severity)

4th offense - 3 days ISS

5th offense - 1 days OSS/parent conference

6th offense – 3 days of OSS/Draft a plan to deal with future consequences

26. INCITING STUDENTS (212)

No student shall incite/provoke/stir up a fight, a riot, or other disturbance that interrupts school or jeopardizes the safety and well-being of others

- 1st offense** – Teacher Warning/Conference/Parent notification
- 2nd offense** - Guidance referral/SRO referral –Conflict resolution
- 3rd offense** - Administrative conference/parent notification
- 4th offense** – 1 day of ISS
- 5th offense** - 3 days of ISS and parent conference
- 6th offense** – 1 day of OSS
- 7th offense** - 3 days of OSS

27. PHYSICAL CONTACT (219)

Any act of physical contact or aggression that does not rise to the level of a fight.

- 1st offense** – Administrative conference/ 1 day ISS
- 2nd offense** –3 days ISS and parent conference
- 3rd offense** – 1 day of OSS
- 4th offense** – 3 days of OSS
- 5th offense** – Draft plan to address future consequences

28. HARASSMENT (239)

Persistent and unwanted joking and teasing or harassment will not be tolerated. This includes name-calling, unwanted comments, and disrespect for another student or their property.

- 1st offense** – Teacher Warning/Conference
- 2nd offense** - Guidance Referral/SRO/Conference/parent notification
- 3rd offense** - Administrative Conference ISS/OSS (depending on severity)
- 4th offense** – 1- 3 days ISS
- 5th offense** – 1 day of OSS/parent conference
- 6th offense** – 3 days of OSS-Draft plan to address future consequences

29. GANG-RELATED ACTIVITY/PARAPHERNALIA (234)

Distractions caused by gangs and similar organizations are a direct threat to the safety and security of students and disrupt the learning environment. Therefore, Decatur County Schools strictly prohibit all activities related to gangs and other organizations that engage in unlawful or delinquent behavior.

- 1st offense** – 1-5 days OSS, parent conference required, behavioral contract
- 2nd offense** – 1-10 days OSS, tribunal hearing

30. THREATS AND ACTS OF INTIMIDATION (017)

Commits an act that substantially disrupts the order of the school day (i.e. bomb threats, terrorist threats, fake 911 calls, other) or threatens bodily harm, or behaves in such a way as could reasonably cause physical injury.

Legal authorities may be contacted. Immediate suspension from school for 5 to 10 days and possible recommendation for expulsion. Parent conference required.

31. Fire Alarm Pull Stations- Pulling of fire alarm stations can result in the following punishments.

1st offense - 5 days OSS and possible arrest

2nd offense - 10 days OSS and arrest

Offenses and Consequences related to Student Engagement

32. SKIPPING CLASS (204)

Any unexcused tardy to class of more than 15 minutes or any unexcused absence from class of more than 15 minutes.

1st offense – 1 day ISS, parent notification

2nd offense – 3 days ISS, parent conference

3rd offense – 5 days ISS, parent conference

4th offense – 1 day OSS

5th offense – 3 days OSS

6th offense – 5 days OSS

33. SKIPPING SCHOOL (205)

1st offense – 3 days ISS, parent notification

2nd offense – 5 days ISS, parent/student conference

3rd offense – 1 day OSS, parent notification

4th offense – 3 days OSS (Attendance Contract)

5th offense – 5 days OSS (Parent Notification)

6th offense – Recommendation for transfer to NBLC/other

34. LEAVING WITHOUT PERMISSION (206)

- 1st offense** – Parent notification and 1-3 days ISS
- 2nd offense** – Parent notification and 3-5 days ISS
- 3rd offense** – 1-3 days OSS
- 4th offense** – 3-5 days OSS
- 5th Offense** - 5-10 days OSS/other

35. FAILURE TO COMPLETE ASSIGNMENT/S (216)

- 1st offense to multiple** – Teacher /student conference
- 2nd offense** – Teacher detention/parental notification
- 3rd offense** - Guidance counselor or designee referral/parent notification
- 4th offense** - Administrative referral/detention/conference
- 5th offense** – 1 day of ISS
- 6th offense** – 3 days of ISS
- 7th offense** - Conference with parent to draft a plan

36. FAILURE TO COMPLY WITH INSTRUCTIONS (217)

- 1st offense** – Teacher/student conference
- 2nd offense** - Teacher detention/Parent notification
- 3rd offense** - Guidance referral or designee/Parent Notification
- 4th offense** - administrative referral/detention
- 5th offense** – 1 day of ISS
- 6th offense** – 2 days of ISS
- 7th offense** – 3 days of ISS – Parent conference to draft a plan

37. DISRUPTIVE (226)

No student will engage in behavior that disrupts the learning environment for others. In addition, students are expected to comply with teacher requests; uncooperative, defiant behavior will not be tolerated.

- 1st offense** – Teacher/student conference and warning
- 2nd offense** - Teacher detention/parent notification
- 3rd offense** - Guidance referral or designee/parental notification
- 4th offense** – Administrative referral/detention
- 5th offense** - 1 day of ISS
- 6th offense** - 3 days of ISS
- 7th offense** – 1 day of OSS and plan to address future consequences

38. HORSEPLAY (229)

Practical jokes, pranks, play-fighting and similar disruptive behavior is prohibited. Punishment may depend on severity of the offense.

- 1st offense** – Teacher/student conference & warning
- 2nd offense** - Teacher detention/parent notification
- 3rd offense** - Guidance referral or designee/parent notification
- 4th offense** - Administrative conference/Detention
- 5th offense** - 1 day of ISS
- 6th offense** - 1-3 days of ISS
- 7th offense** – 1 day of OSS and plan to address future consequences

39. UNPREPARED FOR CLASS (231)

- 1st offense** – Teacher/student conference and warning
- 2nd offense** – Teacher detention/parent notification
- 3rd offense** - Guidance referral or designee/parental notification
- 4th offense** - Administrative referral/detention/parent contact
- 5th offense** – 1 day ISS
- 6th offense** – 2-3 days ISS
- 7th offense** - 1 day OSS/parent conference

40. EXCESSIVE NOISE (237)

Students should use conversational voices in the buildings and outside areas that will not disrupt the work environment.

- 1st offense** – Teacher/student conference
- 2nd offense** - Teacher detention/parent notification
- 3rd offense** - Guidance referral or designee/parent notification
- 4th offense** – Administrative referral/detention
- 5th offense** - 1 day ISS
- 6th offense** – 2-3 days ISS
- 7th offense** - 1 day OSS/parent conference

41. TARDIES (207)

- 1st offense** – Handbook warning
 - 2nd offense** – Teacher detention
 - 3rd offense** – Administrative detention
 - 4th offense** – 1 day ISS
 - 5th offense** – 3 days ISS
 - 6th offense** – 5 days ISS
 - 7th offense** – 1 day OSS
 - 8th offense** – 2 days OSS
- Parent notification will be necessary once the ISS process begins.

42. SLEEPING IN CLASS (224)

- 1st offense** – Teacher Warning/Student Conference
- 2nd offense** – Parent Notification/Guidance/Nurse
- 3rd offense** – Administrative Warning/Detention
- 4th offense** – 1day ISS parent notification
- 5th offense** – 2 days ISS parent notification
- Subsequent offenses** – Parent Conference and Administrative Decision

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**STUDENT ATTENDANCE PROTOCOL
2013**

Decatur County Schools

This document includes a protocol for addressing and decreasing the incidence of truancy in Decatur County. This protocol reflects a partnership among various local agencies, offices, and individuals to promote the educational progress of children and families in Decatur County.

This partnership includes, but is not limited to, representatives of the following entities:

Decatur County Superior Court
State Court of Decatur County
Solicitor General
Decatur County Juvenile Court
Decatur County District Attorney's Office
Georgia Department of Juvenile Justice
Decatur County Board of Education Representatives
Decatur County Board of Education Attorney
Decatur County Sheriff's Office
Decatur County Department of Family and Children Services
Decatur County Health Department
Decatur County Family Connection Collaborative
Director of Bainbridge Public Safety
Decatur County Mental Health Department

The purpose of the committee is to make recommendations to the Decatur County Board of Education regarding attendance policy and procedures, as well as to create guidelines for collaboration between local and state agencies having an interest or function related to educational achievement and school attendance in Decatur County.

The Student Attendance Protocol Committee has agreed upon procedures, which are intended to allow the reduction of truancy at the individual, family, and community levels. It is understood, however, that these procedures are general guidelines, and extenuating circumstances may be considered, as allowable by law, for each student and family. In addition, it is understood that each state and local agency involved must first adhere to its own policies, which were considered in the development of this protocol.

Operational Authority

The Student Attendance Protocol Committee is operational under authority of the chief superior court judge as defined in O.C.G.A. 20-2-690.2. Following adoption of this written protocol and filing with the Georgia Department of Education (GADOE), the committee will meet quarterly during its first year and twice annually thereafter for the purpose of evaluating compliance and effectiveness, and to modify the protocol as appropriate.

Tardies and Early Checkout

Definition of Terms

Tardy to School: Any student arriving at school following the ringing bell, chime, or other audible signal established by the Principal and intended to indicate the start of the school day. Any student who is on school property but is not in his or her assigned classroom or other authorized area following the bell, chime, or other audible signal will be considered tardy to school.

Tardy to Class: A student is “tardy to class” when he/she arrives to class following the ringing bell, chime or other audible signal indicating the beginning of instructional time.

Excused Tardy: A tardy resulting from events beyond a student’s control shall be determined excused by the Principal or designee. Events may include an accident, road closed due to an accident, area power outage, late bus, or other incidents. Documentation is required to excuse a tardy.

Unexcused Tardy: Incidents including over-sleeping, heavy traffic, errands, delays at a train crossing, or similar excuses determined by the Principal or designee as unacceptable are unexcused. Documentation will not obligate the Principal or designee to excuse an unexcused tardy.

Early Checkout: Leaving school prior to the end of instructional time and/or the end of the official school day.

- Excused: Early checkouts for emergency, illness, or other reasons that the Principal deems necessary or reasonable. Documentation is required to excuse an early dismissal. Records will be kept at each school to document the number of days a student misses due to early checkouts. Excessive incidents of unexcused early checkout may result in disciplinary action or referral to the AST as the Principal deems necessary.
- Unexcused: Early checkouts for reasons other than those approved by the Principal. Excessive incidents of unexcused early checkout may result in disciplinary action or referral to the AST as the Principal deems necessary.

Official School Start/End Time: The time designated by the principal and advertised to students and parents as the official start or end of the school day. Correct time will be the time as determined accurate by the school principal, indicated on a designated school clock, and displayed in a prominent location.

Attendance Support Team (AST): An interdisciplinary group that uses a systematic process to address attendance problems that impact learning of K-12 students in a school.

Unexcused Tardies and Early Checkouts:

- Students accumulating three (3) days of unexcused tardies to school will receive a referral to the Principal or Principal’s designee for violation of Board Policy JBD: Absences and Excuses.
- At the school system’s discretion, students establishing a pattern of early checkouts may be referred to the Principal or Principal’s designee for disciplinary or other appropriate action.
- Students leaving early or arriving late to class may be counted absent from the class or classes missed if they are not present more than 15 minutes of the entire instructional period.

Consequences and Penalties for Unexcused Tardies/Early Checkouts

The Principal or Principal's designee may assign consequences and penalties for unexcused tardies and/or early checkouts that may include, but are not limited to the following:

- **Third Tardy:** Written notification to notify parent(s), guardian(s) or other person(s) having control or charge of the student of possible consequences for continued tardies.
- **Fourth to Ninth Tardies:**

Elementary and Middle School Students: Referral(s) to the Principal or the Principal's designee for disciplinary consequences (detention for each tardy), counselor's referral, social work referral or other appropriate action.

High School Students: Upon a student's fourth (4th) tardy, a disciplinary referral will be made to the Principal or Principal's designee. Consequences may include loss of driving privileges, detention, in-school suspension, or other action in accordance with local school system policy.

- **Ten or More Tardies:** Ten or more tardies may result in immediate referral to support agencies outside the school system as the Principal deems appropriate. Among these agencies are the Department of Family and Children Services (DFCS), law enforcement, Juvenile Court, Family and/or Youth Connections, or other external agencies.

Truant Students

Definition of Terms

Truant: Any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences.

Exception for Suspension: School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy.

Excused Absences: Local board of education shall adopt policies and procedures excusing students from school under the following circumstances, as a minimum:

- Personal illness (Excessive or extended absences may require an excuse from medical doctor)
- Circumstances where attendance in school endangers a student's health or the health of others
- Serious illness in a student's immediate family
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school
- Observing religious holidays, necessitating absence from school
- Conditions rendering attendance impossible or hazardous to student health or safety
- Local boards of education may allow a period not to exceed one day for registering to vote or voting in a public election
- Local boards of education shall count students present when they are serving as pages of the Georgia General Assembly

Grades and Absences: Final student course grades shall not be penalized because of absences if the following conditions are met.

- Absences are justified and validated for excusable reasons.
- Make up work for excused absences were completed satisfactorily. Local boards of education are not required to provide make-up work for unexcused absences.

Absence Reduction Plan: The board of education adopts the following policies and/or procedures to reduce unexcused absences.

Parental Notification: Statement of Receipt

- The school system will provide the parent(s), guardian(s), or other person(s) having control or charge of each student enrolled in public school with a written summary of possible consequences and penalties for failing to comply with compulsory attendance.

BHS Code of Conduct

- By September 1 of each school year or within 30 school days of a student's enrollment in the school system, the parent(s), guardian(s), or other person(s) having control or charge of such student must sign a statement indicating receipt of the written statement of possible consequences for non-compliance with local school compulsory attendance policy and protocol.

Consequences and Penalties for Violation of Compulsory Attendance

The Principal or Principal's designee may assign consequences and penalties for unexcused absences and/or early checkouts at any time if he/she deems necessary. Consequences and penalties may include, but are not limited to the following:

Five Unexcused Absences in the School Calendar Year:

- Schools will notify the parent(s), guardian(s) or other person(s) who has control or charge of the student when such student has accumulated five unexcused absences in the school calendar year.
- Notice of five accumulated absences will include notification of the penalties and consequences of such absences.
- After five unexcused absences in the school calendar year, each subsequent absence will constitute a separate offense.

Notification

- Schools will make two reasonable attempts by phone, conference, letter, email, or other appropriate means to notify the parent(s), guardian(s) or other person(s) who has control or charge of the student when five unexcused absences in an academic year have occurred and of the penalties and consequences for violation of compulsory attendance.
- If two reasonable attempts to notify the parent(s), guardian(s) or other person(s) who has control or charge of the student have been unsuccessful, the school will send written notice via certified mail with return receipt requested. Such notification will include a reminder of previous notice to the parent(s), guardian(s), or other person(s) having control or charge of each student enrolled in public school containing a written summary of possible consequences and penalties for failing to comply with compulsory attendance.

Six or More Unexcused Absences in an Academic Year

Six Unexcused Absences: Students accumulating six (6) days of unexcused absences in a semester will receive a referral to the Principal or administrative designee for violation of Board Policy JBD: Absences and Excuses. Upon a student's accumulation of six (6) or more unexcused absences in the school calendar year, a student's homeroom teacher will make a referral to the Principal or designee for Attendance Support Team (AST) intervention. Prior to the first AST meeting, a school social worker, school nurse or other appropriate staff member will attempt contact with the student and parent(s), guardian(s) or other person(s) who has control or charge of the student.

The school social worker will participate as part of the AST to assist with the development of interventions and strategies for improvement of the student's school attendance.

Ten Unexcused Absences: Upon a student's accumulation of ten (10) unexcused absences in the school calendar year, the school social worker will refer the student and parent to Decatur County Truancy Education and Mediation (TEAM) for contracted participation in the TEAM truancy diversion program. The school social worker will serve to coordinate efforts between the school AST and TEAM in monitoring attendance.

Violation of TEAM Truancy Diversion Contract or refusal to participate in the TEAM truancy diversion program may result in immediate referral to the appropriate court, including but not limited to one or more of the following:

- Students ages six (6) to seventeen (17) and their parent(s), guardian(s), or other person(s) having control or charge of the student to the Juvenile Court for possible Protective Order or other appropriate disposition.
- Parent(s), guardian(s), or other person(s) having control or charge of students ages six (6) to seventeen (17) to State Court for Failure to Comply with Compulsory Attendance.

Student Attendance Protocol

I. School System Procedures

Decatur County Board of Education will monitor student attendance daily. Codes for attendance used in the student records database (Infinite Campus) will be consistent between schools to indicate excused absences, unexcused absences, excused tardies, unexcused tardies, early withdrawals, in-school suspensions, and out-of-school suspensions. The Decatur County Board of Education will adopt policy and procedure outlining the specific steps to be taken to monitor and address student attendance. Each school will create a building level procedure in accordance with this policy.

Upon enrollment and registration each school year, parents and guardians will be given notice of State Compulsory Attendance Law pursuant to O.C.G.A. Code 20-2-690.1 and the Decatur County Board of Education school attendance policy JBD. The school will make reasonable efforts to ensure receipt and comprehension of the policy by requesting signatures from parents/guardians that this notice was received and understood. At the middle and high school, students will also receive this notice and provide a signature. At the elementary school, this notice will be received by all students who have reached age ten (10) or above by September 1 of that school year. This notice should also be included in each school's Code of Conduct.

Each school will utilize the Attendance Support Team (AST) to address attendance concerns. An AST meeting that is convened for the purpose of discussing attendance will be chaired by each school's Principal or other designated Administrator and include as its members a rotating committee of faculty having direct contact with the parents/guardians of or providing direct service to the specific student(s) to be discussed as well as the School Social Worker. School Resource Officers will also be invited to participate, as appropriate. Each school's AST will meet as needed and be responsible for implementing and monitoring policy to reduce tardy days, early withdrawals, and truancy. Parents/guardians shall be invited to and encouraged to attend these meetings.

Daily attempts will be made to call the parents/guardians of absent students. In cases known to involve joint or shared custody or guardianship of a student, efforts should be made to contact all individuals with custodial rights. This principal shall also apply to steps mentioned hereinafter.

Attendance letters will be sent at five (5) unexcused absences.

After five (5) unexcused absences:

1. A referral will be made to the AST, which will assess the student's absences and determine strategies to address attendance, including the possibility of referral to the School Social Worker. Each school will take reasonable steps to ensure that parents/guardians are, in writing, invited to and encouraged to attend these meetings. Students may also participate in AST meetings, as deemed appropriate by the AST.
2. In addition to notice of the AST meeting, two (2) reasonable attempts will be made by the school to notify parents/ guardians, in writing, of attendance to date (absences, tardies, and early check-outs), compulsory attendance law, and potential consequences and penalties for failure to comply. A signature of receipt of this notice will be obtained, and kept on file for the remainder of the school year. Students age ten (10) and older will also receive a copy of the notice and provide a signature of receipt.
 - A. First attempts to meet this requirement shall be made in conjunction with the notice of an AST meeting and/or during an AST meeting when the Parent/guardian(s) are in attendance.
 - B. After two (2) unsuccessful reasonable attempts to provide notice to parent(s)/guardian(s) and obtain signatures, notice shall be sent via certified mail, with return receipt requested. The school should keep a copy of the notice mailed. Once the receipt is obtained, it will be kept on file by the school, attached to the copy of the notice.

At ten (10) unexcused absences, the AST will review the case again and make a referral to the School Social Worker, if a referral has not been made previously.

The School Social Worker will:

BHS Code of Conduct

1. Review available information from the AST and parent contacts from school staff.
2. Meet with the student(s) and attempt a home visit within no more than two business days from the date of the receipt of the referral to further explore reasons for absence and offer assistance to the student and family for addressing the causes of absences. Examples of such assistance would include, but is not limited to:
 - Brief individual or group therapeutic intervention with students at school
 - Referral to public or private mental health or counseling services
 - Referral to public or private medical or dental services
 - Referral to public assistance programs
 - Referral to the school's Attendance Support Team
 - In-home support facilitated by the School Social Worker
 - Referral to outside social service or counseling providers for intensive in-home support
 - Referral to Department of Family and Children services, if deemed necessary.
3. Upon further investigation, determine the need for immediate referral of:
 - Students ages ten (10) to sixteen (16) to Juvenile Court for truancy
 - Parent(s)/guardian(s) of students ages six (6) to sixteen (16) to the Magistrate Court for Deprivation, or to Superior Court for Failure to Comply with Compulsory Attendance
 - Refer to the Decatur County Truancy Reduction Program in Appendix 1

In most cases, Court referral will be made at this point or at the next unexcused absence. The family will be referred to the Department of Family and Children Services for suspicion or indicators of abuse and/or neglect. If a referral is necessary, the local Child Abuse Protocol will take precedence regarding further action.

4. Continue to monitor student attendance weekly and provide support related to the student and family's educational needs once a referral is made to a court or to the Department of Family and Children Services.
5. Review end of year attendance records with each school's Principal and determine a list of active referrals for the beginning of the next school year.

In general, students known to be on probation for truancy are monitored for attendance concerns on a monthly basis the next school year.

II. Criminal Prosecution for Violation of School Attendance Law

O.C.G.A. 20-2-690.1 requires any person in this State who has control or charge of a child between the ages of six and sixteen to enroll and send that child to school, including public, private, and home schooling.

A child is responsible to attend school and is subject to adjudication in Decatur County Juvenile Court as an unruly child for violation of this statute. If a parent, guardian or other person who has control or charge of the child causes the child's absence, then that person, and not the child, is in violation of this statute. Such a violation is a misdemeanor and carries a penalty of up to \$100 fine and 30 days in jail for each violation. The law specifies that each day's absence constitutes a separate offense.

For purposes of this Protocol, the term "parent" may include any adult who has charge and control over the child, including a biological, adoptive, foster, or step-parent, a guardian or any other person who has control or charge of the child's attendance at school. In this regard, two parents residing in the same household with the child are equally responsible for the child's attendance at school.

A. Filing Juvenile Complaints

A juvenile complaint should be filed in the Juvenile Court of Decatur County against a child who is habitually and without justification truant from school. Such a child is "unruly."

For the purposes of this Protocol, habitual truancy or absence is defined as six (6) or more days of unexcused absence from school. At this point the child's circumstances will be reviewed by

the AST, to which the parent will be invited to attend. At this review the following options will be discussed:

- Refer the child and/or parent to the appropriate social services
- Request further medical documentation if appropriate
- File an “unruly child” complaint with the Juvenile Court of Decatur County
- Seek a protective order for the parent from the Juvenile Court
- Seek a criminal warrant for the parent from the Magistrate Court of Decatur County for Deprivation

The School Social Worker will be responsible for obtaining and monitoring compliance with the recommendations of the AST.

B. Juvenile Justice Procedures

1. Intake Process for Juvenile Complaints

- a. All truancy complaints will be forwarded to the Intake Officer of the Department of Juvenile Justice for Decatur County. The Intake Officer will process complaints as follows:
- b. Complaints will be entered into the Juvenile Tracking System and any past history will be assessed.
- c. The Intake Officer may contact the School Social Worker for any further pertinent information.
- d. The complaint may be forwarded to the District Attorney’s Office, accompanied by any legal history and brief summary of involvement with the Department of Juvenile Justice. This may include offense history, placement history, a summary of any past or current interventions, as well as current information.
- e. Truancy complaints will receive immediate attention and be informally adjusted in ten (10) days.

2. Adjudication and Disposition

- a. A youth may be placed on Probation for Truancy by the Juvenile Court Judge upon adjudication of a Truancy charge. At this time, the District Attorney and/or the Department of Juvenile Justice may request a Protective Order to ensure that the parent(s)/guardian(s) actively assist in the youth’s compliance with Conditions of Probation and the youth’s attendance at school.
- b. The Probation Officer will monitor the youth’s attendance, at a minimum, on a weekly basis. Further unexcused absences from school by youth will result in immediate sanction by the Department of Juvenile Justice, including possible Violation of Probation. Upon adjudication for Truancy-related Violation of Probation, the Juvenile Court Judge will determine what further action or intervention is appropriate.
- c. Judicial truancy reviews will be held on a monthly basis from the date of the initial Probation Order for Truancy-related Probation cases. These reviews will assess the youth’s attendance at school and effectiveness of any services that may be involved to assist youth and/or family. All parties involved should be prepared to report on youth’s progress at these reviews.
- d. A Probation Order may be terminated by the Juvenile Court Judge prior to the expiration date if youth’s attendance and/or progress have reached a level satisfactory to all parties involved.

B. Prosecution in Superior Court

After referral is made to the truancy reduction program, and it is determined that the parent is the direct cause of the child’s absence, a warrant for violation of OCGA 20-2- 690.1 should be sought against the parent. In other circumstances, the AST may, but is not required to, take into account the following considerations when recommending a criminal warrant is sought for the parent of a child:

1. The child is under the age of 13 years.
2. The child has an illness for which the parent has not been diligent in pursuing medical attention or in seeking financial assistance to procure the proper medical attention.
3. The parent has not actively sought assistance from community social services and resources to assist in getting the child to school.
4. The parent is absent from the home or neglectful to an extent that it hinders the child’s willingness or ability to attend school.

5. The child is a deprived child.

The child and parent must comply with the AST's recommendations. Failure of the child or parent to comply with the recommendations, including further unexcused absences from school, will result in juvenile adjudication of the child and/or criminal prosecution of the parent. In any event, if the child accumulates ten (10) or more unexcused absences in a semester, the School Social Worker will file a juvenile complaint and/or apply, via the School Resource Officer, for a criminal warrant for violation of mandatory school attendance laws. When a parent is prosecuted, regular school attendance will be assigned as a condition of bond.

C. Notification to Parent(s)

Notification to the parent of a truant child shall include notice of an AST review and information about attendance law and the penalties that may occur as a result of the child's continued absence. After two unsuccessful attempts to serve such notice and obtain signature of receipt, notification should be sent via certified mail, with return receipt requested, to the parent and should contain the following language: "Decisions as to appropriate action recommendations will be made at an AST Review that could include recommendations for criminal prosecution of you or your child. Parent(s) may be charged with a misdemeanor if they are causing the child's absence from school. The penalty can be up to \$100 fine and up to 30 days in jail for each day the child has an unexcused absence from school."

III. Community Support

A. Law Enforcement

Each school in Decatur County has access to, either on-site or within minimal driving distance, an employee of the Decatur County Sheriff's Department or the Bainbridge Public Safety Department. These individuals are certified peace officers designated as "School Resource Officers." In support of improved school attendance, the School Resource Officers shall:

1. Attend AST meetings, as appropriate.
2. Forward complaints against parents directly to the Sheriff's Department and/or relate City Public Safety Department regarding compliance with mandatory attendance law.
3. Honor any applicable school-related transportation orders issued by a court.

B. Public Health

Each school in Decatur County has licensed staff available to serve students via on-site school "clinics." These personnel are hired by the Decatur County Board of Education. The School Health Nurses shall:

1. Be responsible, in cooperation with other staff, for the final determination at each school regarding when a child should be sent home early for the day, due to health related concerns.
2. Be available to parents for preliminary verification to the school of illness pending an appointment with a physician and advocate with physician's offices for timely appointments.
3. Follow any orders written by students' physicians regarding medication or other medical treatment to be provided during school hours.
4. Work in conjunction with teachers, school administrators, and the school social worker to promote general health and safety for students, school staff, and the community.

The Decatur County Health Department is an integral partner in community health related to school readiness, attendance, and success. The Decatur County Health Department shall:

1. Continue to support and promote the Decatur County School Nurses
2. Provide immunizations and immunization records required for school enrollment
3. Provide various medical, dental, and prescription services, referrals, and education to students and families in Decatur County to promote personal and community health.

A. Mental Health

The Decatur County Mental Health provides crucial support for the mental, physical and emotional well-being of students and their families, including individual and group sessions

on-site at the schools or at the Mental Health office. In support of this Protocol, Decatur County Mental Health shall:

1. Notify and/or refer student clients to the School Counselor or Social Worker when efforts to conduct individual or group sessions at school repeatedly fail due to absences.
2. Coordinate and host regular Inter-Agency Staffing Committee meetings, which facilitate support and treatment planning for at-risk youth, including students who are truant.
3. Attend court proceedings, when appropriate, for cases involving truancy and support any court orders for treatment of emotional or family issues contributing to absences.
4. Offer clinical support, when possible and appropriate, to any truancy prevention or treatment programs instituted.

B. Department of Family and Children Services

The Decatur County Department of Family and Children Services often provides social services to the families of truant students. In support of this Protocol, the Decatur County Department of Family and Children's Services shall:

1. Accept and consider information related to school attendance, behavior, and performance in reports and investigations of other suspected abuse and/or neglect.
2. Address school attendance in departmental case plans and safety plans.
3. Ensure school enrollment and regular attendance for students in emergency shelter care, temporary guardianship arranged by the department, or foster care.
4. Verify involvement of the School Social Worker when available attendance information indicates more than ten (10) unexcused absences.
5. Attend court proceedings, when necessary, for cases involving truancy and/or complaints against parents related to mandatory school attendance. Subpoena(s) should be issued to the appropriate Case Manager and/or Investigator when participation by the Department of Family and Children Services is desired.

IV. Monitoring the Protocol

To ensure that these written protocol procedures are followed, the Protocol Committee will meet quarterly for a year, which will begin on the date of the protocol's adoption. The Protocol Committee will then meet bi-annually, as required by law. The Committee's goal will be to improve communication between agencies, encourage inter-agency cooperation, and update the protocol as necessary. Each participating agency shall monitor and evaluate compliance with this protocol and, as needed, recommend protocol revision and implementation that best meets the needs of the community and complies with Federal, State, and Local statutes, as well as agency policy.

V. Steps to Prevent Truancy

Various measures are currently being explored to address truancy from a prevention perspective.

- a. The Department of Juvenile Justice in conjunction with the Decatur County Juvenile Court, The Decatur County Mental Health, and Decatur County Schools are working together to develop a plan to work on preventing truancy. The Decatur County Commission on Children and Youth (CCCY) is a collaborative partnership working to address the educational, social and physical needs of local children and youth. The Commission serves as the local Family Connection collaborative with dedicated members representing a cross-section of the community. The specific goals of the Commission for Children and Youth are to increase the number of students who graduate from high school on time, to decrease the number of teen pregnancies and to decrease the school dropout rate.
- B. Local businesses, clubs, and civic organizations will be asked to consider developing incentive or even scholarship programs for those students whose grades and attendance exhibit significant improvement.
- C. Drivers Licenses Denial
The Decatur County Board of Education requires the local school superintendent or the superintendent's designee to use his or her best efforts including certified mail, to notify

BHS Code of Conduct

students age 14 and older when the student has only three absences remaining before violating the state's attendance requirements pursuant to O.C.G.A. 40-5-22 regarding the denial of driver's permits and licenses. Decatur County Schools will be responsible for certifying that students enrolled in public schools and in home schools in its district satisfy the attendance requirements. They will do this by using the *Certificate of Attendance* form. Decatur County Schools will be responsible for making this form available to private schools in Georgia in which students living in the public school district are enrolled. The private schools will complete the forms.

The Central Office of Decatur County Schools is required by this law to report information regarding non-compliance to the Department of Motor and Vehicle Safety through a process developed jointly with the Department of Education. Decatur County Schools must report this information from the public schools in its district, from private schools attended by students who reside in the public school district, and from home schools in the public school district. A non-compliant student is one who:

1. Has dropped out of school without graduating and has remained out of school for ten consecutive school days;
2. Has more than ten school days of unexcused absences in any semester or combination of two consecutive quarters; or
3. Has been suspended from school for:
 - (a) Threatening, striking, or causing bodily harm to a teacher or other school personnel;
 - (b) Possession or sale of drugs or alcohol on school property;
 - (c) Possession or use of a weapon on school property. For purposes of this subparagraph, the term "weapon" shall be defined in accordance with Code Section 16-11-127.1 but shall not include any part of an archeological or cultural exhibit brought to school in connection with a school project.
 - (d) Any sexual offense prohibited under Chapter 6 of Title 16; or
 - (e) Causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student. O.C.G.A § 40-5-22 (a.1)

Book Bags

In accordance with Decatur County Board of Education policy, any book bag brought on campus by a student must be made of plastic, mesh, or some other see-through material. This includes girls' backpack style pocketbooks or any type tote bag. Book bags should not be left unattended. BHS assumes no responsibility for books lost when book bags are stolen or misplaced.

Buses

Below is the School Bus Ride Guide provided by the Decatur County Schools Transportation Department:

Going to the School Bus Stop

- You should leave your house early enough to ensure that you will not miss your bus. After the school year has started and your driver has had an opportunity to stabilize the bus schedule, you should be at your bus stop five minutes before the bus is scheduled to arrive. If you have to cross the street to get on your bus, wait until the bus arrives and the driver motions you to cross. You should also check the traffic yourself.

Wait at the Bus Stop

- While waiting at the bus stop you should keep your books and other materials in your hand. You should wait well away from the road. Always remember that you are at a bus stop, not a playground. When you see your bus approaching, you should wait in a single file line. Do not push and shove.

Getting on the School Bus

- When getting on your bus, you should always use the handrail. Never push or shove while getting on the bus. When going up the steps, you should always take one step at a time. If you are the only person in the seat, you should move over to the window.

Riding the School Bus

- You should remain seated throughout your trip and follow **Code of Conduct for Students as Passengers on Buses**.

Emergency Evacuation

- **Front Emergency Door Evacuation:**
 1. Bus driver will give command: "Front Door Emergency Evacuation" students are to remain seated.
 2. Driver will assign two helpers beside front door.

3. Starting with the right-hand seat, students will be lead off bus and away from bus 40 steps or 100 feet.
 4. When the students in the right-hand seat have moved forward enough to clear aisle, the driver will dismiss the students in the left-hand seat.
 5. Continue the evacuation procedure as described, right and left seats alternately, until the bus is empty.
 6. Remember to walk, do not run, use the handrails and follow your bus driver's instructions.
- **Rear Emergency Door Evacuation:**
 1. Bus driver will give command: "Rear Door Emergency Evacuation" students are to remain seated.
 2. Driver will assign two helpers beside rear door.
 3. Starting with the right-rear seat, students will sit down in aisle at rear door, slide out, and be lead away from the bus 40 steps or 100 feet.
 4. When the students in the right-rear seat have moved out the rear door, and have cleared aisle, the driver will dismiss the students of the left-rear seat.
 5. Continue the evacuation procedure as described, right then left seats alternately until the bus is empty.
 6. Remember not to push or shove, allow assigned helpers to assist you while sliding out rear door and follow your bus driver's instructions.

Bus drivers have the same responsibility for the behavior of the students in their care as the teachers in the classroom. Cases of disorder which are difficult for the driver are referred to the administration for disciplinary action. Any conduct that endangers the safety of the students will not be tolerated.

Cell Phones

Board Policy

Descriptor Code: JCDAF

Use of Electronic Devices by Students

The Decatur County Board of Education (DCBOE) has as its highest priority an emphasis on student success. To avoid disruption of instruction, the use of electronic devices, including, but not limited to cellular telephones, and other portable communication devices (PCDs), is allowed with the restrictions outlined below.

Use of electronic communication devices and other electronic media during the regular school day must be in support of, and consistent with the vision, mission and goals established by the Decatur County Board of Education and for the purpose of instructional support. All users of DCBOE technology resources and facilities must agree to and sign the terms of an acceptable use agreement. When approved by the principal or designee, students may be permitted to use their own computer or computing devices, including handheld devices, to connect to the DCBOE network.

No student shall photograph, videotape, record., or reproduce, via any audio or video means, another student or staff member while on school system premises without the expressed prior permission of the student or staff member.

Students riding the school bus to and/or from school must have all electronic devices and cell phones turned off and out of sight so that they do not interfere with the operation of the school bus, (O.C.G.A 20-2-751.5).

Students shall be personally and solely responsible for the security of their cellular telephones and other PCDs. The Decatur County Board of Education shall not assume responsibility or liability for the theft, loss, or damage to a cellular telephone or other PCD, nor does it assume responsibility for the unauthorized use of any device.

Decatur County Schools

Date Adopted:

8/18/2011

Certificates of Attendance

Bainbridge High students must request a Certificate of Attendance in the Administrative office before school on Monday of the week in which they are going to get their driver's license. Students can then pick up their Certificate of Attendance on Wednesday during lunch or after school. The cost of each Certificate of Attendance is \$1.00. During the summer, Certificates of Attendance are processed monthly.

Any applicant who is younger than 18 years of age must be enrolled in and not under expulsion from a public or private school and has satisfied the attendance requirements list in #1 and #2 below for a period of one academic year prior to application for an instruction permit or driver's license. This suspension is mandated by O.C.G.A. 40-5-22(a.1)(2).

The Department of Driver Services (DDS) will suspend the license of a minor who:

1. Has dropped out of school without graduating and has remained out of school for ten consecutive school days.
2. Has ten or more school days of unexcused absences in the current academic year or ten or more school days of unexcused absences in the previous academic year.
3. Has been found in violation by a hearing officer, panel, or tribunal of one of the following offenses, or has waived his or her right to a hearing and pleaded guilty to one of the following offenses:
 - Threatening, striking, or causing bodily harm to a teacher or other school personnel.
 - Possession or use of a weapon on school property or at a school sponsored event.
 - Any sexual offense prohibited under Chapter 6 of Title 16.
 - Causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student.
 - Possession or sale of drugs or alcohol on school property or at a school sponsored event.

Any infraction of the above conduct offenses will be a one-year suspension, or the minor shall be suspended until his or her eighteenth birthday, whichever comes first.

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

More information about Georgia's teenage driving requirements can be found at www.dds.ga.gov/teens.

Electronic Network User Rules

The Decatur County School system believes staff and students should have open access to local, national, and international sources of information. The system, by providing access to electronic services via the Internet, recognizes the potential of such services to support curriculum and student learning. The goal of providing this access is to promote educational excellence by facilitating resource sharing, innovation, and communication.

While the Internet offers students and teachers access to a variety of information, the system recognizes misuse and abuse is possible. The system will make every effort to protect students and teachers from these misuses and abuses but it is the responsibility of each user to continuously guard against inappropriate and illegal interaction with the electronic services. The Decatur County School System is taking all reasonable steps to ensure the Internet is used only for purposes consistent with the curriculum. Using the electronic services via the Internet is a privilege, not a right. The privilege maybe revoked at any time for unacceptable conduct. Unacceptable conduct includes, but is not limited to the following:

1. Using the Internet for any illegal activity, including violation of copyright or other contracts.
2. Using the Internet for financial or commercial gain.
3. Degrading or disrupting equipment or system performance.
4. Vandalizing the data of other users.
5. Gaining unauthorized access to resources or entities.
6. Invading the privacy of individuals.
7. Using an account owned by another without authorization.
8. Posting personal communications without the author's consent.
9. Posting anonymous messages.
10. Placing of unlawful information on a system.
11. Using abusive or otherwise objectionable language in either public or private messages.
12. Sending of messages that are likely to result in the loss of recipients' work or disrupting systems; for example, a computer virus.
13. Sending "Chain Letters" or "Broadcast" messages to lists or individuals, or other types of communication which would cause congestion of the networks.
14. Using the Internet to send/receive messages and images which are inconsistent with the district's curriculum, and conduct guidelines. These include, but are not limited to, racist, sexist, pornographic, dangerous and obscene messages and images.

The Decatur County School System makes no guarantee of any kind, for the Internet service provided to the student. The system will not be responsible for any damages claimed or suffered by any child or parent relating to the use of the Internet. This includes the child's exposure to materials a parent otherwise would have a right of notice and/or consent to, pursuant to state or federal law.

Use of any information obtained via the Internet is at the student's and parents' own risk. Student Internet access requires written parental permission.

Eye Protection

It is the responsibility of the school to provide eye protection equipment to students who are participating or observing class activities involving caustic materials, heat treatment, or other potentially dangerous procedures. Students should wear protective eyewear in classes when any of these conditions or materials are present.

Fines and Fees

No instructional fees are charged at BHS. All basic educational opportunities are free. Optional field trips may require students to pay their portion of the cost. Students must pay replacement or repair costs of lost or damaged textbooks, library books, or other school owned materials loaned to or used by the student. In classes such as art, construction, etc. that allow students to make projects, the student is responsible for paying for materials used in producing a product that the student keeps.

**Decatur County Board of Education's Procedure
for
Foods and Beverages Brought Into the School Cafeteria**

As a result of the Child Nutrition and WIC Reauthorization Act of 2004, school systems were mandated by the United States Department of Agriculture to develop and implement a Local Wellness Policy by the 2006-2007 school year.

As stated in Decatur County BOE policy EEE, the goal is to promote wellness and healthy nutrition for students and staff. All foods available on campus must have as an objective the promotion of student and staff health and the reduction of childhood obesity. In addition, the United States Department of Agriculture's (USDA) regulations prohibit the sale of non-nutritional foods and carbonated beverages during meal times at all school levels.

The objective of the Decatur County School Nutrition program is to provide students and staff with meals that are balanced and encourage good nutrition. School Nutrition foods must meet the USDA's current Dietary Guidelines and Requirements for Americans. Food choices are evaluated to reduce fat and sugar while providing the proper amounts of nutrients and calories for different age groups. A nutritious breakfast and lunch is served daily at each school.

It is for the reasons listed above that, while encouraging parents and guardians to enjoy a special meal with their child (ren), we are implementing the following procedure:

Procedure for Foods and Beverages Brought into the School Cafeteria:

- Students who bring their lunch should pack it appropriately and drinks (non-carbonated) should be in a non-breakable container.
- Parents and guardians are encouraged to visit the school and enjoy a nutritious meal with their student.
- No outside foods or beverages from restaurants will be brought into the cafeteria.
- Students who have food allergies or medical conditions that require special foods must have a doctor's statement on file.

Grievance Procedures

Students' complaints and grievances shall be resolved through orderly processes and at the lowest possible level. However, the board of education shall provide channels for eventual hearing, should circumstances dictate.

Complaints and grievances shall be handled in the following manner:

1. The opportunity will be provided any student or parents to discuss with the teacher a decision or situation which he feels is unjust.
2. If the matter remains unresolved, the student, parent or the teacher may bring the matter to the principal's attention.
3. If the matter remains unresolved, it may be brought to the Superintendent or a designee.
4. Complaints that remain unresolved following any action of the Superintendent may be referred in writing to the Board. The Board's decision, if it chooses to make one, shall be final.

Identification of Students

Students should identify themselves to school officials at any such request. Failure of a student to properly identify him/herself to a school official is a serious offense and will be handled as such according to the school discipline policy.

Married Students

High school marriages are not encouraged, yet married students are allowed to attend school. Married students are subject to the same rules and procedures as non-married students. No special privileges are granted to married students.

Medicine

In accordance with Board policy, medicine will not be administered at school except by the parent's or legal guardian's written request. All medicines must be kept in the nurse's office until needed by student.

Messages for Students

Students will not be called to the phone or given a message to return a phone call except from a parent/guardian or employer in an emergency situation. A person other than a parent/guardian, leaving a message or wanting to see a student must first receive permission from an administrator.

No Pass/No Participate Policy

In accordance with Decatur County Board of Education policies, students who participate in any extra-curricular activities including clubs and non-competitive activities must meet eligibility requirements. Eligibility requirements include passing a minimum number of classes during the semester prior to participation and being on track towards graduation. A student whose prior semester was based on a six period day must have passed at least five courses in order to be eligible. A student whose prior semester was based on a 4x4 block must have earned a minimum of three units in order to be eligible. State policy defines on-track requirements as 4 units for second year students, 10 units for third year students, and 16 units for fourth year students. Local board policy prohibits participation in extra-curricular activities by fifth year students.

Bainbridge High School will produce an eligibility list each semester. Sponsors and coaches are responsible for checking this list each semester to insure that all students participating in their activity are eligible. Ineligible students are prohibited from practicing, traveling, or trying out for team programs. Ineligible students are prohibited from attending club meetings/functions during the school day and from participating in club/activity functions beyond regular school hours.

A student is ineligible on the first day of the next semester if he or she has not passed the required minimum number of classes the preceding semester, with the exception of fall semester when eligibility

will be declared at the time the student has passed the required number of classes in the preceding semester and is on track. Summer school is an extension of second semester.

For eligibility purposes, a student may have 14 calendar days after the close of each semester to complete makeup work. A student is ineligible until makeup work is completed and the required passing grade(s) is/are recorded in the student's permanent record.

All individuals who participate in competitive interscholastic athletics and cheerleading must have an annual physical examination that indicates approval for participation. An examination form must be signed by a licensed physician prior to the student's participation in any tryout, practice or conditioning, whichever comes first. The physical exam form will include the date that the exam was performed, the student's name, and the physician's signature, and the physician's approval for participation.

Equity in Sports Acts: "No student shall, on the basis of gender, be excluded from participation in, be denied the benefits of, be treated differently from another student, or otherwise be discriminated against in any interscholastic or intramural athletics." O.C.G.A. 20-2-315, 316; SBOE Rule 160-5-1-.20. The Athletic Director serves as the school's Sports Equity Coordinator.

Parking Permits

Students who drive to school are required to purchase a parking permit, park in a designated location and to register their car with the office. Parking permits are \$10.00. The school is not responsible for theft or vandalism of vehicles parked on campus. The administration will use all reasonable means to prevent theft or vandalism and to apprehend anyone responsible for such but cannot guarantee that vandalism will not occasionally occur.

Students are to lock their vehicles when they arrive on campus and promptly exit the vehicle and parking area. Students are not to return to cars or parking areas during the school day without approval from an administrator, unless checking out through the Attendance Office.

Students may be denied the privilege of parking on school property if they fail to 1) abide by parking regulations, 2) abide by the 10 mph speed limit, and 3) observe all state and city laws. Driving/parking privileges may also be suspended as part of disciplinary consequences for other campus misbehavior or unsatisfactory attendance.

All students who drive to BHS are to park in the student parking lot. Students who have earned the Principal's Honor Roll or the CATS Gold Card are eligible for Honors Parking. The remainder of the parking lot is divided into senior parking and underclassmen parking. Students who are enrolled in coop classes or apprenticeship experiences must also have a work-based learning parking permit in addition to their other permit. This will allow the student to enter and exit the campus during the school day.

Passes

No student should be outside of class during class time without a pass. **Passes are issued by the teacher and are valid for only the specific time and place noted on the pass.** Students must present passes when requested by a teacher, administrator, or other BHS staff member.

Plagiarism

"Plagiarism is a difficult concept to define. It includes a range of actions from failure to use proper citation to wholesale cheating. A student who plagiarizes may do so unintentionally or with malicious deliberation. In 'Helping Students Avoid Plagiarism' Stephen Wilhoit lists the following types of plagiarism:

- Buying a paper from a research service or term paper mill.
- Turning in another student's work without the student's knowledge.
- Turning in a paper a peer has written for the student.
- Copying a paper from a source text without proper acknowledgement/citation [must include internal parenthetical citation and works cited].

- Paraphrasing materials from a source text without appropriate documentation [even reworded material is plagiarized without appropriate documentation].”

Pregnant Students

Decatur County Board of Education policy JQE/F encourages pregnant students to withdraw from active participation in the regular school program at the end of the semester in which their pregnancy begins and no later than such time as they can effectively perform the tasks expected of them at no risk to their health. Students who choose not to withdraw are encouraged to enroll in the New Beginnings Learning Center or Westside Performance Learning Center.

Pregnant students are not barred from participating in school activities. However, the student participates at her own risk. Neither the school, its employees, nor its agents are responsible for any non-negligent injuries to the mother or child. The student should use common sense and good judgment in participating in school activities.

Pregnancy is not considered an illness as far as school attendance is concerned. Pregnant students are not given an exception to the school attendance policy and are expected to return to school as soon as possible after childbirth. Students do not qualify for any type of maternity leave.

Residence Requirements

Any out-of-system student must be eligible to attend school in his home district at the time of application to enroll in Bainbridge High School. Out-of-system students are required to pay tuition as prescribed by board policies.

Self-Defensive Weapons

Self-defensive items such as mace and pepper gas are not permitted on the school campus or at school sponsored events.

Student Publications

According to Board policy, school sponsored publications are not public forums but are considered a part of the curriculum. The school reserves the right to exercise editorial control of these publications.

Student Searches

When reasonable cause exists, students and/or their belongings, lockers, automobiles, or other property may be searched by the principal, assistant principals, and/or school resource officers.

School administrators may use dogs trained to detect contraband to conduct random searches for contraband in student lockers, other common areas of school buildings, and vehicles parked on school grounds in middle and high schools. A qualified and authorized trainer and a school administrator shall accompany the dogs. If a dog indicates that contraband is present on school property, school administrators can conduct a further search.

Student Support Team

The Bainbridge High School Student Support Team is established to improve delivery of instructional services to students experiencing problems of an academic, social or behavioral nature in school and to serve as a resource for teachers and other educators in the delivery of these services. The committee consists of teachers, counselors and administrator.

Telephone

The school's telephones are for school business. According to Board policy, students are not to be sent to the office to use the phone unless absolutely necessary. If a student must use the phone, he must have a pass from the teacher and report to the Attendance Office.

Textbooks

Textbooks are the property of the Decatur County Board of Education and are issued for student use. Some wear and tear is to be expected but abuse and neglect of textbooks will result in a fine being assessed. The student is responsible for maintaining textbooks and returning them in good condition at the end of the semester. Students are encouraged to cover textbooks when they are issued and keep them covered during the semester.

Traffic Flow

To ensure safe and orderly entry and exit onto the BHS campus, drivers should follow established traffic flow patterns. Speed limit on campus is 10 mph. Students are not allowed to ride in the bed of pickup trucks while on campus.

Visitors

Parents are welcome in the school at any time, but should check at the receptionist's office and receive a visitor's pass before going to any other location on campus. If a visitor arrives at a classroom, the teacher should ascertain that he or she has first been cleared through the office by requesting to see a visitor's pass.

No student visitors are allowed to visit with BHS students during the school day, at lunch, or at break. Visitors violating these procedures will be treated as trespassers. This includes persons who enter the campus in cars, stay in the car, and attempt to talk with students at lunch, during class changes, before or after school.



Decatur County Schools

BOARD MEMBERS

Dr. Sydney Cochran,
Chairman
Jacky Grubbs, Vice-Chairman
Bobby Barber
Kelvin Bouie
Randall Jones
Winston Rollins

Fred H. Rayfield, Ed.D.
Superintendent

ASSISTANT
SUPERINTENDENTS
Suzi Bonifay, Ed.D.
April Aldridge, Ed.D.
Linda Lumpkin, Ed.D.

August 2, 2013

Dear Parent(s)/Legal Guardian(s):

The Georgia Department of Education submitted to the U.S. Department of Education an application requesting flexibility through waivers of ten Elementary and Secondary Act of 1965 (ESEA) requirements and their associated, regulatory, administrative and reporting requirements. On February 9, 2012, Georgia's ESEA Flexibility waiver was approved by the US ED. Two of the ten waivers directly affected supplemental educational services and public school choice. The waiver allows local educational agencies (LEAs) greater flexibility in designing a flexible learning program tailored to the needs of their school and will have the capacity to serve more students in need for additional academic support.

Beginning with the 2012-2013 school year, the GaDOE transitioned from needs improvement (NI) distinctions based on adequate yearly progress (AYP) reports to Reward, Priority, Focus and Alert School status. In addition, the GaDOE ESEA flexibility waiver outlines Georgia's new Single Statewide Accountability System, the College and Career Readiness Performance Index (CCRPI). The CCRPI will serve as a comprehensive report card for all schools in Georgia. The state systems will give parents, students, teachers and families a more complete and comprehensive picture of where a school or district is meeting performance expectations or where it is not. 2012 and future CCRPI reports can be found by accessing the Georgia Department of Education website at www.gadoe.org or by accessing the school's website at www.dcboe.com/bhs for individual school designation information.

Your child attends Bainbridge High School which receives Federal Title I funds to assist students in meeting state achievement standards. Despite the progress made by our students, Bainbridge High School has been designated as a Focus School under Georgia's ESEA Flexibility Waiver for the 2013-2014 school year. This designation was based on 2011 test data and our school will keep this designation for three years. Focus Schools are 10% of Title I schools that have the largest within-school gaps between the highest-achieving subgroup or subgroups and the lowest-achieving subgroup or subgroups or, at the high school level, have the largest within-school gaps in graduation rates.

As a Focus School, we will work collaboratively with parents/guardians, our community, and our school district's office on continuous school improvement which will implement interventions to respond to the specific needs of the students in our school. One of the interventions we will provide is a Flexible Learning Program (FLP). Our FLP offers academic assistance in the content area of math for eligible students. You will be notified by letter if your student is eligible for participation in FLP and offered the opportunity for participation. For further information about FLP, please contact Debbie Williams, Assistant Principal at 229-248-2230.

If at any time you wish to receive additional information regarding your child's performance on state assessments beyond that which is provided immediately following the assessment, please contact Debbie Williams, Assistant Principal at 229-248-2230.

Bainbridge High School continues to make progress in a number of areas due to the hard work of our teachers. The instructional staff is ready for the coming school year and is prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in the Elementary and Secondary Education Act. The regulations allow you to learn more about your child's teachers' training and qualifications.

We are happy to provide this information to you and at any time you may ask:

- Whether the teacher met state qualifications and certification requirements for the subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications. If you have any questions about

your child's assignment to a teacher or paraprofessional, please contact Debbie Williams, Assistant Principal at 229-248-2230 or Dr. Linda Lumpkin, Assistant Superintendent for Human Resources at 229-248-2806

Bainbridge High School's Staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to become college and work ready. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled and we are proud to report that 100% of our staff is highly qualified.

In July 2012, Senate Bill 289 and House Bill 175 passed allowing students opportunities to take online courses. This legislation does not require an online course to graduate, but provides an online learning option should your student or you choose this option. Decatur County School System will provide online learning opportunities through Georgia Virtual School beginning the 2013-2014 school year by allowing students to take a course or courses as part of their assigned required courses. Students who wish to pursue online course enrollment should read information provided on the Georgia Virtual website, www.gavirtualschool.org. Pay close attention to deadlines in the Georgia Virtual process as well as the list of courses offered. For more information about the opportunity for your student to participate in online courses, please contact Debbie Williams, Assistant Principal at 229-248-2230.

Bainbridge High School is committed to ensuring that your student is provided a quality education through the ongoing implementation of the Common Core Georgia Performance Standards. Excellence, Engagement, and Accountability for all is being achieved by the educational team at this school and throughout the district. Achievement of District SACS Accreditation supports our vision for continuous school improvement.

Please feel free to contact Tommie Howell at 229-248-2230 should you have additional questions about your child's school or academic progress. Additional information can also be viewed on the district website, www.dcboe.com, by clicking the Federal Programs link. We look forward to a successful 2013-2014 school year.

Sincerely,



Dr. Fred Rayfield, Superintendent

Tommie Howell, Principal

BAINBRIDGE HIGH SCHOOL
Important Dates 2013-2014

Open House (Afternoon) - August 1

Open House/Title I (Evening Event) - Monday, August 26, 2013

September GHS GT Retakes

Math – Monday, Sept. 9
Social Studies – Tuesday, Sept. 10
English – Wednesday, Sept. 11
Science – Thursday, Sept. 12

Picture Day - Tues. Sept. 10

Blood Drive - Wed., Sept. 11

Extended CATS Connect – Thursday, Sept. 19

Juniors – Writing Review
Seniors – Class Meeting

GHS GT Writing – Wednesday, Sept. 25

First Semester Mid-Terms

Thursday, Oct. 3 – 1st and 5th
Friday, Oct. 4 – 3rd and 7th

PSAT and ASVAB - Wednesday, Oct. 16

Sophomores – PSAT
Juniors – ASVAB
Freshmen – Extended CATS Connect Activity
Seniors – Compass Exam

Bearcat Extravaganza – Saturday, Oct. 19

Homecoming Week – Oct. 21 – Oct. 26

Parade – Thursday, Oct. 24
Football Game – Friday, Oct. 25
Dance – Saturday, Oct. 26

November GHS GT Retakes

Math – Monday, Nov. 4
Social Studies – Tuesday, Nov. 5
English – Wednesday, Nov. 6
Science – Thursday, Nov. 7

PROBE – Wednesday, November 6

Blood Drive - Tuesday, November 12

Fall End of Pathway Exams – Tuesday, Dec. 3 – Wednesday, Dec. 4

Fall EOCTs – Thursday, Dec. 12 – Friday, Dec. 13

First Semester Final Exams

Tuesday, Dec. 17 – 5th and 7th
Wednesday, Dec. 18 – 1st and 3rd

Second Semester Important Dates

Open House

Tuesday, January 28, 2014

GHS GT Writing Retake – Wednesday, Feb. 26

Second Semester Mid-Terms

Wednesday, March 12 – 3rd and 7th

Thursday, March 13 – 1st and 5th (Early Release)

March GHS GTs

Monday, March 24 – Math

Tuesday, March 25 – Social Studies

Wednesday, March 26 – English

Thursday, March 27 – Science

Senior Meetings – Wednesday, March 26 – Thursday, March 27

Prom – April 12, 2014

Spring End of Pathway Exams – Tuesday, April 22 and Wednesday, April 23

AP Exams

Monday, May 5 – Environmental Science 8 AM; Psychology 12 noon

Wednesday, May 7 – Calculus AB 8 AM

Thursday, May 8 – English Lit and Comp 8 AM

Friday, May 9 – Eng Lang and Comp 8 AM; Statistics 12 noon

Monday, May 12 – Music Theory 8 AM

Tuesday, May 13 – US Gov't and Politics 8 AM

Wednesday, May 14 – US History 8 AM; European History 12 noon

Honors Day – Tuesday, May 6

Spring EOCTs – Tuesday, May 13 – Wednesday, May 14

Senior Finals – Tuesday, May 13 – Wednesday, May 14

Baccalaureate – Sunday, May 18

Underclassmen Finals

Monday, May 19 – 5th and 7th

Tuesday, May 20 – 1st and 3rd

Graduation – Tuesday, May 20

Post-Planning – Wednesday, May 21 – Thursday, May 22

Regular Bell Schedule	
First Bell 1st Block 3rd Block 5/6 Block-Lunches 7th Block	7:38 7:45 – 9:15 (90 min) 9:20 – 10:50 (90 min) 10:55 – 1:20 (115 min + 30 lunch) 1:25 – 2:55 (90 min)
1ST LUNCH	2ND LUNCH
10:50 – 11:20 LUNCH 11:25 – 12:20 1 st Skinny (55) 12:25 – 1:20 2 nd Skinny (55) All Skinnies (110 MIN)	10:55 – 11:30 Class (35 min) 11:30 – 12:00 LUNCH 12:05 – 1:20 Class (75 min) (110 MIN)
Band/Chorus JROTC Health/PE Study Skills	Eng/LA Technology Foreign Lang Ag T & I Driver's Ed
3RD LUNCH	4TH LUNCH
10:55 – 12:10 Class (75 min) 12:10 – 12:40 LUNCH 12:45 – 1:20 Class (35 min) (110 MIN)	10:55 – 12:50 Class (115 min) 12:50 – 1:20 LUNCH
Social Studies Science Art	Math Weight Room Business FACS Health OCC

Thursdays CATS CONNECT Schedule	
First Bell 1st Block Advisement 3rd Block 5/6 Block-Lunch 7th Block	7:38 7:45 – 9:00 (75 min) 9:05 – 9:30 (25 min) 9:35 – 10:50 (75 min) 10:55 – 1:20 (115 min + 30 lunch) 1:25 – 2:55 (90 min)
1ST LUNCH	2ND LUNCH
10:50 – 11:20 LUNCH 11:25 – 12:20 1 st Skinny (55) 12:25 – 1:20 2 nd Skinny (55) All Skinnies (110 min)	10:55 – 11:30 Class (35 min) 11:30 – 12:00 LUNCH 12:05 – 1:20 Class (75 min) (110 min)
Band/Chorus JROTC Health/PE Study Skills	Eng/LA Technology Foreign Lang Ag T & I Driver's Ed
3RD LUNCH	4TH LUNCH
10:55 – 12:10 Class (75 min) 12:10 – 12:40 LUNCH 12:45 – 1:20 Class (35 min) (110 min)	10:55 – 12:50 Class (115 min) 12:50 – 1:20 LUNCH
Social Studies Science Art	Math Weight Room Business FACS Health OCC

Early Release Bell Schedule	
First Bell 1st Block 3rd Block 5/6 Block-Lunches	7:38 7:45 – 9:00 (75 min) 9:05 – 10:20 (75 min) 10:25 – 12:30 (100 min + 25 lunch)
1st LUNCH	
10:25 – 10:50 LUNCH 10:55 – 11:40 1 st Skinny (45) 11:45 – 12:30 2 nd Skinny (45) All Skinnies (90 min)	2ND LUNCH 10:25 – 10:55 Class (30 min) 11:00 – 11:25 LUNCH 11:30 – 12:30 Class (60 min)
Band/Chorus JROTC Health/PE Study Skills	Eng/LA Technology Foreign Lang Ag T & I Driver's Ed
3RD LUNCH	
10:25 – 11:30 Class (65 min) 11:35 – 12:00 LUNCH 12:05 – 12:30 Class (25 min)	4TH LUNCH 10:25 – 12:00 Class (95 min) 12:05 – 12:30 LUNCH
Social Studies Science Art	Math Weight Room Business FACS Health OCC

**Decatur County Board of Education
School Calendar 2013--2014
Fred H. Rayfield, Ed.D.**

Pre-Planning	Monday – Thursday	July 29 – August 1, 2013
First Day for Students	Friday	August 2, 2013
<u>Labor Day Holiday</u>	Monday	September 2, 2013
4 ½ Week Progress Report (Middle & High Schools)	Wednesday	September 4, 2013
Early Release Day	Friday	September 6, 2013
End of 1 st 9 Weeks	Friday	October 4, 2013
<u>Fall Break</u>	Monday – Tuesday	October 7 - 8, 2013
Professional Development Day	Wednesday	October 9, 2013
Report Cards	Tuesday	October 15, 2013
4 ½ Week Progress Report (Middle & High Schools)	Thursday	November 7, 2013
Early Release Day	Friday	November 22, 2013
Furlough	Monday - Tuesday	November 25 - 26, 2013
<u>Thanksgiving Holidays</u>	Wednesday – Friday	November 27 – 29, 2013
End of 2 nd 9 Weeks	Wednesday	December 18, 2013
<u>Winter Break</u>	Thursday – Friday	December 19 – January 3, 2014
Furlough	Monday	January 6, 2014
Professional Development Day	Tuesday	January 7, 2014
Report Cards	Monday	January 13, 2014
<u>Martin Luther King Holiday</u>	Monday	January 20, 2014
4 ½ Week Progress Report (Middle & High Schools)	Wednesday	February 5, 2014
<u>President's Day Holiday</u>	Monday	February 17, 2014
End of 3 rd 9 Weeks/Early Release	Thursday	March 13, 2014
Furlough Day	Friday	March 14, 2014
Report Cards	Thursday	March 20, 2014
<u>Spring Break</u>	Monday – Friday	March 31 – April 4, 2014
4 ½ Week Progress Report (Middle & High Schools)	Tuesday	April 22, 2014
Early Release Day	Friday	April 25, 2014
Choice Week	Monday – Friday	April 28 – May 2, 2014
Last Day for Students	Tuesday	May 20, 2014
Post Planning	Wednesday	May 21, 2014
Post Planning/Report Cards	Thursday	May 22, 2014
Furlough	Friday	May 23, 2014
<u>Memorial Day Holiday</u>	Monday	May 26, 2014

Addendum to Handbook

Decatur County Exceptional Child Program

The Decatur County Exceptional Child Program offers special education and related services for eligible students ages three to twenty one. The procedures for identifying and determining eligibility for the program are governed by the Georgia Department of Education. The state of Georgia recognizes eligibility categories which include intellectual disabilities, hearing impairment including deafness, speech or language impairment, visual impairment including blindness, emotional disturbance, orthopedic impairment, autism, traumatic brain injury, other health impairment, specific learning disability, or Deaf/blindness.

Special education instruction is specially designed by qualified staff provided at no cost to parents. Decisions regarding eligibility, least restrictive environment, and services are made by a committee of individuals including the parent that collaborate to develop an Individual Education Plan (IEP) to support students' individual needs. Decatur County offers the full continuum of services and strives to serve each student to the greatest extent possible in the least restrictive environment. Related services are provided for eligible students as deemed necessary by IEP teams. Related services may include special transportation, occupational therapy, physical therapy, adapted physical education, speech/language therapy, psychological, and audiology services.

For questions regarding special education or related services, contact Catherine Gossett, Special Education director by calling 229-248-2828.

Georgia State Board of Education Rule 160-4-2-.31 Hospital/Homebound (HHB) Services

Hospital/Homebound (HHB) services are designed to provide continuity of educational services between the classroom and home or hospital for students in Georgia public schools whose medical needs, either physical or psychiatric, do not allow them to attend school for a limited period of time. HHB instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance (e.g., students receiving dialysis or radiation/chemotherapy or students with other serious health conditions). Students must be enrolled in a public school in Georgia in order to receive HHB services.

HHB services are not intended to supplant regular school services and are by design temporary. The student must anticipate being absent from school for a minimum of ten consecutive or intermittent school days due to a medical or psychiatric condition. The student's inability to attend school for medical or psychiatric reasons must be certified by the licensed physician or licensed psychiatrist who is currently treating the student for the diagnosis presented.

For HHB forms or questions contact your school counselor or:

Catherine Gossett
Hospital Homebound Coordinator
229-248-2826

Decatur County 504 Procedural Safeguards

1. **Overview:** Any student or parent or guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding your child’s identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system’s Section 504 Coordinator; however, a grievant’s failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system’s Section 504 Coordinator. The school system’s Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.
2. **Hearing Request:** The Request for the Hearing must include the following:
 - a. The name of the student.
 - b. The address of the residence of the student.
 - c. The name of the school the student is attending.
 - d. The decision that is the subject of the hearing.
 - e. The requested reasons for review.
 - f. The proposed remedy sought by the grievant.
 - g. The name and contact information of the grievant.

Within 10 business days from receiving the grievant’s Request for Hearing, the school system’s Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

3. **Mediation:** The School System may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.
4. **Hearing Procedures:**
 - a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant’s Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review board.
 - b. Upon showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
 - c. The grievant will have an opportunity to examine the child’s educational records prior to the hearing.
 - d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing as least 10 calendar days prior to the hearing. Failure to notify the Section 504

Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.

- e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims.
- f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
- g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
- h. The hearing shall be closed to the public.
- i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
- j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
- k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documents related to the hearing shall be retained by the recipient.
- l. Unless other required by law, the impartial review official shall uphold the action of the school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
- m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the rights to a personal appearance before the impartial review official.

5. Decision: The impartial review official shall issue a written determination within 20 calendar days of the date of the hearing conclusion. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.

6. Review: If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

Decatur County 504 School System Coordinator: Dr. April Aldridge
507 Martin Street; Bainbridge, GA 39817
Phone: 229-248-2836 fax: 229-248-2845

**Notice of Rights of Students and Parents Under Section 504
Decatur County School System**

Section 504 of the Rehabilitation Act of 1973, commonly referred to as “Section 504,” is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact Dr. April Aldridge, Decatur County School System Section 504 Coordinator at the following address: 507 Martin Street

Bainbridge, GA 39817

Phone: 229-248-2836

aaldrige@dcboe.com

The implementing regulations for Section 504 as set out in 34 CFR part 104 provide parents and/or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled peers.
2. Your child has the right to free and appropriate educational (FAPE) services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility.
6. You have the right to not consent to the school system’s request to evaluate your child.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities.

10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child.
12. You have the right to examine your child's educational records.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedures (Section 504 Procedural Safeguards) upon request.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

5/14/12; revised 5/31/13

DIRECTORY INFORMATION NOTICE

The Decatur County School District has designated the following information as directory information:

- (1) Student's name, address, and telephone number;
- (2) Student's date and place of birth;
- (3) Student's participation in official school clubs and sports;
- (4) Weight and height of student if he/she is a member of an athletic team;
- (5) Dates of attendance at the Decatur County School System schools; and
- (6) Awards received during the time enrolled in the Decatur County School System.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. You have the right to refuse to allow all or any part of the above information to be disclosed to the public upon request. If you wish to exercise this right, you must notify the principal of the school in which your student is enrolled in writing within 10 days after the first day students return to school each fall or within 10 days after your child transfers to the school.

**NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS
OF RIGHTS UNDER THE
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) (the "Act"), you have a right to:

Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) years of age or older, or those who are emancipated, your own education records. Parents or eligible students should submit to the principal or counselor a written request identifying the record(s) they wish to inspect. The principal or counselor will make arrangements for access and provide notice of such arrangements.

Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.

Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations allow disclosures without consent. One exception which permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.

File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the Decatur County Board of Education to comply with the requirements of the Act or the regulations promulgated thereunder.

Decatur County Schools
School Nutrition Program
 1304 East Evans Street
Bainbridge, Georgia 39819
 (229) 243-5321
 Fax (229) 243-5325

MEAL CHARGE PROCEDURE

All students, staff and parents of Decatur County Schools are expected to pay for meals either in advance or at the point of sale. However, on a very limited basis, the School Nutrition Program will allow students to charge meals. When meal charges occur, the School Nutrition staff and the school administrator will work together to eliminate all debts.

The following procedures will be implemented in case of student charges:

1. Student will be told by cashier that their account is low or in the need of money.
2. Charge letters will be printed twice weekly and given to the students as recommended by the principal.
3. The School Nutrition manager will contact the parent/ guardian to let them know the account is in debt. **All correspondence by the manager and staff to collect the money is logged on the "Charge List Contact Log."**
4. Current charge lists will be printed and given to the administration either monthly or as requested.
5. Charges over \$5.00 will be addressed by the principal in a way they consider appropriate.

MEAL PRICES

***** BREAKFAST IS PROVIDED AT NO COST TO ALL STUDENTS.**

Elementary: Full price - \$1.35 Reduced price - \$.40
Middle & High: Full price - \$1.70 Reduced price - \$.40
Adult Meals at all schools: Breakfast - \$1.50 Lunch - \$3.00

PAYMENT PROCEDURE

The School Nutrition Program encourages customers to use MyPaymentsPlus or checks to prepay for school meals. Both Options provide parents documentation of payment.

PAYMENT BY MyPaymentsPlus

- ❖ Make a prepayment into your student's meal account or pay any outstanding balances using a check, credit card, or debit card at **www.MyPaymentsPlus.com** or by calling **877-237-0946**.

PAYMENT BY CHECK

- ❖ Make check payable to each school lunchroom.
Check must include:
 Full Name
 Street Address
 Home Phone Number w/Area Code
 Work Phone Number w/Area Code
 Driver's License Number w/State
- ❖ List customer name on the memo line of check.
- ❖ Place check in an envelope with customer name and amount enclosed on outside of envelope.
- ❖ Turn the envelope in to the school lunchroom manager.
- ❖ Because of the large number of checks returned for insufficient funds, the School Nutrition Program will not accept checks for payment of meals for the last two weeks of school.
- ❖ DO NOT include fees for other items with your lunch money.

RETURNED CHECKS

Returned checks are now being processed by **Envision Payment Solutions, Inc.** If a check is returned due to non-payment, these procedures will be followed:

1. If your check is returned, it may be re-presented electronically. You authorize service charges and processing fees, as permitted by state law, to be debited from the same account by paper draft or electronically, at our option. If you have any questions you may contact **Envision** at (800) 290-3957 or www.envisionpayments.com.
2. Once an individual has had two returned checks, the School Nutrition Program Manager will not be allowed to accept any additional checks from that person/account until the previous debts have been taken care of.

At the beginning of each school year, individuals who eliminate any prior debt will be reinstated as a customer in good standing.

"This Institution is an Equal Opportunity Employer"

**Decatur County Board of Education's Procedure
For
Foods and Beverages Brought Into the School Cafeteria**

As a result of the Child Nutrition and WIC Reauthorization Act of 2004, school systems were mandated by the United States Department of Agriculture to develop and implement a Local Wellness Policy by the 2006-2007 school year.

As stated in Decatur County BOE policy EEE, the goal is to promote wellness and healthy nutrition for students and staff. All foods available on campus must have as an objective the promotion of student and staff health and the reduction of childhood obesity. In addition, the United States Department of Agriculture's (USDA) regulations prohibit the sale of non-nutritional foods and carbonated beverages during meal times at all school levels.

The objective of the Decatur County School Nutrition program is to provide students and staff with meals that are balanced and encourage good nutrition. School Nutrition foods must meet the USDA's current Dietary Guidelines and Requirements for Americans. Food choices are evaluated to reduce fat and sugar while providing the proper amounts of nutrients and calories for different age groups. A nutritious breakfast and lunch is served daily at each school.

It is for the reasons listed above that, while encouraging parents and guardians to enjoy a special meal with their child (ren), we are implementing the following procedure:

Procedure for Foods and Beverages Brought into the School Cafeteria:

- Students who bring their lunch should pack it appropriately and drinks (non-carbonated) should be in a non-breakable container.
- Parents and guardians are encouraged to visit the school and enjoy a nutritious meal with their student.
- No outside foods or beverages from restaurants will be brought into the cafeteria.
- Students who have food allergies or medical conditions that require special foods must have a doctor's statement on file.

Accommodating Children with Special Dietary Needs in the School Nutrition Programs

Accommodating Students with Disabling Special Dietary Needs

Schools participating in a federal Child Nutrition Program (School Lunch, School Breakfast or After School Snack Program) are required to make accommodations for children who are unable to eat the school meals because of a disability* that restricts their diet. In order to make modifications or substitutions to the school meal, schools must have a written Medical Statement on file that is signed by a licensed physician. The statement must identify:

- The child's disability
- An explanation of why the disability restricts the child's diet
- The major life activity affected by the disability
- The food(s) to be omitted from the child's diet
- The food or choice of foods that must be provided as the substitute

***Only a physician can declare if a student has a disability.**

Accommodating Students with Non-Disabling Special Dietary Needs

The school food authority may, at their discretion, make substitutions for students who have a special dietary need, but do not meet the definition of disability. Examples include food intolerances or allergies that do not cause life-threatening reactions. The decision to accommodate a student's special dietary need can be determined on a case-by-case basis, however, the school should remain consistent with accommodating special dietary needs. In order to make modifications or substitutions to the school meal, schools must have a written Medical Statement signed by a recognized medical authority identifying the following:

- An identification of the medical or other special dietary condition which restricts the child's diet
- The food or foods to be omitted from the child's diet
- The food or choice of foods to be substituted

In Georgia, a recognized medical authority includes a physician, physician assistant, and nurse practitioner.

Milk Substitutions for Students with Non-Disabling Special Dietary Needs

For students with non-disabling special dietary needs which restrict their intake of fluid milk, the following applies.

- Parents/guardians or a recognized medical authority (physician, physician assistant, or nurse practitioner) may request a fluid milk substitute for a student with a non-disabling medical dietary need, such as milk intolerance, or due to cultural, religious or ethnic beliefs. The request must be made in writing.
- The written request from a parent/guardian or medical authority must identify the student's medical or special dietary need that prevents them from consuming cow's milk. Specifically referring to milk substitutions, a "special dietary need" can refer to cultural, ethnic, or religious needs, as well as medical needs.
- Juice and water cannot be substituted for fluid milk as part of the reimbursable meal even when requested by a physician. Some schools may routinely offer fruit or vegetable juices on their menus as options for a fruit or vegetable choice. Fruit and/or vegetable juices cannot be offered in place of milk, but only as a fruit or vegetable choice for all students. All juice must be 100% full strength.
- Bottled water will be offered to these students as a beverage but not a substitute for fluid milk in a reimbursable meal.

Responsibility of Parents

- Notify the school of any food allergy, disability or special dietary need.
- Provide Medical Statement completed by a physician (disability), a recognized medical authority (non-disabling special dietary need), or the parent (non-disabling special dietary needs for milk only).
- Participate in any meetings or discussions regarding the student's meal plan. Maintain a healthy line of communication with the school.

- Notify the school of any changes relating to the special dietary need (a new Medical Statement is required if the diet changes).

School Nutrition Program Responsibility

- Provide food substitutions for students according to Medical Statement. The school food service staff may not revise or change a diet prescription or medical order.
- Provide training to cafeteria personnel on how to properly accommodate students with special dietary needs. Maintain documentation of this training.
- Communicate with parents, staff, and medical authorities regarding diet modifications.
- Maintain Medical Statement on each student with a special dietary need. Diet orders are not required to be renewed on a yearly basis, however, the Georgia Department of Education recommends that you confirm, on a yearly basis, the diet order has not changed. If there are any changes to the diet, a new Medical Statement is required.

School Nurse Responsibility

- Collaborate with School Nutrition Program Director, school staff, parents, and physician to appropriately share pertinent information, obtain a copy of Medical Statement, and accommodate students with special dietary needs.
- Develop medical plan of care as appropriate (Individualized Healthcare Plan).

Other Federal regulations

Based upon Federal laws that prohibit discrimination and ensure equal access to education, some students may have instructions for accommodating their special need written into a 504 Plan or an Individualized Education Plan (IEP). Typically, a team consisting of the school professionals and the parents collaborate to develop these plans. If the 504 Plan or IEP involves special dietary needs, the school nutrition program director should be involved.

Additional Resources:

USDA's Accommodating Children with Special Dietary Needs in the School Nutrition Programs: http://www.fns.usda.gov/cnd/guidance/special_dietary_needs.pdf.

USDA Memo SP 36-2013: Guidance Related to the ADA Amendments Act
<http://www.fns.usda.gov/cnd/governance/Policy-Memos/2013/SP36-2013os.pdf>

USDA Memo SP07-2010: Q & As: Milk Substitution for Children with Medical or Special Dietary Needs: http://www.fns.usda.gov/cnd/governance/Policy-Memos/2010/SP_07_CACFP_04_SFSP_05-2010_os.pdf

National Food Service Management Institute's Meeting Children's Special Food and Nutrition Needs in Child Nutrition Programs:
<http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=89>

Food Allergy and Anaphylaxis Network: <http://www.foodallergy.org/>

Food Allergy and Anaphylaxis Network handouts on how to read food labels:
http://www.foodallergy.org/files/HTRLsheet_2012.pdf

School Nutrition Association's allergy information resources website:
<http://www.schoolnutrition.org/Content.aspx?id=634>

Additional Contact Information:

- Contact the Georgia Department of Education, School Nutrition Division, with questions regarding accommodating students with special dietary needs in the School Meals Programs at 404-656-2738.

EPI MD	Decatur County Medical Plan of Care for School Nutrition Program (Students with Disabilities and Non-Disabling Special Dietary Needs)	NLT
<p>The following child is a participant in one of the United States Department of Agriculture (USDA) school nutrition programs.</p> <ul style="list-style-type: none"> USDA regulations 7CFR Part 15B require substitutions or modifications in school nutrition program meals for children whose disability restricts their diet and is supported by a statement signed by a licensed physician. Food allergies which may result in a severe, life-threatening (anaphylactic) reaction may meet the definition of "disability." The school food authority <u>may</u> choose to accommodate a student with a non-disabling special dietary need that is supported by a statement signed by a recognized medical authority (physician, physician assistant or nurse practitioner). The school food authority <u>may</u> choose to make a milk substitution available for students with a non-disabling special dietary need, such as milk intolerance or for cultural or religious beliefs. If the school food authority makes these substitutions available, the milk substitute must meet nutrient standards identified in regulations. If available, this will be indicated in Part 2. A parent/guardian or recognized medical authority (physician, physician assistant, or nurse practitioner) may complete this section. If this is the only substitution being requested, complete <u>Part 1 and 2 only</u>. 		
<p>Part 1: To be completed by Parent/Guardian (all requests for special dietary needs)</p>		
Child's Name	Date of Birth	M F
Name of School/Center/Program	Grade Level/Classroom	
Parent's/Guardian's Name	Address, City, State, Zip Code	
()	()	
Home Phone	Work Phone	
<p>Part 2: Milk substitution for non-disabling special dietary needs only</p>		
<p><input type="checkbox"/> School/school district does not make milk substitutes available to students with non-disabling special dietary needs.</p> <p>Water is available for all students.</p>		
<p>Does the child have a non-disabling medical or special dietary need that restricts intake of fluid milk? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>List medical or special dietary need (e.g., lactose intolerance or for cultural or religious beliefs):</p>		
<p>Medical Authority or Parent/Guardian Signature: _____ Date: _____</p>		
<p>Part 3: To be completed by Physician/Medical Authority</p>		
<p><u>Disability/Special Dietary Needs</u></p>		
<p>Does the child have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, Please identify the disability and describe the major life activities affected by the disability.</p> <p>Does the child's disability affect their nutritional or feeding needs? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If the child does not have a disability*, does the child have special nutritional or feeding needs? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(*These accommodations are optional for schools to make)</p> <p>If Yes, please identify the medical or other special dietary condition which restricts the diet.</p>		
<p>If the child has a disability or special dietary/feeding need, please complete Part 4 of this form and have it signed and stamped with the office name and address of a licensed physician/recognized medical authority.</p>		
<p>Part 4: To be completed by Physician/Medical Authority</p>		
<p><u>Diet Order</u></p>		
<p>List any dietary restrictions, such as food allergies or intolerances (list specific foods to be omitted):</p>		

List specific foods to be substituted (substitution cannot be made unless section is completed):

List foods that need the following change in texture. If all foods need to be prepared in this manner, indicate "All."
 Cut up/chopped into bite sized pieces:
 Finely Ground:
 Pureed:

List any special equipment or utensils needed:

Indicate any other comments about the child's eating or feeding patterns:

Physician/Medical Authority Printed Name and Office Phone Number	Address or Office Stamp
--	-------------------------

Physician/Medical Authority's Signature	Date
---	------

Part 5: Parent Signature	Date
--------------------------	------

Part 6: School Nutrition Program Director Signature	Date
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Health Insurance Portability and Accountability Act Waiver
 In accordance with the provisions of the Health Insurance Portability and Accountability Act of 1996 and the Family Educational Rights and Privacy Act, I hereby authorize _____ (medical authority) to release such protected health information of my child as is necessary for the specific purpose of Special Diet information to _____ (school/program) and I consent to allow the physician/medical authority to freely exchange the information listed on this form and in their records concerning my child with the school program as necessary. I understand that I may refuse to sign this authorization without impact on the eligibility of my request for a special diet for my child. I understand that permission to release this information may be rescinded at any time except when the information has already been released. My permission to release this information will expire on _____ (date). This information is to be released for the specific purpose of Special Diet information.

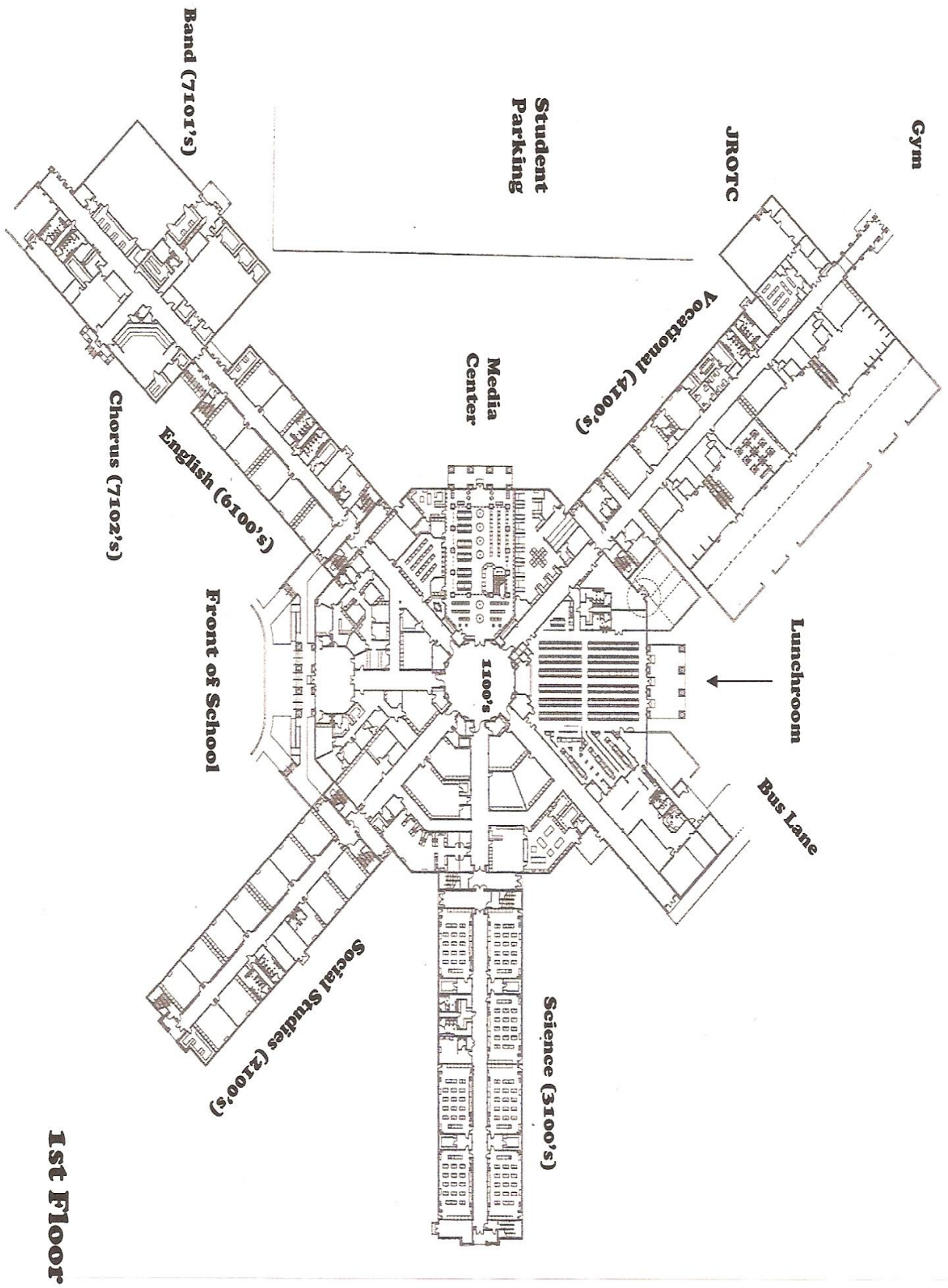
The undersigned certifies that he/she is the parent, guardian or official representative of the person listed on this document and has the legal authority to sign on behalf of that person.

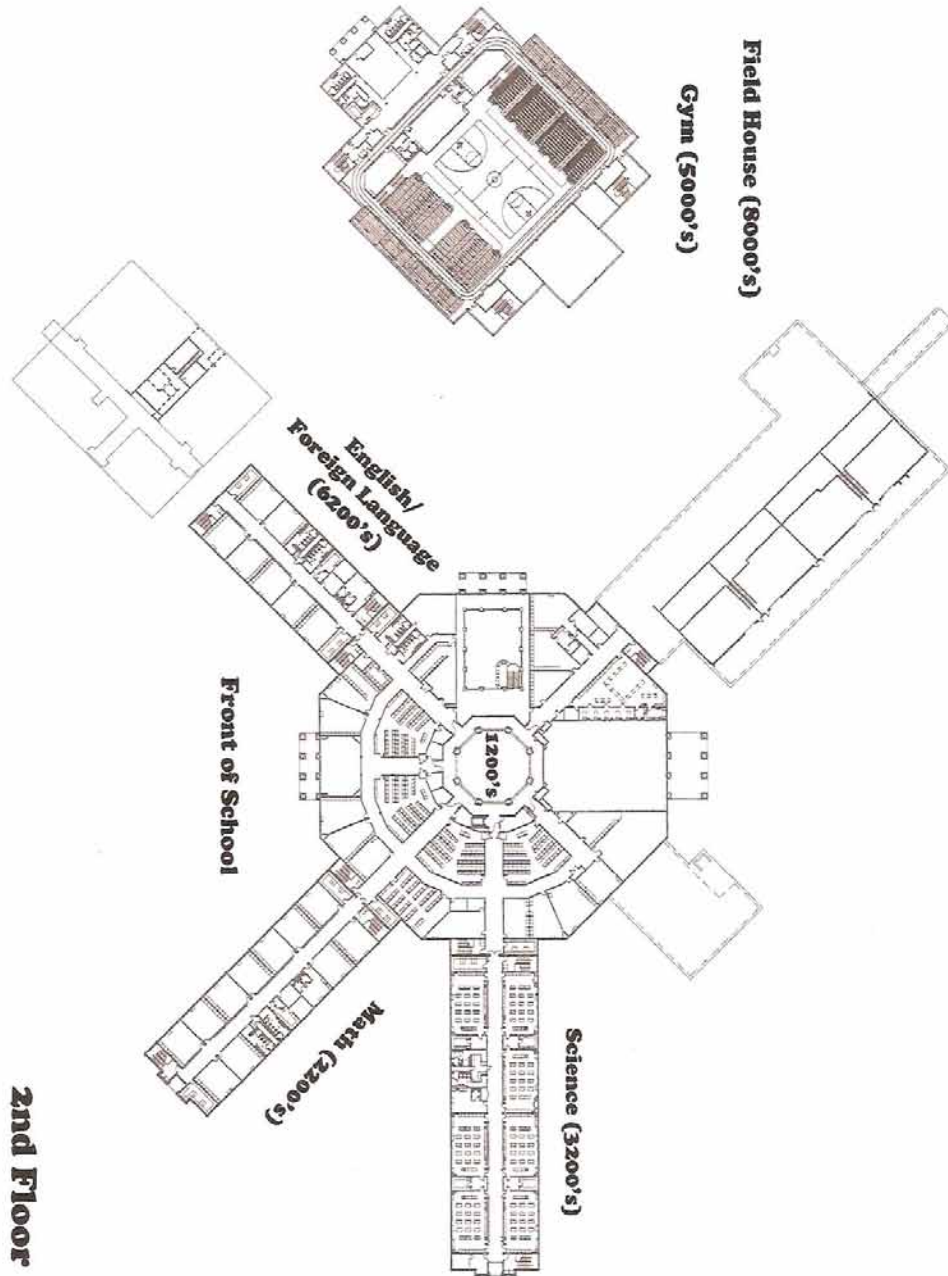
Parent/Guardian Signature: _____ **Date:** _____
 (Signing this section is optional, but may prevent delays by allowing us to speak with the physician)

Please have parent/guardian review form annually and initial/date if no changes are required. Any changes require submission of a new form signed by the Physician/Medical Authority.

Parent confirmed no change in diet order. ___ Date _____ ___ Date _____ ___ Date _____
 ___ Date _____ ___ Date _____ ___ Date _____ ___ Date _____ ___ Date _____

A copy of this form should be kept by the School Nutrition Manager and the Nurse. FERPA allows school nurses to share student's medical information regarding dietary needs with school nutrition services.





**Bainbridge High School
Community Service Verification Form**

Student Name: _____

Date	Organization	Activity	Hours	Site Manager Signature
Total Hours			<input style="width: 50px; height: 20px;" type="text"/>	

By signing below, I verify that the activities, hours and signatures noted above are true:

Signature of Student

Eligible service hours include volunteering time to community or school organizations/groups for which you are not paid: tutoring, community recycling/cleanup, Special Olympics, Animal Shelter, coaching community athletics & sports camps, volunteering at a non-profit agency; a service learning project for one of your classes; community project including voter registration and political campaigns; faith-based projects such as mission work or serving food; volunteer projects for community organizations; volunteering at the hospital/nursing homes; similar. **Work that is not eligible includes:** work for any organization for which you are paid.

Bainbridge High School Log of Extra Curricular Activities Form

Student Name: _____ **School Year** _____

Grade	Club/Activity	Role or Function in Club/Activity (Example: Office Held or Position)	Advisor/Sponsor/Coach

By signing below, I verify that participation in the clubs and activities listed above and signatures noted above are true:

Signature of Student

INFORMATION GUIDE

IF YOU NEED	REPORT TO
Advice about Schedules	Guidance Department
Announcement on Bulletin	Administrative Office
Attendance Information	Attendance Office
Audio Visual Aids	Media Center
Bullying (report)	Teacher/Administrator
Certificate of Attendance	Administrative Office
Change of Grades	Teacher/Principal
Drug Awareness Cards	P.E. Department/Mr. Wheeler
Financial Obligations	Bookkeeper's Office/Mrs. Wooten
General Information	Teacher/Guidance/Administration
Good Student Auto Insurance Form	Guidance Department
Guidance about Problems	Teacher/Guidance/Administration
Information re. College/Tech Schools	Guidance Department
Insurance Claim	Athletic Trainer
Leaving School During the Day	Attendance Office
Lockers	CTAE Office/Mrs. Hartzog
Lost and Found	Receptionist's Office/Mrs. Godwin
Lunches/Meal Status	Dr. Pugh
Medical Attention	Teacher/Administration/Nurse
Parking Permits	CTAE Office/Mrs. Hartzog
Personal Guidance	Counselor/Teacher
Report Cards	Guidance Office
Report of Theft/Vandalism	School Resource Officer/Assistant Principal
Social Security Verification Forms	Guidance Department
Scholarships	Guidance Department
Tardy Pass after First Block	Attendance Office
Transcript Request	Guidance Department
Work Permit	Guidance Department
Withdrawal from School	Guidance Department

FOUR SIMPLE STEPS TO SUCCESS IN SCHOOL

1. **BE AT SCHOOL, ALL DAY, EVERY DAY**
2. **BE INVOLVED; STUDENTS, PARENTS, AND COMMUNITY.**
3. **BEHAVE APPROPRIATELY.**