



Bainbridge Middle School
21st Century Community Learning Center
Parent/Student Handbook



Bainbridge Middle School
1301 E. College Street
Bainbridge, Georgia 39819

Everyone Successful Everyday Everyone Successful Everyday

Bainbridge Middle School
1301 E. College Street
Bainbridge, Georgia 39819
Phone: (229)248-2206 Fax: (229-)248-2217
Email: abaulkman@dcboe.com

Welcome to the Bainbridge Middle School 21st Century Community Learning Center. The staff members are very excited about working with your child. The grant funded program is free and is designed to provide homework assistance, academic enrichment and tutorials, and health and recreation activities that will help our students meet the state's educational standards.

To help us maintain a safe and productive learning environment, certain policies and procedures have been developed. These policies and procedures are presented in this handbook. Please take time to read and discuss this packet with your child. There is important information for you and your child to sign at the end of this packet. Please return the signed information to your child's teacher.

We are here to assist your children. If you have any questions, comments, suggestions, or concerns, please call me at 229-248-2206. We strive to meet the needs of your child; therefore, we appreciate getting feedback from you.

Yours in Education,

Angela Baulkman
21st Century Site Coordinator

Table Of Contents

Philosophy of Bainbridge Middle School.....	3
What is the 21 st CCLC-Extended Day Program.....	3
Cost.....	3
Snacks.....	3
Holidays/Early Release.....	3
Admission Requirements.....	4
General Rules for Participants.....	4
Change of Address and Telephone.....	4
Arrival.....	4
Dismissal.....	5
School Bus Guide.....	5
Going to the School Bus Stop.....	5
Wait at the Bus Stop.....	5
Getting on the Bus.....	5
Riding on the School Bus.....	6
Getting Left on the School Bus.....	6
Late Pickup.....	6
Attendance.....	6
Illnesses and Accidents.....	6
Discipline.....	6
Bainbridge Middle School Rules.....	7
Behavior Dismissal.....	7
Confidentiality.....	7
Child Abuse Reporting Requirements.....	7
Video/Photography.....	7
Camera Security System.....	8
Internet Policy.....	8
Emergency Drills.....	8
Visitors.....	8
Parent Involvement.....	8
Appendixes	
Appendix ASample Attendance.....	10
Appendix B.....Sample Discipline.....	11
Appendix C.....Child Abuse Guidelines.....	12
Appendix D.....Harrassment.....	17
Appendix E.....Internet Safety.....	18
Appendix F.....Nepotism Policy.....	19
Appendix G.....Fraud, Waste, and Abuse Procedures.....	20
Appendix H.....Safety Evacuation Locations.....	21
Appendix I.....Parent Signature Form.....	22

PHILOSOPHY OF Bainbridge Middle School

The Bainbridge Middle School Faculty and Staff believe that our primary function is to accept each child as he/she is and enable him/her to develop to his/her fullest potential by providing him/her with cognitive, effective, and psychomotor experiences. We recognize the parent as the most significant teacher prior to entering school. Our concept of education is that the school, with the family, guides each child in his/her growth toward the realization of his/her highest potential. Because we believe the school should help each child develop a positive self-concept, and to become a productive citizen, we provide opportunities for mental, physical, emotional and social growth.

What is the 21st CCLC-Extended Day Program?

Academic Achievement-Enrichment Opportunities-Family English Services
21st CCLC is a state funded program, under No Child Left Behind, designed to provide extended learning and enrichment opportunities to students and parents. Activities and classes are provided at each school in the Decatur County School District. Each school site's 21st CCLC Program may be held mornings and evenings. 21st CCLC activities will be held throughout the school year and in the summer.

Cost

The program is offered FREE. There may be a small materials and supply fee for certain activities and/or field trips.

Snacks

A free snack will be provided for ALL registered participants in accordance with USDA guidelines.

Holidays/Early Release

There will be no programming on school holidays. Students will attend morning sessions on early release days.

Admission Requirements

Parents must complete an application and agree to policies in our handbook before students can be admitted into the program. Applications are given based:

- Previous CRCT test scores
- Receiving Early Intervention help
- Reading below grade level
- Teacher recommendation

Applications are taken on a “first come, first served” basis. When enrollment reaches the maximum limit for each class, additional applicants are placed on a waiting list.

Bainbridge Middle School: Students in grades 7 & 8 - limited to 14 per classroom for instruction and 18 per classroom for enrichment.

Hours of Operations

Monday – Friday

Morning Session – 7:00a.m. – 8:00a.m.

Monday – Thursday

Afternoon Session – 3:30 p.m. – 5:30 p.m.

General Rules for Participants

- Attend daily
- All school rules will be enforced.

CHANGE OF ADDRESS/TELEPHONE

It is very important that every student maintain an up-to-date address and telephone number in the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

Arrival

The Decatur County School system does not provide transportation to the school site. Parents are required to bring their child in for the morning tutorial.

Dismissal

The Decatur County School system does provide bus transportation to designated locations within the county. For more information about where your child will be dropped off at, contact 229-248-2204.

Adults indicated on the registration form may sign children out of the program. Parents and adults may be asked to show identification before the child is released to them. Parents indicate on the application form how their child will go home in the evenings (car/walk/bus). Should your child need to change mode of transportation, you will need to send in a note.

All students should be picked up promptly by the site dismissal time (5:30 p.m.)

SCHOOL BUS RIDE GUIDE

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 to schedule 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 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 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**.

Getting left on the School Bus

If a student does not get off his/her stop at the end of the day. Then, the bus driver will contact the bus shop (F. Lawrence). Mr. Lawrence will contact the building administration and the building administration will contact the parent.

Late Pick-Up

Please help us get everyone home on time. Your child should be picked up by the close of the program. Should you have an emergency and need to be late, please notify the school immediately. **Students who are picked up late more than 3 times will not be allowed to continue in the 21st CCLC program.**

Attendance

Students who have been absent from the program should bring a note from a parent or legal guardian on the day they return to the program. Students who have 5 unexcused absences may not be allowed to continue in the program. We have a limited number of spaces for students. In order to accommodate students who want to be in the program, we must ask that students attend our program on a regular basis and send in notes when an absence is necessary.

Illness or Accident

We will notify you in the event of an illness or injury that causes moderate to serious discomfort to your child. In the event that emergency medical services are required, we will seek prompt emergency medical treatment through 911, follow their instructions, and notify you as soon as possible. You as the parent/guardian are responsible for any professional medical treatment administered to your child for any illness, injury, or accident that occurs while at the 21st Century Community Learning Center site.

DISCIPLINE

Bainbridge Middle School is committed to maintaining a well-disciplined atmosphere, where children will have the best opportunity to learn. We believe that discipline is an on-going process, which helps students learn to be responsible and capable of making choices that are in consistency in the enforcement of rules. We also feel that it is the joint responsibility of the parent/guardians and teacher to praise and reinforce appropriate behavior. We have established a strong positive discipline program, which includes specific school-wide behavior expectations and consequences. A copy of each grade level discipline plan will be sent home with each student. Positive reinforcement will occur when good behavior is exhibited. Parents/guardians will be expected to be involved as part of the adult team working to help the student improve his/her behavior. **COMPLIANCE WITH THE STANDARDS OF CONDUCT ADOPTED BY THE DECATUR COUNTY BOARD OF EDUCATION IS MANDATORY FOR EVERY STUDENT.**

Bainbridge Middle School Rules

1. Always be prepared for class.
2. Raise your hand to speak.
3. Walk in the halls without talking.
4. Keep your hands, feet, and objects to yourself.
5. Obey all adults.
6. Respect yourself, others, and school property.
7. No gum, toys, or unsafe objects.
8. Use a courteous tone when speaking.
9. Don't show disrespect when speaking.
10. Be in the right place, at the right time, doing the right thing, especially in the classroom and cafeteria.

Behavior Dismissal

Teachers will be using a behavior point tracking system. Parents will be notified when their child is not conducting the appropriate behavior in the program. A child who does not maintain acceptable behavior within a reasonable amount of time, or causes harm to other students or staff will be dismissed from the 21st CCLC program. See Behavior Policy

Confidentiality

Information pertaining to the children enrolled in the 21st Century Community Learning Centers is considered confidential and may not be released by staff without first obtaining written permission signed by the parent(s)/guardian(s) except in the case of suspected abuse or neglect, threat to self or others, or under court order.

Child Abuse Reporting Requirements

Georgia State Law requires all staff at the 21st CCLC sites to report any suspected child abuse.

Video/Photograph

Parents are required to sign a form allowing the use of video or photographs to be used for educational purposes. These forms are kept on record through the normal school day hours of operation.

CAMERA SECURITY SYSTEM

A camera system has been installed at Bainbridge Middle School. This camera system records to DVD's for easy reviewing. All entrances/exits of Bainbridge Middle School are monitored, as well as common areas, the exterior of the building including hallways, lobbies, and many other areas of the school. This system can be accessed by the Decatur County Board of Education via the internet.

Internet Policy

Students are expected to adhere to the internet policies as stated in the school student handbook. Parents are expected to discuss with their child acceptable standards for on-line behavior.

Emergency Drills

Fire drills and disaster drills are practiced throughout the year.

An evacuation plan for each room to follow is posted near the doors. In case of a fire alarm, student leave the building through the exit designated for each room. In case of a tornado warning, students are to walk into a marked SAFE ZONE, sit against the wall, and cover their heads.

Visitors

Parents are welcome and encouraged to visit the school. **Visitors are required to enter the building at the main entrance.** All visitors are required to report to the school Attendance Office upon entering the building.

Parent Involvement

Parents are important to the social, emotional, and educational development of their children. We strive to include parents in our program by providing three parent events a year.

Responsibilities of Parent

- To teach and model respect and responsibility at home.
- Cooperate fully with 21st CCLC staff members and to encourage their children to do the same.
- Encourage their children to follow the rules.
- Require their children to attend.
- Sign and return all forms

Sample Attendance Letter

Bainbridge Middle School

1301 E. College Street
Bainbridge, Georgia 39817

229-248-2206

Dear Parent/Guardian,

Your child _____ has been absent from 21st Century After School Program. In accordance with the Decatur County Attendance policy, I am notifying you because your child has one of the following situations:

_____ 4 unexcused absences

_____ 5 excused absences

_____ 7 tardies or early dismissals

One of the most important factors in doing well academically is maintaining good attendance. Students who are absent a lot or leave school early frequently may have problems keeping up with their assignments. I would like to encourage you to be certain that your child attends school every day unless sick or has an unavoidable appointment.

If you have any questions, please call the school. We want your child to be successful.

Sincerely,

Angela Baulkman
21st Century Site Coordinator

Sample Discipline Letter Here

Bainbridge Middle School

1301 E. College Street
Bainbridge, Georgia 39817

229-248-2206

Dear Parent/Guardian,

Your child _____ has been reprimanded for discipline problems. In accordance with the Decatur County discipline policy, I am notifying you because your child has one of the following situations:

- ___ Disrespectful to a teacher or a peer
- ___ Not following directions or refusing to follow directions
- ___ Performing an unsafe act alone or with someone else

One of the most important factors in doing well academically is maintaining good behavior. Students who misbehave are not only causing problems for themselves, but also deter other students from learning. I would like to encourage you to be certain that your child understands that his/her misbehavior will not be tolerated at Bainbridge Middle School, both during regular class time and after school. Continuation of his/her misbehavior will result in dismissal from the 21st Century program.

If you have any questions, please call the school. We want your child to be successful.

Sincerely,

Angela Baulkman
21st Century Site Coordinator

Appendix C

Child Abuse Guidelines and Reporting

OFFICIAL CODE OF GEORGIA ANNOTATED

Copyright 2013 by The State of Georgia

All rights reserved.

*** Current Through the 2013 Regular Session ***

*** Annotations Current Through March 29, 2013 ***

TITLE 19. DOMESTIC RELATIONS
CHAPTER 7. PARENT AND CHILD RELATIONSHIP GENERALLY
ARTICLE I. GENERAL PROVISIONS

GO TO GEORGIA STATUTES ARCHIVE DIRECTORY

O.C.G.A. § 19-7-5 (2013)

§ 19-7-5. (For effective date, see note.) Reporting of child abuse; when mandated or authorized; content of report; to whom made; immunity from liability; report based upon privileged communication; penalty for failure to report
(a) The purpose of this Code section is to provide for the protection of children whose health and welfare are adversely affected and further threatened by the conduct of those responsible for their care and protection. It is intended

that the mandatory reporting of such cases will cause the protective services of the state to be brought to bear on the situation in an effort to prevent further abuses, to protect and enhance the welfare of these children, and to preserve family life wherever possible. This Code section shall be liberally construed so as to carry out the purposes thereof.

(b) As used in this Code section, the term:

(1) (For effective date, see note.) "Abortion" shall have the same meaning as set forth in Code Section 15-11-68 1.

(2) "Abused" means subjected to child abuse.

(3) "Child" means any person under 18 years of age.

(4) "Child abuse" means:

(A) Physical injury or death inflicted upon a child by a parent or caretaker thereof by other than accidental means; provided, however, that physical forms of discipline may be used as long as there is no physical injury to the child;

(B) Neglect or exploitation of a child by a parent or caretaker thereof;

(C) Sexual abuse of a child; or

(D) Sexual exploitation of a child.

However, no child who in good faith is being treated solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination by a duly accredited practitioner thereof shall,

for that reason alone, be considered to be an "abused" child.

(5) "Child service organization personnel" means persons employed by or volunteering at a business or an organization, whether public, private, for profit, not for profit, or voluntary, that provides care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to children.

(6) "Clergy" means ministers, priests, rabbis, imams, or similar functionaries, by whatever name called, of a bona fide religious organization.

(7) "Pregnancy resource center" means an organization or facility that:

(A) Provides pregnancy counseling or information as its primary purpose, either for a fee or as a free service;

(B) Does not provide or refer for abortions;

(C) Does not provide or refer for FDA approved contraceptive drugs or devices; and

(D) Is not licensed or certified by the state or federal government to provide medical or health care services and is not otherwise bound to follow federal Health Insurance Portability and Accountability Act of 1996, P.L. 104-191, or

other state or federal laws relating to patient confidentiality.

- (8) "Reproductive health care facility" means any office, clinic, or any other physical location that provides abortions, abortion counseling, abortion referrals, or gynecological care and services.
- (9) "School" means any public or private pre-kindergarten, elementary school, secondary school, technical school, vocational school, college, university, or institution of postsecondary education.
- (10) "Sexual abuse" means a person's employing, using, persuading, inducing, enticing, or coercing any minor who is not that person's spouse to engage in any act which involves:
- (A) Sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex;
 - (B) Bestiality;
 - (C) Masturbation;
 - (D) Lewd exhibition of the genitals or pubic area of any person;
 - (E) Flagellation or torture by or upon a person who is nude;
 - (F) Condition of being fettered, bound, or otherwise physically restrained on the part of a person who is nude;
 - (G) Physical contact in an act of apparent sexual stimulation or gratification with any person's clothed or unclothed genitals, pubic area, or buttocks or with a female's clothed or unclothed breasts;
 - (H) Defecation or urination for the purpose of sexual stimulation; or
 - (I) Penetration of the vagina or rectum by any object except when done as part of a recognized medical procedure.

"Sexual abuse" shall not include consensual sex acts involving persons of the opposite sex when the sex acts are between minors or between a minor and an adult who is not more than five years older than the minor. This provision

shall not be deemed or construed to repeal any law concerning the age or capacity to consent.

- (11) "Sexual exploitation" means conduct by any person who allows, permits, encourages, or requires that child to engage (in:

- (A) Prostitution, as defined in *Code Section 16-6-9*; or
 - (B) Sexually explicit conduct for the purpose of producing any visual or print medium depicting such conduct, as defined in *Code Section 16-12-100*.
- (c)(1) The following persons having reasonable cause to believe that a child has been abused shall report or cause reports of that abuse to be made as provided in this Code section:
- (A) Physicians licensed to practice medicine, physician assistants, interns, or residents;
 - (B) Hospital or medical personnel;
 - (C) **Dentists;**
 - (D) Licensed psychologists and persons participating in internships to obtain licensing pursuant to Chapter 39 of Title 43;
 - (E) Podiatrists;
 - (F) Registered professional nurses or licensed practical nurses licensed pursuant to Chapter 26 of Title 43 or nurse's aides;
 - (G) Professional counselors, social workers, or marriage and family therapists licensed pursuant to Chapter IOA of Title 43;
 - (H) School teachers;
 - (I) School administrators;
 - (J) School guidance counselors, visiting teachers, school social workers, or school psychologists certified pursuant w Chapter 2 of Title 20;
 - (K) Child welfare agency personnel, as that agency is defined pursuant to *Code Section 49-5-12*;
 - (L) Child-counseling personnel;
 - (M) Child service organization personnel;
 - (N) Law enforcement personnel; or
 - (O) Reproductive health care facility or pregnancy resource center personnel and volunteers.

(2) If a person is required to report child abuse pursuant to this subsection because that person attends to a child pursuant to such person's duties as an employee of or volunteer at a hospital, school, social agency, or similar facility, that person shall notify the person in charge of the facility, or the designated delegate thereof, and the person so notified

shall report or cause a report to be made in accordance with this Code section. An employee or volunteer who makes a

report to the person designated pursuant to this paragraph shall be deemed to have fully complied with this subsection

Under no circumstances shall any person in charge of such hospital, school, agency, or facility, or the designated delegate thereof, to whom such notification has been made exercise any control, restraint, modification, or make other change to the information provided by the reporter, although each of the aforementioned persons may be consulted prior to the making of a report and may provide any additional, relevant, and necessary information when making the report.

(d) Any other person, other than one specified in subsection (c) of this Code section, who has reasonable cause to believe that a child is abused may report or cause reports to be made as provided in this Code section.

(e) An oral report shall be made immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, by telephone or otherwise and followed by a report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Services, or, in the absence of such agency, to an appropriate police authority or district attorney. If a report of child abuse is made to the child welfare agency or independently discovered by the agency, and the agency has reasonable cause to believe such report is true or the report contains any allegation or evidence of child abuse, then the agency shall immediately notify

the appropriate police authority or district attorney. Such reports shall contain the names and addresses of the child and

the child's parents or caretakers, if known, the child's age, the nature and extent of the child's injuries, including any evidence of previous injuries, and any other information that the reporting person believes might be helpful in establishing the cause of the injuries and the identity of the perpetrator. Photographs of the child's injuries to be used as documentation in support of allegations by hospital employees or volunteers, physicians, law enforcement personnel,

school officials, or employees or volunteers of legally mandated public or private child protective agencies may be taken without the permission of the child's parent or guardian. Such photographs shall be made available as soon as possible to the chief welfare agency providing protective services and to the appropriate police authority.

(f) Any person or persons, partnership, firm, corporation, association, hospital, or other entity participating in the making of a report or causing a report to be made to a child welfare agency providing protective services or to an appropriate police authority pursuant to this Code section or any other law or participating in any judicial proceeding or any other proceeding resulting therefrom shall in so doing be immune from any civil or criminal liability that might otherwise be incurred or imposed, provided such participation pursuant to this Code section or any other law is made in good faith. Any person making a report, whether required by this Code section or not, shall be immune from liability as

provided in this subsection.

(g) Suspected child abuse which is required to be reported by any person pursuant to this Code section shall be reported notwithstanding that the reasonable cause to believe such abuse has occurred or is occurring is based in whole

or in part upon any communication to that person which is otherwise made privileged or confidential by law; provided, however, that a member of the clergy shall not be required to report child abuse reported solely within the context of confession or other similar communication required to be kept confidential under church doctrine or practice. When a clergy member receives information about child abuse from any other source, the clergy member shall comply with the reporting requirements of this Code section, even though the clergy member may have also received a report of child abuse from the confession of the perpetrator.

(h) Any person or official required by subsection (c) of this Code section to report a suspected case of child abuse who knowingly and willfully fails to do so shall be guilty of a misdemeanor.

(i) A report of child abuse or information relating thereto and contained in such report, when provided to a law enforcement agency or district attorney pursuant to subsection (e) of this Code section or pursuant to *Code Section 49-5-41*, shall not be subject to public inspection under Article 4 of Chapter 18 of Title 50 even though such report or information is contained in or part of closed records compiled for law enforcement or prosecution purposes unless:

(1) There is a criminal or civil court proceeding which has been initiated based in whole or in part upon the facts regarding abuse which are alleged in the child abuse reports and the person or entity seeking to inspect such records provides clear and convincing evidence of such proceeding; or

(2) The superior court in the county in which is located the office of the law enforcement agency or district attorney which compiled the records containing such reports, after application for inspection and a hearing on the issue,

shall permit inspection of such records by or release of information from such records to individuals or entities who are engaged in legitimate research for educational, scientific, or public purposes and who comply with the provisions of this paragraph. When those records are located in more than one county, the application may be made to the superior court of any one of such counties. A copy of any application authorized by this paragraph shall be served on the office of the law enforcement agency or district attorney which compiled the records containing such reports. In cases where the location of the records is unknown to the applicant, the application may be made to the Superior Court of Fulton County. The superior court to which an application is made shall not grant the application unless:

(A) The application includes a description of the proposed research project, including a specific statement of the information required, the purpose for which the project requires that information, and a methodology to assure the information is not arbitrarily sought;

(B) The applicant carries the burden of showing the legitimacy of the research project; and

(C) Names and addresses of individuals, other than officials, employees, or agents of agencies receiving or investigating a report of abuse which is the subject of a report, shall be deleted from any information released pursuant to this subsection unless the court determines that having the names and addresses open for review is essential to the research and the child, through his or her representative, gives permission to release the information.

HISTORY: Code 1933, § 74-111, enacted by Ga. L. 1965, p. 588, § 1; Ga. L. 1968, p. 1196, § 1; Ga. L. 1973, p. 309, § 1; Ga. L. 1974, p. 438, § 1; Ga. L. 1977, p. 242, §§ 1-3; Ga. L. 1978, p. 2059, §§ 1, 2; Ga. L. 1980, p. 921, § 1; Ga. L. 1981, p. 1034, §§ 1-3; Ga. L. 1988, p. 1624, § 1; Ga. L. 1990, p. 1761, § 1; Ga. L. 1993, p. 1695, §§ 1, 1.1; Ga. L. 1994, p. 97, § 19; Ga. L. 1999, p. 81, § 19; Ga. L. 2006, p. 485, § 1/SB 442; Ga. L. 2009, p. 453, § 2-2/HB 228; Ga. L. 2009, p. 733, § 1/SB 69; Ga. L. 2012, p. 899, § 5-1/HB 1176; Ga. L. 2013, p. 141, § 19/HB 79; Ga. L. 2013, p. 294, § 4-23/HB 242; Ga. L. 2013, p. 524, § 2-1/HB 78.

NOTES: DELAYEO EFFECTIVE DATE. --Paragraph (b)(1), as set out above, becomes effective January 1, 2014. For version of paragraph (b)(1) in effect until January 1, 2014, see the 2013 amendment note.

THE 2009 AMENDMENTS. --The first 2009 amendment, effective July 1, 2009, substituted "Department of Human Services" for "Department of Human Resources" in the first sentence of subsection (e). The second 2009 amendment, effective May 5, 2009, substituted "any person" for "a child's parent or caretaker" in the introductory language of paragraph (b)(4).

THE 2012 AMENDMENT, effective July 1, 2012, in subsection (b), added present paragraph (b)(1), redesignated former paragraphs (b)(1) through (b)(3) as present paragraphs (b)(2) through (b)(4), respectively, inserted "that" in present subparagraph (b)(4)(A), added paragraphs (b)(5) through (b)(9), redesignated former paragraphs (b)(3.1) and (b)(4) as present paragraphs (b)(10) and (b)(11), respectively; added "or nurse's aides" at the end in subparagraph

(c)(1)(F); deleted "or" at the end of subparagraph (c)(1)(M), substituted "; or" for a period at the end of subparagraph (c)(1)(N), and added subparagraph (c)(J)(O); in paragraph (c)(2), in the first sentence, inserted "child", and substituted

"an employee of or volunteer at" for "a member of the staff of", and substituted "An employee or volunteer" for "A staff

member" at the beginning of the second sentence; in subsection (e), twice substituted "employees or volunteers" for "staff", and substituted "photographs" for "photograph" at the beginning of the fifth sentence; at the end of subsection

(g), inserted the proviso at the end of the first sentence, and added the last sentence. See editor's note for applicability.

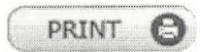
THE 2013 AMENDMENTS . --The first 2013 amendment, effective April 24, 2013, part of an Act to revise, modernize,

and correct the Code, substituted "Chapter 26" for "Chapter 24" in subparagraph (c)(1)(F). The second 2013 amendment, effective January 1, 2014, substituted "Code Section 15-11-681" for "*Code Section 15-11-111*" in paragraph (b)(1). The third 2013 amendment, effective July 1, 2013, inserted "physician assistants," in subparagraph (c)(1)(A). See editor's note for applicability.

Page 5

O.C.G.A. § 19-7-5

Harassment



It is the policy of this school district to prohibit any act of harassment of students or employees by other students or employees based upon race, color, sex, national origin, religion, age or disability at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such act by a student or employee shall result in prompt and appropriate discipline, including the possible termination of employment or suspension or expulsion of the student.

Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment for a student or employee. There may be other speech or conduct which employees or students experience as inappropriate or illegal harassment which should also be reported; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district as prohibited by this policy should promptly report the same to the principal of the school or to the appropriate coordinator designated in policy GAAA/JM, who will implement the Board's discriminatory complaints procedures as specified in that policy. Students may also report harassment or discrimination to their school counselor or any administrator. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. If at any point in the investigation of reported sexual harassment of a student, the coordinator or designee determines that the reported harassment should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation.

It is the duty of all employees to promptly report harassment forbidden by this policy. All supervisors will instruct their subordinates as to the content of this policy and, through appropriate professional learning activities, enlighten employees as to the varied forms or expression of prohibited harassment. The principals of all schools shall ensure that students and parents are informed through student handbooks and verbally that such harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy.

Introduction

It is the policy of Decatur County Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

To the extent practical, steps shall be taken to promote the safety and security of users of the Decatur County Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Inappropriate Network Usage - Supervision and Monitoring

It shall be the responsibility of all members of the Decatur County Schools staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act.

As required by the Children's Internet Protection Act, Decatur County Schools will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Chief Technology Information Officer or designated representatives.

Appendix F

Decatur County Board of Education

21st Century Community Learning Centers (21st CCLC) Nepotism Policy

The Decatur County Board of Education 21st CCLC Program prohibits any 21st CCLC employee from directly supervising his/her immediate family members. For the purpose of this policy, a family member is defined to include spouses, parents, children, grandparents, grandchildren, brothers, sisters, brothers- and sisters-in law, fathers- and mothers-in law, nieces, nephews, step-parents, step-brothers, step-sisters, step-children and any relatives living in the residence of the employee.

The provisions of this policy may be waived by the 21st CCLC Director when the assignment or placement of both relatives is of such nature that no reasonable alternatives are available.

Appendix G

DECATUR COUNTY SCHOOL DISTRICT FRAUD, WASTE, AND ABUSE PROCEDURE PURPOSE:

-In compliance with White House Executive Order 12731, the Decatur County School System provides all employees, clients, vendors, and individuals with confidential channels to report suspicious activities. The

Decatur County School System shall not tolerate fraud, waste, or abuse of any kind and has an established system for the reporting and investigating of suspicious activities.

DEFINITIONS:

"Fraud" means the intentional deception perpetrated by an individual or individuals, or an organization or organizations, either internal or external to Decatur County Schools that could result in a tangible or intangible benefit to themselves, others, or the locality or could cause detriment to others or the locality. Fraud includes a false representation of a matter of fact, whether by words or by conduct, by false or misleading statements, or by concealment of that which should have been disclosed, which deceives and is intended to deceive.

"Waste" means the intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use or squandering of resources owned or operated by the locality to the detriment or potential detriment of the locality. Waste also includes incurring unnecessary costs because of inefficient or ineffective practices, systems, or controls.

"Abuse" means the excessive or improper use of something, or the employment of something in a manner contrary to the natural or legal rules for its use; the intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources owned or operated by the locality: or extravagant or excessive use so as to abuse one's position or authority.

EXAMPLES OF FRAUD, WASTE, AND ABUSE: (NOT ALL-INCLUSIVE)

- Personal use of district-owned vehicles
- Long distance personal phone calls
- Personal use of district owned supplies or equipment -Violations of system and/or state procurement policy
- Excessive or unnecessary purchases
- Falsification of official documents (timesheets, leave reports, travel vouchers, etc.)
- Contract fraud
- Serious abuse of time
- Inappropriate expenditures
- Embezzlement
- Theft or misuse of school funds or property

21st Century After School Program

PLEASE SIGN AND RETURN

PARENT FORM

Please sign below indicating that you have read and discussed with your child the Student Handbook. If you have any questions, please talk with your child's principal or his/her teacher. Thank you for your cooperation in helping the system provides quality education for all of our children.

Parent/Guardian Signature

Date

Teacher Name

Student Signature

Date

Grade

