

**Ben Hill County Schools**

**2017-2018**

**Student  
Handbook**

**with**

**Code of Conduct  
Primary, Elementary,  
Middle, and High School**



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**BEN HILL COUNTY SCHOOL DIRECTORY**

**Ben Hill Preschool**

<http://bhpre-k.weebly.com/>

Jaquetta Brown, Principal  
406 W Suwanee Street Fitzgerald, Ga. 31750

**Ben Hill Primary**

<http://benhillcountyprimary.ga.bcp.schoolinsites.com/>

Ben Webb, Principal  
Thomas Sharp, Interim Assistant Principal  
221 JC Hunter Drive Fitzgerald, Ga. 31750

**Ben Hill County Elementary**

<http://benhillcountyelem.ga.bce.schoolinsites.com/>

Dr. Tracy McCray-Barnes, Principal  
Roger Merritt, Interim Assistant Principal  
328 Lobinger Ave Fitzgerald, Ga. 31750

**Ben Hill County Middle School**

<http://benhillcountymiddle.ga.bcm.schoolinsites.com/>

James Sirmans, Principal  
Earl Brown, Assistant Principal  
134 JC Hunter Drive Fitzgerald, Ga. 31750

**Fitzgerald High School**

<http://fitzgeraldhigh.ga.bch.schoolinsites.com/>

Dawn Clements, Principal  
Isom Harmon, Assistant Principal  
Alex Tillman, Assistant Principal  
601 Cypress Street Fitzgerald, Ga. 31750

**SCHOOL BOARD MEMBERS**



Shirley Brooks  
Vice Chairman  
District 1



Gary Smith  
Chairman  
District 2



Bill Bryant  
District 3



Theresa Davis  
District 4



Michelle Joiner  
District 5



Tony Herlovich  
District 6



Eric Griffin  
District 7

**CENTRAL OFFICE STAFF**

Central Office Main Switchboard..... (229) 409-5500

**Dr. J. Shawn Haralson, Superintendent**

Debbie Sandiford, Administrative Assistant to the Superintendent  
Tiffany Paulk, Receptionist/System Leave Coord./Workers Comp.

**Curriculum & Learning**

Wanda Kimbrell, Executive Director of Student Services  
Dr. Gail Stokes, 49%, Organizational Coordinator  
Dr. Mark Sutton, Executive Director of Accountability & Info.

**Finance**

Thomas Rachels, Chief Operations Officer  
Amanda Griffin, Bookkeeper  
Donna Thompson, Accounts Payable Clerk  
Teresa Clark, Payroll Clerk

**Technology & Student Information Systems**

Barney Hamlin, IT/SIS Data Specialist  
Terri Smith, Instructional Technology Coordinator

**School Food Service**

Martha Dixon, CNP Coordinator  
Dana Bryant, CNP Bookkeeper

**Title I/Migrant**

Stevie Harden, Director of Title I/Homeless/Migrant  
Brenda Lunsford, 49%, Parent Involvement Coord.  
Nora Roldan, Migrant Liaison

**Title IIA/Assessments**

Dr. Lisa Stone, Director of Title IIA/Assessments

**Transportation**

Angie Dopson, Transportation Coordinator

**Maintenance**

Steve Gibbons, Maintenance and Operations Manager

**Data Coordinator/ESOL**

Curtis Dale

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# Ben Hill County Schools Student Handbook

## PHILOSOPHY OF BEN HILL COUNTY SCHOOLS

Education is a vital part of the American Democratic commitment. The mastery of basic skills, the development of the ability to reason, and character development must be fundamental components of the educational process in America's schools.

Just as essential as these components is the advancement of the value of living in a free-enterprise system. The goal of education in America is to produce individuals who are knowledgeable and can make decisions for themselves as free members of a democratic society.

### MISSION STATEMENT

Empowering all students for success...

### VISION STATEMENT

One community committed to student success every day...

### BELIEF STATEMENTS

In Ben Hill County Schools we believe...

Growth for all students is possible and expected...

Success is achieved when all students reach their potential...

Students deserve the best of all our efforts and resources..

Respectful relationships among all stakeholders create a positive learning experience...

Learning requires a commitment from all educators, students, parents, and other stakeholders...

"Community" encompasses all of Ben Hill County: its schools, citizens, and resources....

ALL MEANS ALL !

## GENERAL INFORMATION

### MANDATORY NOTIFICATION TO STUDENTS AND PARENTS OF RIGHTS UNDER FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

#### A. Family Education Rights and Privacy Act

Each year the Ben Hill County Board of Education is required to give notice of the various rights accorded to parents and students over eighteen years of age ("eligible students") pursuant to the federal statute, the Family Education Rights and Privacy Act (FERPA). Parents and eligible students have a right to be notified of certain rights with respect to the student's education records. In accordance with FERPA, you are notified of the following:

##### 1. Right to Inspect

You, as a parent or eligible student, have the right to review and inspect substantially all of the student's education records maintained by or at a school which your child attends in the Ben Hill County School System within forty-five (45) days of the day the school receives a request for access. Parents or eligible students should submit to the school principal or other appropriate school official a written request that identifies the record(s) they wish to inspect. School officials will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

##### 2. Right to Consent Disclosures

You have the right to consent to disclosures of personally identifiable data contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. The intent of the Ben Hill County School System is to limit the disclosure of personally identifiable educational information contained in your educational records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, and/or under the provisions of FERPA which allows disclosure without prior written consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contacted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or school compliance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Understand that, upon request, the school discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

### **3. Right to Request Amendments**

To have corrected any parts of an educational record that is believed to be inaccurate, misleading or otherwise in violation of your rights is a right. A parent or eligible student who wishes to amend or correct a record that he or she believes to be inaccurate should: (1) write the school principal or appropriate school official, (2) clearly identify the part of the record they want changed, and (3) specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advises them of their right to a hearing regarding a request for amendment. Additional information regarding the hearing procedure will be provided to the parent or eligible student when notified of the right to a hearing.

### **4. Right to Complain**

You have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

### **5. Right to Obtain Policy**

You have the right to obtain a copy of the written institutional policy adopted by this institution in compliance with FERPA.

A copy may be obtained in person or by mail from the Ben Hill County Board of Education, 509 West Palm Street Fitzgerald, GA 31750.

## **B. Notice of Designation of Directory Information Under FERPA**

1. The Ben Hill County Board of Education has designated certain information contained in the educational records of the students of the Ben Hill County School System as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA).
2. The following information regarding students is considered directory information:  
(1) name, (2) address, (3) telephone number, (4) electronic mail address, (5) date and place of birth, (6) school, (7) program of study, (8) participation in officially recognized activities and sports, (9) weight and height of members of athletic teams, (10) dates of attendance, (11) institutions attended by the student, (12) audio statements and/or performances, and (13) photographs, video images, and other pictures of the student for school and school system publications.
3. Directory information may be disclosed by the Ben Hill County School System for any purpose at its discretion, without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In this case, the information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Educational Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory informational categories - names, addresses, and telephone listings - unless parents have advised the LEA they do not want their student's information disclosed without their prior written consent.
4. Any parent or student refusing to have any or all of the designated directory information disclosed, including directory information that may be disclosed to military recruiters, institutions of higher education, and school system publications, must file written notification to that effect with the principal of the school which the student attends within 30 days of enrolling in each school year. Forms for this purpose are available in the principal's office.
5. In the event a refusal is not filed, the Ben Hill County School System and the school which the child attends assume that neither the parent of a student nor eligible student objects to the release of the designated directory information.

## **C. Mandatory Notification of Rights Under the Federal Protection of Pupil Rights Amendment**

Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the following rights:

1. To consent before students are required to submit a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -
  - a. Political affiliations or beliefs of the student or student's parent;
  - b. Mental or psychological problems of the student or student's family;
  - c. Sex behavior or attitudes;
  - d. Illegal, anti-social, self-incrimination, or demeaning behavior;
  - e. Critical appraisals of others with whom respondents have close family relationships;
  - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - g. Religious practices, affiliations, or beliefs of the student or parents; or
  - h. Income, other than as required by law to determine program eligibility.
2. To receive notice and an opportunity to opt a student out of -
  - a. Any other protected information survey, regardless of funding;



- b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. To inspect, upon request and before administration or use -
- a. Protected information surveys of students;
  - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - c. Instructional material used as part of the educational curriculum.

The Ben Hill County School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Ben Hill County School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Ben Hill County School District will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of and provide an opportunity to opt a student out of participating in the following activities:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with the following:  
Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW; Washington, D.C. 20202-4605

#### **HARASSMENT AND NONDISCRIMINATION POLICIES PROHIBITION OF HARASSMENT OF STUDENTS**

The policy of the Ben Hill County Board of Education is to maintain a learning environment that is free from harassment because of an individual's race, color, sex, or disability. The Board of Education prohibits all such forms of harassment. Therefore, it shall be a violation of this policy for any student, teacher, administrator, or other school system employee, through conduct or any form of communication of a sexual nature, or regarding race, color, or disability, as defined below, to harass school system students.

A violation exists if a school system policy for any teacher, administrator, or other school personnel of this district to tolerate sexual harassment, racial harassment, or disability harassment, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating, observing, or otherwise engaging in activities, including sporting events and any other extra-curricular activities, under the auspices of the school system.

The Ben Hill County School System will act to promptly investigate all complaints, either formal or informal, verbal or written, of harassment because of race, color, sex, or disability; to promptly take appropriate action to protect individuals from further harassment; and if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment.

#### **REPORTING PROCEDURES, INVESTIGATIONS, AND CONSEQUENCES**

Any student who believes that he/she has been the victim of sexual harassment, racial harassment, or disability harassment by a student, teacher, administrator, or other school personnel of the school system, or by any other person who is participating in, observing, or otherwise engaging in activities, including sporting events and other group activities, under the auspices of the school system should report the alleged acts to a principal, guidance counselor, or other individual designated to receive such complaints who will immediately report to the Superintendent. Filing of a complaint or otherwise reporting sexual harassment, racial harassment, or disability harassment will not reflect upon the individual's status nor will it affect future grades, course assignments, or other educational decisions. Any teacher, administrator, or other school official who has or receives notice that a student has or may have been the victim of sexual harassment, racial harassment, or disability harassment by a student, teacher, administrator, or other school personnel of the school system, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extra-curricular activities, under the offices of the school system, is required to immediately report the alleged acts to the principal of the school which the student attends and/or the following appropriate school district official:

- A. Allegations of sexual harassment or race harassment should be made to the principal of the school which the alleged student victim attends and to the Superintendent as Equal Opportunity Coordinator and Title IX Coordinator designated in the student handbook;
- B. Allegations of disability harassment should be reported to the principal of the school which the alleged student victim

attends and to the Director of Special Education who is the Section 504/Americans with Disabilities Act Coordinator named in the student handbook.

The right to confidentiality, both of the complainant and the accused will be respected consistent with the Board's legal obligations and with the necessity to investigate the allegations of misconduct and to take corrective action when this conduct has occurred.

All allegations of sexual harassment, racial harassment, or disability harassment shall be fully investigated and immediate and appropriate corrective or disciplinary action shall be initiated by the Superintendent. A substantiated charge against an employee shall subject such person to disciplinary action, including the possibility of discharge. A substantiated charge against a student shall subject the student to disciplinary action including, but not limited to suspension or expulsion. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances.

The investigation shall be conducted as are other nondiscrimination investigations conducted in accordance with Board Policy Descriptor Code JAA/GAAA.

Submission of a good faith complaint or report of sexual harassment, racial harassment or disability harassment will not affect the complainant's or reporter's future employment, grades, learning, or working environment or work assignments.

### **NON-DISCRIMINATION**

The Ben Hill County Board of Education does not discriminate on the basis of age, disability, race, ethnic origin, color, or sex/gender in its educational programs and activities, athletic programs, or employment practices as required by the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the American with Disabilities Act of 1990 (Title II); Title VI of the Civil Rights Acts of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), and the Equity in Sports Act, O.C.G.A. 20-2-315.

Questions, concerns or complaints relating to the nondiscrimination policies and practices of the Ben Hill County School System should be addressed to the following officials: Stevie Harden, All Title Programs

### **EFFECT OF STUDENT HANDBOOK**

The policies, rules and regulations shown in the Student Handbook for Ben Hill County Schools are regulatory in nature and are not to be construed to give rise to any substantive or vested rights. The Board of Education, the superintendent, and the principal reserve the right to amend, suspend, repeal, modify, or revoke the policies, rules and regulations at any time as to any students or related persons without incurring any obligation with respect to the old or existing policy, rule, regulation, or administrative procedure. The ultimate administrative responsibility for the school is vested in the principal who must treat each situation, whether disciplinary or administrative, from the perspective of what is in the best interest of the student concerned, the other students in the school, and the ongoing educational mission of the school and of the Ben Hill County School System.

### **STATE LAW ON ATTENDANCE**

The Official Code of Georgia (O.C.G.A.) 20-2-690.1

Mandatory attendance in a public school, private school, or home school program shall be required for children between their sixth and sixteenth birthdays. Such mandatory attendance shall not be required where the child has successfully completed all requirements of a high school diploma.

Every parent, guardian, or other person residing within this state having control or charge of any child or children during the ages of mandatory attendance as required in subsection (a) of this code section shall enroll and send such child or children to a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program; and such child shall be responsible for enrolling in and attending a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program under such penalty for noncompliance with this subsection as is provided in Chapter 11 of Title 15, unless the child's failure to enroll and attend is caused by the child's parent, guardian, or other person, in which case the parent, guardian, or other person alone shall be responsible; provided, however, that tests and physical exams for military service and the National Guard and such other approved absences shall be excused absences. The requirements of this subsection shall apply to a child during the ages of mandatory attendance as required in subsection (a) of this Code section who has been assigned by a local board of education or its delegate to attend an alternative public school program established by that local board of education, including an alternative public school program provided for in Code Section 20-2-154.1, regardless of whether such child has been suspended or expelled from another public school program by that local board of education or its delegate, and to the parent, guardian, or other person residing in this state who has control or charge of such child. Nothing in this Code section shall be construed to require a local board of education or its delegate to assign a child to attend an alternative public school program rather than suspending or expelling the child. (b) Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or

any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense. After two reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence without response, the school system shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested.

Public schools shall provide to the parent, guardian, or other person having control or charge of each child enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance under this Code section for children and their parents, guardians, or other persons having control or charge of children. The parent, guardian, or other person who has control or charge of a child or children shall sign a statement indicating receipt of such written statement of possible consequences and penalties; children who are age ten years or older by September 1 shall sign a statement indicating receipt of such written statement of possible consequences and penalties.

After two reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance with this subsection if it sends a copy of the statement, via certified mail, return receipt requested, to such parent, guardian, other person who has control or charge of a child, or children. Public schools shall retain signed copies of statements through the end of the school year.

Local school superintendents in the case of private schools or home study programs and visiting teachers and attendance officers in the case of public schools shall have authority and it shall be their duty to file proceedings in court to enforce this subpart.

### **State School Board Policy on Absences and Excuses (Code JBD)**

Local boards of education shall adopt policies excusing students from school under the following circumstances:

- Personal Illness
- Serious illness or death in a student's immediate family (An immediate family member is defined as a parent; sibling; child by blood, adoption, or marriage; spouse; grandparent or grandchild.)
- Court Order
- Religious Holidays
- Conditions rendering attendance impossible or hazardous to student health or safety
- One day to register or vote in a public election.
- Parent being deployed or returning from military duty (up to five days).

The Ben Hill County Board of Education will allow absences resulting from students visiting prospective colleges to be counted as excused absences if the student receives approval from school administrators prior to the visitation.

Students shall be counted present when serving as pages of the General Assembly.

**NOTE: School boards are allowed to require appropriate documentation in order to determine if an absence is an excused absence.**

Ben Hill County Board of Education believes that regular school attendance is essential to gaining a quality education. Each school shall intervene early when students begin to accumulate absences. These interventions shall include telephone calls, letters, home visits and conferences informing of absences and resource referrals to parents offering assistance in resolving attendance problems. If attendance problems continue, it will warrant referral to the Ben Hill County social workers for truancy and possible follow-up with a referral to the review board of the District Attorney's office if the problem is not corrected. It is suggested that parents contact the school counselor if a student is ill and will be out several consecutive days.

### **STUDENTS FOUND TRUANT**

In the event of being reported or found truant pursuant to O.C.G.A. 20-2-698, 20-2-699, and/or 20-2-700, the student, along with their parent/guardian, will be immediately referred for a CHNS hearing, even if they have not yet reached seven absences.

### **ABSENCES, EXCUSES AND EARLY DISMISSALS**

Students are expected to be in attendance in Ben Hill County Schools in accordance with compulsory attendance laws and for the number of full-length days prescribed by law.

A student shall not be absent from school or from any class or other required school hours except for illness or other providential cause, unless with written permission of the teacher, principal, or their duly authorized school official.

No student shall encourage, urge or counsel other students to violate this policy. Absences will be considered either "excused" or "unexcused."

### **Pre-approved Absences**

Absences for EARLY DISMISSAL and OUT-OF-TOWN trips which are approved by the administration **before** the absence occurs will result in the student being allowed to make up work and not receive a zero on work missed. In case of an emergency, parents must make arrangements within a reasonable period of time.

## Excuses

Excuses for absences shall be furnished in writing, **must** be signed by the student's parent or guardian and shall specifically state the dates and reasons for the absence. Excuses written by parents will be accepted for up to (5) five absences. Any absence thereafter will require an excuse from a medical professional or other medical documentation (as required by the principal or designee).

## Early Dismissal

For the academic advantage of a student being in school, a student should not be taken out of school during the school day including the latter part of the day. When necessary, a student is permitted to leave during the school day if a parent, guardian or other approved person comes to school to get him/her. The person picking up the student must sign him/her out at the school office. Arrangements for early dismissal should be made by a written note or in person. When dismissed early from school, students are counted absent for classes missed and are subject to all absentee policies. Early dismissals require a note signed by parent/guardian including a phone number for verification, or a parent must be present to sign the student out.

All excuses will be evaluated by the principal or a designee to determine if the absence is excused or unexcused. Students shall be permitted to make up work when absences are excused or pre-approved. **Absences due to out of school suspensions shall be unexcused.** Work missed due to **unexcused** absences may be made up at the discretion of the principal or his designee under extenuating circumstances. All make-up work must be completed within five (5) school days of the student's return to school, unless the school principal or his or her designee allows the student additional time to complete such make-up work. Previously assigned work should be completed on the day the student returns to school unless an administrator has determined this would make it an unreasonable expectation of the student.

*In order for any absence to be excused the student must present the written excuse within five (5) school days after returning to school.*

## PERFECT ATTENDANCE

**For purposes of determining perfect attendance, students shall have no unexcused tardies to school, no unexcused early dismissals from school, and be present on campus all day each school day.**

## GEORGIA'S TEENAGE AND ADULT DRIVER RESPONSIBILITY ACT (TAADRA)

During the 2015 Georgia General Assembly, significant changes were made to the Teenage and Adult Driver Responsibility Act (TAADRA). Effective July 1, 2015, schools will no longer be required by state law to submit noncompliance data for students with excessive unexcused absences and certain discipline infractions. Schools will simply have to certify that a student is enrolled in and not under expulsion from a public or private school to be eligible for a driver's license or learner's permit. Students will no longer have their driver's license or learner's permit suspended for excessive unexcused absences or discipline infractions. Schools will now issue a Certificate of Enrollment form to certify that a student is eligible for a driver's license or learner's permit. The Certificate of Enrollment Form replaces the Certificate of Attendance and the Certificate of Eligibility of Driving Privileges form.

## ACCIDENT/ILLNESS

Any accident on the school campus which is serious enough to require first aid should be reported to the principal's office immediately. Parents will be notified in case of serious accidents or illnesses at school.

## ADMISSION/WITHDRAWAL/TRANSFERS

### Admission

Registration must be done at the attendance area school. Students are assigned to a school by their custodial parent/legal guardian's residence address.

The legal custodial parent should accompany a student to register the student in school. Parents/guardians registering students must be the parent on the birth certificate, must have custody documents from the court or notarized affidavit. The person bringing the student to be registered for school is the person who can withdraw that student at a later time unless legally acceptable arrangements are made for someone else to do so. Parents/guardian must bring the following items with them when registering a student : parent/guardian-valid picture ID (license, work ID, military); child's birth certificate; child's social security card; withdrawal form/report card; child's immunization records (Georgia Form 3231). Note: We will request records from previous school; however, we must have all documentation to complete registration.

Residency must also be established to enroll the student. TWO PROOFS OF RESIDENCE SUCH AS ANY TWO OF THE FOLLOWING must be presented upon registration:

- Copy of receipt for monthly rental/mortgage payment.
- Copy of rental agreement/mortgage payment.

- Copy of water, telephone, or cable bill.
- Copy of property tax bill.
- Copy of home owner's insurance policy/receipt.
- Income tax form with your address.

If family (and child) lives with a person who rents or owns the home, an affidavit or notarized statement from renter or owner to the effect that the family (and child) lives with them, is required. School personnel may verify this information.

If legal custody of a child is split between two parents, in addition to the documents listed above, the school needs a certified copy of the most recent court order identifying each parent's respective award of physical custody. Parents are responsible to immediately inform the school of any changes to the court order.

### **Change of Address**

If a student is already enrolled in a Ben Hill County School, and changes residence within the county at any time during the year, the parent/guardian **must** also fill out an Address Verification Form. Schools must have this form before changing any addresses on students.

### **ADMISSION OF SUSPENDED/EXPELLED STUDENTS**

**A placement committee will determine whether students returning from a Regional Youth Detention Center will be placed at their home schools or in the Alternative Program.**

The position of the Ben Hill County Board of Education that the admission into the school system of a resident student who has been suspended from another school system for disciplinary reasons may have an immediate and direct adverse impact upon the discipline or general welfare of the school.

In accordance with Georgia law, the Board reserves the right and may decide not to admit a resident student to the school system who has been suspended or expelled from another school system during the period of suspension or expulsion.

This includes students enrolling from Youth Detention Centers (YDC).

### **Withdrawal from School**

Any student leaving school permanently should be withdrawn by the person who registered the student in school or make legally acceptable arrangements for someone else to withdraw the student. Students between the ages of 16 and 18 must have written permission from a parent/guardian to withdraw.

Parents and students must attend a conference with the principal/designee prior to withdrawal.

### **INTRADISTRICT TRANSFER RIGHTS**

Because there is only one school per grade span in Ben Hill County, parents are being notified that there is not an intradistrict transfer option available to their child.

### **ADDRESSING CONCERNS**

Students/parents who are concerned about a specific classroom situation should first confer with the teacher. If the issue is not resolved, the student/parent should make arrangements to see an administrator of the school. If the problem is not solved at this time, contacting the appropriate Central Office personnel such as an Assistant Superintendent would be the next appropriate step.

### **AFTER SCHOOL ACTIVITIES**

All after school activities sponsored by the school are under the jurisdiction of the school, and the same rules and regulations cover them as during school hours. To participate in Non-GHSA activities, students must be in attendance for at least ½ the school day of the event unless otherwise cleared by the administration. The GHSA regulates attendance for participation requirements for activities sanctioned by the GHSA. All other activities are under the jurisdiction of the sponsoring organization.

### **ATHLETIC MEDICALS**

Athletes who have been restricted from play or practice secondary to a medical condition or injury must have a release from the doctor to return to play/practice.

### **BICYCLES**

Students riding bicycles to school are expected to lock the bicycles at a determined location set by the principal or designee as soon as they arrive at school.

### **BOOK BAGS**

(See school supplemental handbook.)

## CELL PHONE USE

Cell phones and cell phone accessories are only allowed at school during the school day for academic purposes as directed by school personnel. Cell phones will be confiscated if used inappropriately during school hours.

## EXTRACURRICULAR ACTIVITIES

Each school's supplemental handbook will provide a listing of extracurricular offerings and the opportunity for parents to decline permission for students to participate in a specific club or organization.

## FUND RAISING

The Board of Education specifically prohibits students in grades P - 5 being involved in door-to-door fund raising activities.

## SCHOOL BUS TRANSPORTATION

The Ben Hill County School System operates school buses during the week for all students who desire to participate in the transportation program. However, this service which is determined by the conduct of the student rider may be discontinued. A student is expected to behave by following school rules. For safety purposes, a student who misbehaves and threatens safety of students and/or staff will be reported to the principal or designee.

**The principal will determine if the misbehaving student keeps or loses bus privileges. The principal's decision is final.**

Please speak with your child about his/her behavior on the bus. Help us help you get your child to school safely. Ben Hill County School buses have video equipment on each bus. Videos are used to help deter bad behavior and to identify those who threaten school buses/children/drivers, etc.

### Video Cameras on Buses

The Ben Hill County School System has installed a video camera on all regular route buses. All students who travel on system buses are recorded as they board and disembark from the buses and ride to and from school and other locations. All sd cards from this recording equipment are the property of the Ben Hill County BOE. The camera is there for safety purposes and to assist the driver and principal with discipline problems on the bus. The camera records for about twelve hours then stops and begins recording again. This might mean that something will not be recorded during this time. Also, sometimes the equipment does not work properly even though every effort is made to maintain it in working order. The sd card may be pulled from the recorder by the principal, transportation director, or a person authorized by one of the above persons. The sd card will be labeled with the bus number, date, and the name of the person pulling the sd card. The sd card will be given to the principal, assistant principal, or transportation director for viewing.

***Parents are not allowed to view videos due to the privacy rights of other students.***

The sd card may be pulled if an alleged disciplinary incident occurs involving, but not limited to, the following: a fight on the bus; illegal drugs/weapons on the bus; verbal abuse/disrespect/ sexual harassment of the driver or another student; any act of physical violence upon another person; sex acts or sexual touching of any type; principal/ driver believes there to be a problem that the driver has not seen or heard; and/or altercation that results in law enforcement being called to the bus for assistance.

All sd cards should be kept at the transportation department and in student record for storage. They will be held until the school year ends and then be destroyed. The sd card may be used as evidence in disciplinary hearing if requested by principal or tribunal panel.

### Bus Drop-off Procedures

Your child will be dropped off at the address provided by the school office. A parent/guardian is responsible for writing a note with their signature requesting a different location for their child to be dropped off. The location indicated in the note must be a Ben Hill County School System scheduled bus stop.

### Bus Behavior

All students who utilize the county's bus transportation system must observe appropriate school behavior. The school bus and the bus stop are extensions of the classroom.

The same rules that apply on a school campus apply on a school bus and at the bus stop. Bus transportation is provided as a privilege to all students who attend Ben Hill County's public schools. A student may lose his/her privilege to ride the school bus by failing to obey the system's rules. Students should respect their bus driver and cooperate with his/her instructions or requests. Students should remain in their assigned seats when the bus is moving and keep their hands and feet out of the aisles and off other riders and their property.

## BUS DISCIPLINE PROCEDURES

Disciplinary action for bus misbehavior is administered by the principal or other designee at the local school. School buses and bus stops are considered extensions of the school campus. All rules that govern student conduct while on school campus/

property apply while students are on the school bus or at the bus stop. School principals have the authority to impose an immediate suspension for serious offenses. The principal may also add any other disciplinary action deemed necessary. School bus drivers do not discipline children, although they have the prerogative to assign seats or move a child from one seat to another to solve a discipline problem.

**Primary & Elementary Procedures for Bus Discipline are as Follows:**

- Offense 1:** The driver will talk with a student or may reassign him/her to a new seat on the bus. If this does not correct the misbehavior, the driver will contact the school administrator. The driver will document these actions.
- Offense 2:** The principal will counsel with the student and warn the student. Student will be placed on probation. Driver will provide documentation of action taken during first offense. The parent(s) or guardian(s) will be contacted.
- Offense 3:** Student will be suspended from riding the bus for one (1) day.
- Offense 4:** Student will be suspended from riding the bus for three (3) days.
- Offense 5:** Student will be suspended from riding the bus for five (5) days.
- Offense 6:** Student will be suspended from riding the bus for 10 days.
- Subsequent offenses** will warrant 10 or more days removal from bus. The principal may also add any other disciplinary action deemed necessary.

**Middle/High School Procedures for Bus Discipline Are As Follows:**

- Offense 1:** The principal will counsel with the student and warn the student. Student will be placed on probation. Driver will provide documentation of action taken during first offense. The parent(s) or guardian(s) will be contacted.
- Offense 2:** Student will be suspended from riding the bus for one (1) day.
- Offense 3:** Student will be suspended from riding the bus for three (3) days.
- Offense 4:** Student will be suspended from riding the bus for five (5) days.
- Offense 5:** Student will be suspended from riding the bus for 10 days.
- Subsequent offenses** will warrant 10 or more days removal from bus. The principal may also add any other disciplinary action deemed necessary.

In addition to any other rules governing the behavior of students on school buses, every student who rides a school bus should understand that the following behaviors are specifically prohibited:

- A. Any “act of physical violence” defined under Georgia law as follows:
  - 1. Intentionally making physical contact of an insulting or provoking nature with the person of another (which is referred to in this Handbook as “Type One Physical Violence”); or
  - 2. Intentionally making physical contact which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself, as provided in Georgia Criminal law at O.C.G.A. Section 16-3-21 (which is referred to in this Handbook as “Type Two Physical Violence”).
- B. Bullying as defined elsewhere in the Handbook;
- C. Physical assault or battery of other persons on a school bus;
- D. Verbal assault of other persons on a school bus;
- E. Disrespectful conduct toward the bus driver or other persons on the school bus;
- F. Other unruly behavior on a school bus;
- G. Using any electronic devices during the operation of a school bus, including, but not limited to, cell phones; pagers; audible radios; tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communication system or the school bus driver’s operation of the school bus.

Personal belongings should be left at home. The school bus driver is not responsible for personal belongings of a student including belongings left on the bus.
- H. Using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver’s operation of the school bus.

If a student engages in physical acts of violence, either Type One or Type Two, the student will be subject to the disciplinary consequences explained under the other relevant sections in this Handbook.

If a student is found to have engaged in bullying or in physical assault or battery of another person on a school bus, the parent or guardian of the student shall be required to participate in a meeting with appropriate school officials to form a school bus behavior contract for the student. The contract may include, but is not limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus.

**STUDENT DRESS EXPECTATION**

Students are expected to comply with the Ben Hill County School’s Dress Code while in attendance at school. This includes wearing items in the adopted school dress code. This policy addresses requirements for normal school days and dress down/

spirit days. The appearance of students should be reasonable and not distracting to others. Students are expected and required to show proper attention to personal hygiene, neatness, and conservative standards of dress and appearance. When questionable the school principal or the principal's designee will make the final determination of whether a student's attire or appearance is in conflict with the system policy. Students will observe the following dress code both at school and on the school bus:

The following mandatory standards for student attire have been developed and are applicable to all middle and high schools.

### **Compliance**

The correction plan below has been established to address incidents of noncompliance to the Dress Code Policy.

#### **Incident #1**

Warning, parental contact, and remedy clothing

#### **Incident #2**

Loss of privileges, time out, or ISS

#### **Incident #3**

Violation will be addressed in accordance with the Code of Conduct which provides for various consequences depending on a student's discipline record and the severity of the offense.

No student will be considered non-compliant with the dress code policy under the following conditions:

1. During the first 2 weeks after a student transfers from another system or school within the system-
2. When the principal authorizes dress down days or gives special permission-
3. When instructors/advisors have obtained permission through the principal and require students to dress in uniforms such as band, ROTC, sports teams, etc.

### **Guidelines for Student Dress Code**

1. Hair styles and coloring are acceptable as long as they do not interrupt classroom learning or cause distractions. In addition, no hats, caps, sun visors, combs, scarves, rollers or bandannas are to be worn. Sunglasses may not be worn inside. (Exceptions can be made with the principal for prescription glasses.)
2. No see-through garments; sheer see-through, or mesh see-through garments. Proper and acceptable undergarments will be worn at all times. Undergarments should not be visible to others.
3. Shirts may be unbuttoned three buttons down for polo shirts and only 2 buttons down for all other. No skin may be shown between the button line and the belt line. No midriff type clothing is allowed.
4. Clothing such as belts, flaps, etc., must be buttoned or buckled. No chains or chained wallets.
5. Dresses, skirts, shorts, skorts, culottes, and other similar garments shall be no more than 3 inches above the knee cap (measurement will be taken from top of the slit).
6. Students are required to wear safe and appropriate shoes at all times. No bedroom shoes, hee-lies, stilettos, high heels (heels no taller than 3 inches) or similar type shoes are allowed at school.
7. Tank shirts and halter tops are not to be worn. Cleavage must not show - no low cut clothing. Sundresses that are cut low in the front or lower than the shoulder blades in the back are not allowed. No cut-out areas in sundresses are allowed. Sleeveless shirts may be worn as long as the shoulder material is at least three fingers wide.
8. No clothing or jewelry bearing advertisements of alcohol or tobacco products or offensive, obscene, or vulgar language will be allowed. The Ben Hill County Board of Education interprets this to include references of a sexual nature, either symbolic or implied, such as "Big Johnson" tee shirts; references to contraception; and insufficiently attired caricatures of individuals. Any clothing, jewelry, hair, make-up, fingernails, or any other item which causes a disruption of the school environment may be banned at the discretion of the principal. Georgia law prohibits tattoos for persons under 18 years of age.
9. Pants legs must not drag the floor. Students are expected to wear clothing in a normal fashion. For example, shorts/pants must be worn with the waistband around the waist. No visible body piercing except ears (limit to three per ear in the lobe area). Students are not permitted to wear mouth grills and fronts.
10. No torn, ripped, cut or cut-off clothing of any fashion that is not properly hemmed will be allowed. Skin above the knee cannot be exposed.

The principal shall have the authority to interpret dress code and make case by case determinations for the appropriateness of dress which is questionable or which is not covered in this policy.

### **COUNSELING SERVICES**

School guidance counselors are available in each school.

### **DISASTER ALERTS**

Disaster alerts are held periodically throughout the school year.

#### **Fire Drills**

Continual long sounds or verbal instructions.



**Tornado Alert**

Continual long sounds or verbal instructions.

**All Clear Signal**

Three (3) sounds or verbal instructions.

**IMMUNIZATION ADMINISTRATIVE PROCEDURE**

No child shall be admitted to Ben Hill County Schools unless the child has submitted a certificate of immunization.

Before starting the school year, all students born on or after January 1, 2002 and entering or transferring into 7th grade will need proof of a whooping cough booster shot and a meningococcal shot.

The Certificate of Immunization is a form provided by the Department of Human Resources. It is issued by a physician licensed under the laws of Georgia or by a local board of health (Health Department). The principal/superintendent may grant a 30 calendar day waiver of the immunization certificate provided documentation is provided by physician or the Health Department that the immunizations are in process.

A certificate for a child who is in the process of receiving all required vaccines must have a date of expiration that relates to the date the next required immunization is due or the date on which a medical exemption must be reviewed. A new certificate must then be obtained and submitted to the school or facility within 30 days after expiration date. Children whose parents fail to renew said certificates within the time allotted shall not be permitted to continue in attendance.

Effective with the school year 2007-2008, for entrance into grade six in Georgia Schools, a child must have two (2) doses of Varicella (chickenpox) vaccine on or after the first birthday.

Requirements for the hepatitis B, measles, mumps, rubella and varicella vaccines may be waived with serologic proof of immunity. Requirements for varicella vaccine may be waived also with history of medical diagnosis of disease or parent or guardian description of disease that has been interpreted as valid by the certifying authority.

A tetanus and pertussis booster is needed at age 14 or entry into high school (grade 9). The principal/superintendent may grant a maximum of 90 calendar day waiver with the documentation provided by the physician or the Health Department: 1) Specifying that an immunization sequence has been started and that this immunization time schedule can be completed within the 90 day waiver period, 2) Provided confirmation is received during the waiver period from the Health Department or physician that immunizations are being received as scheduled, and 3) Provided the student under waiver is a transfer student (moves to Georgia from another state) or a student entering kindergarten or first grade from out of state.

The waiver may not be extended beyond 90 calendar days; and upon expiration of the waiver, the child shall not be permitted to attend school unless the child submits a certificate of immunization.

If parent/legal guardian objects to immunization of the child on the grounds of religious beliefs, the parent/guardian must furnish a notarized affidavit which certifies that the immunization requirement conflicts with the religious beliefs.

Immunization may be required by the system should a disease be in an epidemic stage in the school/system. During an epidemic or a threatened epidemic of any disease preventable by an immunization required by the Department of Human Resources, children who have not been immunized may be excluded from the school until (1) they are immunized against the disease unless they present valid evidence of prior disease, or (2) the epidemic or threat no longer constitutes a significant health danger.

Out of state students must meet all requirements for Georgia Immunization and the documentation must be provided on the Georgia Certificate of Immunization Form as provided by Rule 290-5-4-.04, or a Certificate of Immunization indicating medical exemption as provided by Rule 290-5-4.05.

Code Section Code 20-2-771 and Chapter 290-5-4 (Rules of DHR and PH)

Please direct your questions to child's school nurse.

**PROCEDURES FOR MEDICATION IN SCHOOLS**

Ben Hill County Schools acknowledge that some students may require medication during the school day. School system personnel will administer medications in accordance with law and system procedures. Whenever possible, parents/guardians are encouraged to administer their child's medications before and after school hours.

**Parent/Guardian Authorization/Consent**

Parent/Guardian consent is required for medication (prescription and non-prescription) to be administered to a student.

- A. Regardless of whether prescription or non-prescription, parent/guardian must complete an "Authorization of Medication Administration" form for medication. It is the responsibility of the parent/guardian to inform the school of any changes in pertinent data.
- B. Medication will be administered according to prescription pharmacy label unless the prescribing physician has submitted a written change order to the school nurse.
- C. Non-prescription medications will be administered according to labeling directions on the original container or as doctor prescribes.

- D. New “Authorization of Medication Administration” forms must be completed each school year even if the medications remain the same.

### **Delivery of Medication to School**

Prescription medication must be delivered to the school in its original container with the original pharmacy label containing the student’s name, date, name of the medication, dosage, and expiration date. (Medications arriving in baggies, envelopes, or other types of packaging will NOT be accepted.)

Non-prescription medication must be delivered to the school in its original container with manufacturer’s directions clearly visible. (Medication arriving in baggies, envelopes, or other types of packaging will NOT be accepted.)

It is recommended that parent/guardian obtain a second container/bottle of medication from the pharmacy (one for home and one labeled for school) as medication will NOT be sent home with students.

### **Physician’s Order Requirement**

Because aspirin and aspirin containing products have been linked to Reye’s syndrome, aspirin and other salicylates (Pep-to-Bismol, Excedrin, Alka-Seltzer, etc.) will NOT be administered to students without a written order from a physician and permission from the parent/guardian.

A physician’s order will be required for non-prescription medication to be administered more than twice a day OR for more than three consecutive days.

Alternative medications such as vitamins, minerals, herbs or dietary supplements will NOT be administered by school personnel unless prescribed by a physician.

### **Self-Administration of Asthma Medication/Epi-Pen**

A student with a diagnosis of asthma or a severe allergic reaction is permitted to possess and self-administer inhaled asthma medication or an Epi-Pen during the school day, at school sponsored activities, or while on the school bus or other school property after physician and parent/guardian approval. The parent/guardian of the student, the student, and the prescribing physician must complete the “Authorization for Student to Carry a Prescription Inhaler or Epi-Pen” form and return it to the school nurse.

Permission for self-administration of asthma inhalers/Epi-Pens is effective for one school year and must be renewed yearly.

Inhalers must be marked in permanent ink with the student’s name. Epi-Pens must contain the pharmacy label and directions for the student.

Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

### **Disposal of Medications**

The responsibility of the parent/guardian is to pick up their child’s medication (prescription and non-prescription) by the end of the school year. For safety reasons, medications will NOT be sent home with students. A written reminder will be sent home with students that have medication at school. If medication has not been picked up by the last day of school, the school nurse will dispose of and document the disposal of the medications.

### **Students with Diabetes**

An individualized health plan will be developed for each student in coordination with the treating physician and the needs of the student.

### **Caution about Drugs**

Students and parents/guardians should be aware that the sale, transfer (to include giving away, or making available in any manner), possession, or use of any drugs/medications or created appearance of drug/medication except as outlined above is a violation of the Student Code of Conduct **and such conduct will be subject to disciplinary action.**

### **Specialized Health Procedures**

A physicians’ order and parent/guardian consent is required for specialized health procedures (catherizations, tube feedings, ostomy care, etc.). The parent/guardian is responsible for furnishing all equipment, supplies, medications, formulas, or other items necessary for the administration of the procedure and to provide replacements and maintenance as necessary.

### **LUNCHROOM INFORMATION**

Students are expected to confine all eating to the cafeteria (except for planned activities.)

Students are expected to display good manners in the cafeteria. Students should use correct table manners, talk only to those at their table, and should leave the table as clean as possible.

### **School Nutrition Information**

The School Nutrition staff at each school invites and encourages your child's participation in the breakfast and lunch programs. Nutritious meals are planned, prepared, and served daily. All meals meet the USDA dietary guidelines for students in the specified grade levels

### **Meal Cost**

Ben Hill County student meals will remain under the USDA CEP pricing option for the 2017-2018 school year. Under CEP, students enrolled in Ben Hill County Schools will be served one breakfast and/or one lunch per day at no charge. When snacks are offered as part of afterschool group tutoring conducted by the school system the students will receive snacks at no charge.

Parents are encouraged to visit their child's school at mealtime with prior reservations. Meal costs for visitors are: Breakfast - \$1.00 and Lunch - \$4.00.

### **Ala Carte Purchases**

Students are allowed to purchase extra items that are being served as part of the student meal such as extra milk, fruits or vegetables or smart snack items available in addition to the student meal that is provided at no charge. Smart snack items are clearly labeled as not being part of the student meal. Ala Carte Purchase payment is due at the time of purchase. No charging will be allowed for Ala Carte items. Students may place money into their meal account in advance. Please place payment for ala carte items in a sealed envelope with your child's first and last name and the payment amount on the outside of the envelope. If paying by check, include the student ID#, student's first and last name and school name on the check.

### **Food Allergies**

Parents of students with food allergies are required to provide the school nurse prior to the start of every school year, with documentation from their child's physician or nurse supporting a diagnosis of food allergy, and any risk of anaphylaxis. Any food to which the child is allergic should be identified along with a description, if appropriate, any prior history of anaphylaxis; listing any medication prescribed for the child for the treatment of anaphylaxis; detailing emergency treatment procedures in the event of a reaction; listing the signs and symptoms of a reaction; assessing the child's readiness for self-administration of prescription medication; and a list of substitute meals that may be offered to the child by school or early childhood education program food service personnel. The school nurse will copy this information to the school nutrition program so that appropriate changes may be made in the student's meal selections if needed. Lactose intolerance is not considered an allergy. Lactaid milk is available at all schools for students who are lactose intolerant.

### **Menus**

Nutritious meals prepared daily are served at all schools. Therefore, competitive meals purchased from local restaurants are not allowed to be delivered to students for lunch. Students in Pre-K through 5th grade receive a non-select breakfast and lunch meal. Grades 6 through 12 are approved for offer vs. serve for breakfast and lunch and may choose three or four items offered at breakfast and four or more food group components at lunch. Students are required as part of the USDA School Nutrition Program to have one of their selections to be at least ½ cup fruit or vegetable at both breakfast and lunch.

Menus are posted on the school's web page and in the cafeteria of each school. Please contact Martha Dixon Director of School Nutrition, at 229-409-5500 x5529 with any questions you may have concerning school nutrition.

### **PARENT PORTAL**

You can review your child's academic progress and student records - not just during regular school hours but anytime it is convenient for you. Contact your child's school for information about how to set up an account.

### **PERSONAL BELONGINGS**

Personal belongings should be left at home. The school is not responsible for personal belongings (includes cell phones).

### **SCHOOL PROPERTY AND STUDENT DEBTS**

Students marking or damaging school equipment or property in any way will be required to clean the article and/or pay for the damage. When issued a textbook, the student becomes responsible for assuring that the book does not become lost or damaged beyond normal usage. Loss or excessive damage to textbooks will result in the student paying for the book or for damages. The law specifically provides that parents and students are responsible for materials lent to the student.

Students shall be notified in writing of any debt charged to them and failure to pay these debts may result in sanctions. Opportunity shall be given for the student or parent to meet with a school official to discuss any debt the student owes.

If a student or parent is unable to pay the debt, an official statement to that effect may be filed with the superintendent or designee who will make arrangements for the student to satisfy the debt by performing services for the school district.

## **TITLE I – PARENT INVOLVEMENT PLAN**

Parental involvement in the Ben Hill County Schools is an important component in a student's success in school. The board encourages parents to become involved in their child's education to ensure the child's academic success.

The Ben Hill County School District will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1010 of the Every Student Succeeds ACT (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities.

The Ben Hill County School District will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1010 of the ESSA:

Conduct an annual fall meeting to inform parents of school's Title I participation and to discuss the Title I program (PTA):

- Provide parents with an "Open Letter" informing them of the benefits of their school's participation in Title I and encourage them to become involved in the ongoing planning, review, and improvement of the parental involvement program;
- Involve parents in the planning, review, and improvement of the school's Title I program and Parent Involvement Policy through the annual evaluation of the Title I program conducted each year during programs such as "Parent University," participation on the Title I Advisory Council, use of parent surveys, memberships on committees, school wide planning teams, school councils, and involvement in developing the school's improvement plan;
- Create a District Parent Advisory Council to provide advice on all matters related to parent involvement in programs supported by Title I funds;
- Develop district protocols for appropriate roles for community based organizations and businesses in parent involvement activities;
- Adopt district model approaches to improving parent involvement at the school level;
- Allocate district resources to parent involvement activities;
- Meet with parenting personnel from Pre-K and the English Language Assistance Programs to collaborate while planning for parent workshops when feasible;
- Conduct other activities such as parent resource centers that encourage and support parents in more fully participating in the education of their students;
- Communicate with parents in a format and language that they can understand;
- Invite families and preschool children into the schools to visit, have lunch, and participate in planned activities;
- Provide to parents, as appropriate, information to help them understand the State's academic content standards, the State's student academic achievement standards, and the State and local academic assessments including alternate assessments;
- Provide parents with timely information about the Title I program through parent meetings, the school website and newsletters throughout the school year.

## **TITLE I – EVERY STUDENT SUCCEEDS ACT (ESSA)**

### **Purpose and Use of Title I, ESSA Funds**

The purpose of the ESSA Title I, Part A funds is to ensure that all students have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on the State Board adopted content and achievement standards, as specified in the statute and regulations. Districts and schools receiving funds are to ensure that they are meeting the educational needs of low-achieving students in low income schools funded by Title I or in schools receiving the funding and are closing the achievement gap between high and low performing students, especially the achievement gaps between minority and non-minority students and between socioeconomically disadvantaged students and their more advantaged peers.

### **School-Wide Program**

A school-wide program school may now use its Title I, Part A funds coupled with other Federal education funds to upgrade the school's entire educational program, rather than to target services only on identified children. By affecting the entire program of instruction, the overall education of children in the most impoverished schools can be improved.

### **Highly Qualified Teachers and Paraprofessionals**

All of Ben Hill County's Title I schools will use their title funds to support instructional strategies which are effective with students who are at risk of not meeting state standards. Programs of high quality are in place and offer strategies to ensure success in the Core Academic Program. Highly qualified teachers are placed in all our schools to provide instruction on a regular basis to all of our students.

Paraprofessionals hired after January 8, 2002 must have:

- Completed two years of study at any institution of higher learning;
- Obtained an associate's degree (or higher);
- Demonstrate through an academic assessment the knowledge and the ability to assist in the instruction of reading, writing, and math.

## **COMPLAINTS AND GRIEVANCES POLICY**

### **Complaint Procedures Under the *No Child Left Behind Act***

#### **A. Grounds for a Complaint**

Any individual, organization or agency ("complainant") may file a complaint with the Ben Hill County Board of Education ("Department") if that individual, organization or agency believes and alleges that a violation of a Federal statute or regulation that applies to a program under the *No Child Left Behind Act*. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

#### **B. Federal Programs for Which Complaints Can Be Filed**

1. Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies
2. Title I, Part C: Education of Migrant Children
3. Title II, Part A: Teacher and Principal Training and Recruiting Fund
4. Title II, Part D: Enhancing Education Through Technology
5. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement
6. Title IV, Part A, Subpart 1: Safe and Drug Free Schools and Communities
7. Title IV, Part B: 21st Century Community Learning Centers
8. Title VI, Part B, Subpart 2: Rural and Low-Income Schools
9. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children
10. Title X, Part C: McKinney-Vento Education for Homeless Children and Youth

#### **C. Filing a Complaint**

A complaint must be made in writing to the Ben Hill County School Director of Federal Programs and signed by the complainant. The complaint must include the following:

1. A statement that the Ben Hill County School System has violated a requirement of a Federal statute or regulation that applies to an applicable program;
2. The date on which the violation occurred;
3. The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation);
4. A list of the names and telephone numbers of individuals who can provide additional information;
5. Copies of all applicable documents supporting the complainant's position; and
6. The address of the complainant.

#### **D. Investigation of Complaint**

Within ten (10) days of receipt of the complaint, the Director of Federal Programs will issue a Letter of Acknowledgment to the complainant that contains the following information:

1. The date the Department received the complaint;
2. How the complainant may provide additional information;
3. A statement of the ways in which the Department may investigate or address the complaint; and
4. Any other pertinent information.

If additional information or an investigation is necessary, the Superintendent will have sixty (60) days from receipt of the information or completion of the investigation to issue a Letter of Findings. If the Letter of Findings indicates that a violation has been found, corrective action will be required and time lines for completion will be included. The sixty (60) day time line outlined above may be extended, if exceptional circumstances exist. The Letter of Findings will be sent directly to the complainant.

#### **E. Right of Appeal**

If the complaint cannot be resolved at the local level, the complainant has the right to request review of the decision by the Georgia Department of Education. The appeal must be accompanied by a copy of the Superintendent's decision and include a complete statement of the reasons supporting the appeal.

**The complaint must be addressed to:** Georgia Department of Education, Office of Legal Services, 205 Jesse Hill Jr. Drive SE, 2052 Twin Tower East, Atlanta, GA 30334

It is the policy of the Ben Hill County Board of Education that grievances and complaints relating to school matters are to be recognized and addressed in an orderly manner. Grievances and complaints shall be addressed from parents, students, staff, private schools and other concerned organizations or individuals in the general public.

Grievances and complaints shall be handled and resolved, whenever possible, as close to their origin as possible. For the purposes of this policy, a grievance is defined as any claim by a member of the public that the action or operation of the school district or the Board of Education is in violation of the law or Board policy. Any claim that does not meet the definition of grievance will be considered a complaint and it will be handled through routine administrative procedures.

The Federal Programs Director is responsible for dissemination of complaint procedure. The complaint procedure and form will be available on district website, employee handbook, and paper copies will be available at each school and the district office.

## **STATE ASSESSMENTS**

Students in grades 3 through 8 will take an end-of-grade assessment in the content areas of language arts and mathematics. Students in grades 5 and 8 will also take an end-of-grade assessment in the content areas of science, social studies. These tests are administered towards the end of the school year, typically in April or early May.

Students at the high school level will take an end-of-course assessment in the following ten courses:

- Language Arts
  - Ninth Grade Literature and Composition
  - American Literature and Composition
- Mathematics
  - Algebra I
  - Geometry
  - Coordinate Algebra
  - Analytic Geometry
- Science
  - Biology
  - Physical Science
- Social Studies
  - United States History
  - Economics/Business/Free Enterprise

The end-of-course measures are administered at the completion of the course, regardless of the grade level. These measures serve as the final exam for the course, and contribute 20% to the student's final course grade. Each school district selects a local testing window, based on their local school calendar, from within the state-designated testing window. Middle school students who are enrolled in one or more of these courses are required to take the associated end-of-course (EOC) measure. If enrolled in a mathematics and/or science EOC course, these middle school students will not take the corresponding content area end-of-grade (EOG) measure.

LEA developed SLOs are content-specific, grade level learning objectives that are measurable, focused on growth in student learning, and aligned to curriculum standards. As a measure of teachers' impact on student learning, SLOs give educators, school systems, and state leaders an additional means by which to understand, value, and recognize success in the classroom.

The primary purpose of SLOs is to improve student learning at the classroom level. An equally important purpose of SLOs is to provide evidence of each teacher's instructional impact on student learning.

## **TRANSPORTATION CHANGES**

If a student needs to make a transportation change, he/she must present a written request signed by the parent to the office, and the office must approve it before the change is made. This will apply whether the transportation is by car or by school bus.

## **VIDEO/AUDIO TAPING**

The school system reserves the right to videotape or audiotape students in school programs, school events and student evaluations, as well as on the bus. The school system also reserves the right to tape any meetings concerning the student where a parent may be present.

## **VISITORS**

Any person entering the school campus or any school building, who is not a student at the school or an employee of the school system authorized to conduct business at that school, shall check in at the Front office, provide a reason for his or her presence at the school, sign the school registry with the date and time of his or her visit, and obtain a school pass. The only exceptions to this policy shall be specified under provisions of Georgia law. Whether or not a visitor has registered, a school administrator may at any time ask the visitor to explain his or her presence in the school building.

## **II. ACADEMIC INFORMATION (All Grades)**

### **ATTENDANCE REGULATIONS**

Any middle or high school student missing more than half of any period will be counted absent for that period.

## **SCHOOL-SPONSORED NON-INSTRUCTIONAL ACTIVITIES (Absences)**

Georgia School Standards prohibit students from being absent from class because of school related non-instructional activities for more than ten (10) days per class during the school year. A student may be absent because of his/her involvement in school-sponsored, non-instructional activities such as participation in athletics or club functions on the local, state, or national level, beyond the ten (10) days if the student receives specific exemption from the ten (10) day rule from the Board of Education. (The days missed by a student for school-sponsored, non-instructional activities are not computed as part of the absentee policy which establishes a maximum number of absences from class beyond which a student cannot receive course credit for a class.) A student who wishes to participate in a school-sponsored, non-instructional activity which will require him/her to exceed the ten (10) days per scheduled class period per year maximum must apply for an exemption prior to the absences according to Board Policy IED.

## **MAKE-UP WORK**

Make-up work is defined as work assigned on a day the student is absent and is not to be confused with previously assigned work. (Previously assigned work includes but is not limited to reports, projects, homework, and term papers which were assigned when the student was present. Previously assigned work should be completed on the day the student returns to school unless an administrator has determined this would make it an unreasonable expectation of the student.)

Teachers have the discretion to require students who were present prior to the date of the test administration, but absent on the date of the administration, to make up the missed test on the first date the student returns. Credit will only be awarded if the required excuse is submitted within five days and the absence is deemed an excused absence. **(Previously assigned work should be completed on the day the student returns to school unless an administrator has determined this would make it an unreasonable expectation of the student.)**

## **MATERIALS**

Students will be expected to have notebooks, notebook paper, and pencils at all times for use in class.

## **PARENT/GUARDIAN RIGHT-TO-KNOW**

The parents or guardians of any student who attends a school within the Ben Hill County School System may request information regarding the professional qualifications of the student's classroom teacher, including a description of the professional certificate held by the teacher for the grade levels and subject areas in which the teacher provides instruction, whether or not the teacher is teaching under a provisional or probationary certificate issued by the Georgia Professional Standards Commission, and information regarding the educational background of the teacher, including a description of the teacher's undergraduate degree and major and graduate degrees, if any, with graduate fields of study or additional certification areas. Parents may also request information regarding any paraprofessionals working with the student's teacher or teachers and the qualification of such paraprofessionals. Any requests for the qualifications of the teacher or paraprofessional should be submitted in writing to the Principal of the school which the child attends and should be delivered by regular mail or personally to the Principal or any Assistant Principal of the school which the student attends.

## **BEN HILL COUNTY ACADEMIC PROMOTION, PLACEMENT AND RETENTION POLICY**

### **I. DEFINITIONS.**

- A. Accelerated instruction – challenging instructional activities that are intensely focused on student academic deficiencies in reading and/or mathematics. This accelerated instruction is designed to enable a student who has not achieved grade level, as defined by the Office of Education Accountability, to meet grade-level standards in the shortest possible time.
- B. Additional instruction – academic instruction beyond regularly scheduled academic classes that are designed to bring students not performing on grade level, as defined by the Office of Education Accountability, to grade level performance. It may include more instructional time allocated during the school day, instruction before and after the school day, Saturday instruction, and/or summer/inter-session instruction.
- C. Differentiated instruction – instructional strategies designed to meet individual student learning needs.
- D. Grade level – standard of performance, as defined by the Office of Education Accountability, on a Georgia Milestone Assessment.
- E. Placement – the assignment of a student to a specific grade level based on the determination that such placement will most likely provide the student with instruction and other services needed to succeed and progress to the next higher level of academic achievement.
- F. Placement committee – the committee established by the local school principal or designee to make placement decisions concerning a student who does not meet expectations on the Georgia Milestone Assessment. This committee shall be comprised of the principal or designee, the student's parent or guardian, and the teacher(s) in the content area(s) in which the student did not achieve grade level on the Georgia Milestone Assessment.

- G. Promotion – the assignment of a student to a higher grade level based on the student’s achievement of established criteria in the current grade.
- H. Retention – the re-assignment of a student to the current grade level during the next school year.
- I. Pyramid of Intervention

The pyramid is set up in levels or tiers with each providing general guidelines of what students should be receiving in their instructional setting.

Tier 1: ALL students are receiving differentiated instruction and frequent progress monitoring in their current standards-based classroom.

Tier 2: Students struggling in Tier 1 are provided more focused interventions through methods that differ from Tier 1 and that provide more frequent monitoring.

Tier 3: Through the Student Support Team (SST) process, students that continue to be unsuccessful are given more individually-targeted instruction in addition to the Tier 1 & 2 strategies.

Tier 4: Students are entered into a specialized learning program to help provide for their instructional needs.

Response to Intervention (RTI)/Student Support Team – This team is at least made up of classroom teachers at each grade level and looks at each child identified as needing extra interventions through the Pyramid of Intervention in order to meet his/her educational goals. This team is responsible for writing the education plan including the Tier 2 Intervention Plan. The team is also responsible for working with teachers to implement the plan, which will include appropriate progress monitoring.

### GRADE DISTRIBUTION

- a. K-2                      Students must achieve grade level expectations in Reading/Language Arts and Math to be promoted to the next grade level.  
A student must pass all reading and math power standards at 70% mastery or above.
- b. Grades 3-5            Major Assignments will count twice.
- c. Grades 6-8            40% Classwork/Homework, 30% Quizzes/Performance Tasks, 30% Unit Test
- d. Grades 9-12          50% Major Assignments, 30% Minor Assignments, 20% 9-week exam/Midterm/Project

### GRADES

- Intergrade (computerized grading system) will be used by 1st-8th grade.
- Grading periods will now reflect 9 weeks of instruction.
- Progress reports will be crucial for parent communication concerning student academic achievement.
- Ben Hill County Schools (BHPS, BHES and BHMS) grading system is as follows:  
A=90-100  
B=80-89  
C=70-79  
NOT YET- they have not mastered the standard  
**[NO GRADES BELOW 70 on the report card]**  
Non numerical report cards: Satisfactory-S, Needs Improvement-N, and/or portfolio checklists may be used in some grades.
- A child should only receive a grade if they are receiving instruction at their grade level. If a child is in the TIER process for remediation (meaning that they are not on grade level and they are receiving instruction that is behind their grade level) they should receive a grade of “NY”-NOT YET.
- “Not Yet” Their report card should reflect this at each 9 weeks. They should also have under the comments section “they are not meeting grade level standards for the specific subject area.” This means that the student is not meeting grade level power standards according to State Policy.
- Grades should reflect the progress or student growth of an individual and NOT the group. If a child earns what would be a failing grade they will have a chance to redo the assignment for mastery of the standard.
- Contact should be made with the home whenever a student is not mastering the standard and receiving (NOT YET) as a grade. No (NOT YET) grades should be given before parents have been contacted. Parents should not learn of failures for the first time when receiving report cards.
- Please keep records in a grade book and always be able to report individual and overall grades to parents when necessary. Keep representative papers for documentation in the students’ portfolio. These will be used in parent conferences.
- Teachers are afforded a great deal of academic freedom in assigning grades as long as the grades are determined by a fair and reasonable representation of the student’s work that is determined in their PLC meetings.
- Grades must never be used to reward or punish; therefore, grades are not to be correlated with student behavior.
- Parents should be made constantly aware of the progress of their children by direct communication each 4 ½ weeks or as determined in their individual plan.
- Grade weighting guidelines will be given by the system. This must be done before, and shared with parents, at Open House and sent home with those who do not attend Open House.



- Teachers (Grades 1-8) will keep records on Infinite Campus and be able to report these grades to parents. Progress reports will be sent home with students 4 ½ weeks into the grading period. Kindergarten and Grade 1 teachers will enter grades daily and weekly into Infinite Campus.

## II. CRITERIA FOR PROMOTION IN KINDERGARTEN

Students shall be expected to continuously achieve at a rate commensurate with their ability for achievement.

Grade placement decisions shall be made on an individual basis. Written documentation of evidence (Tier 2 minutes, Tier 3/Student Support Team minutes, Individual Education plan, or Individual Assistance Plan) which supports the individual retention decision shall be on file in the student's permanent record.

Promotion decisions for students with Individual Education Plans will be recommended by the IEP Placement Committee.

- A. The local system shall assess each student's readiness for first grade. Said readiness assessment shall include data obtained from multiple sources including, but not limited to the Georgia Kindergarten Inventory of Developing Skills (GKIDS) as published, Early Intervention Program (EIP), report card, teacher recommendation based on classroom performance, as well as other data such as Measures of Academic Progress (MAP).
- B. Placement decisions shall be made on an individual basis.
 

Written documentation of evidence (Tier 2 minutes, Tier 3/Student Support Team minutes, Individual Educational Plan) which supports the individual retention decision shall be on file in the student's permanent record. The information obtained by the Georgia Kindergarten Inventory of Developing Skills (GKIDS), Early Intervention Program criteria, and report card shall be used as part of the required written documentation. The student's parent / guardian shall be notified of the final placement decision.
- C. The local school system shall assure that the following requirements are met.
  1. All kindergarten students defined in Rule 160-3-1-.01 except those students exempted by criteria specified in their Individualized Education Program shall be assessed using the GKIDS and/or other state approved measures during their kindergarten year. Students entering kindergarten prior to March 1 shall be assessed with the total GKIDS. Students entering on or after March 1 shall be assessed with as much of the GKIDS as the system determines is appropriate.
  2. Only certified teachers who are responsible for the entire class and who have been trained in the use of the Georgia Kindergarten Inventory of Developing Skills (GKIDS) shall administer the assessment.
  3. All children shall be administered the GKIDS according to the established guidelines and procedures found in the Georgia Kindergarten Inventory of Developing Skills (GKIDS) Assessment Guide.
- D. Parents/Guardians of students not making grade level progress shall be notified in writing by the end of the marking period in which the student's progress indicates that promotion may not be attained.

## III. CRITERIA FOR PROMOTION IN GRADES 1-8

Students shall be expected to continuously achieve at a rate commensurate with their ability for achievement.

Grade placement decisions shall be made on an individual basis. Written documentation of evidence (Tier 2 minutes, Tier 3/Student Support Team minutes, Individual Education plan, or Individual Assistance Plan) which supports the individual retention decision shall be on file in the student's permanent record.

Promotion decisions for students with Individual Education Plans will be recommended by the IEP Placement Committee.

### A. Standards for Promotion Grades 1-3

A student shall demonstrate satisfactory progress in both reading and mathematics on grade level. Satisfactory progress will be determined by the yearly averages of 70 or above in each of these two subjects and achievement at grade level as defined by "*Performance Level 2: Meets the Standard*" in reading and mathematics using the state adopted Georgia Milestone Assessments in appropriate grades, as well as other data such as Measures of Academic Progress (MAP).

In Grade 1 specifically, the student is also expected to demonstrate mastery of the Georgia Performance Standards for language arts and math with little or no assistance.

### B. Standards for Promotion Grades 4-5

A student shall demonstrate satisfactory progress in both reading and mathematics on grade level plus one of either science or social studies. Satisfactory progress will be determined by the yearly averages of 70 or above in reading, mathematics, and in science or social studies and achievement at grade level as defined by "*Performance Level 2: Developing Learner*" in reading and mathematics using the state adopted Georgia Milestone Assessments, as well as other appropriate data such as Measures of Academic Progress (MAP).

### C. Standards for Promotion Grades 6-8

Students shall demonstrate satisfactory progress in all four academic subjects: Reading/Language Arts, Mathematics, Science, and Social Studies. Satisfactory progress will be determined by the yearly averages of 70 or above in 3 out of 4 core content classes and achievement at grade level as defined by "*Performance Level 2: Developing Learner*" on the Georgia Milestone Assessments as well as other data such as Measures of Academic Progress (MAP). Students must

also maintain a 70 or above average in two of four connection courses if they are 18 week courses, or four of the eight connection courses if they are 9-week courses.

#### **IV. PROMOTION CRITERIA AND PROCEDURES FOR GRADES 1-8**

- A. Each school principal shall distribute student data from the Georgia Milestone Assessment to teachers prior to the beginning of each school year. Each teacher shall use data to focus instruction on identified student academic performance in grades 1-8 as appropriate.
- B. The school principal or designee shall annually notify parents or guardians that placement or promotion of a student into a grade, class, or program will be based on the academic achievement of the student on Georgia Milestone assessments and other criteria established in this policy.

Parents/Guardian of students not making grade level progress shall be notified by the end of the marking period in which the student's progress indicates that promotion may not be attained.
- C. Each school principal or designee shall review data such as Measures of Academic Progress (MAP) for each student in grades 1, 2, 4, 6 or 7 who does not achieve grade level as defined by "*Performance Level 2: Developing Learner*" on applicable sections of the Georgia Milestone Assessment in appropriate grades and/or who do not achieve a yearly average of 70 or above in the relevant academic areas. In addition, he or she will review data for students in grades 3, 5, or 8 whose promotion/retention decision is not based on failure of a state-required Georgia Milestone Assessment (See Additional Requirements for Grades 3, 5, and 8, Part V.) For applicable students, he or she will establish a team of at least the parent and teacher that shall:
  - 1. Determine whether each student shall be retained or promoted based on a review of the overall academic achievement of the student. Achievement data should include Measures of Academic Progress assessments (MAP) and could include other available data such as grades, informal reading inventories, other skills assessments, and standards checklists as well as the student's Georgia Milestone Assessment performance;
  - 2. Review existing Tier 2 intervention plan;
  - 3. Convene the grade level Response to Intervention (RTI) Team within the first 5 weeks of the following school year to develop and implement an accelerated, differentiated, or additional instruction plan for each student who does not achieve grade level as defined by "*Performance Level 2: Developing Learner*" on the applicable sections of the Georgia Milestone Assessment; and
  - 4. Develop a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student (progress monitoring.)
- D. Students shall be tested in accordance with requirements specified in State Board Rule 160-3-1-.07 Testing Programs – Student Assessment.
- E. For students receiving special education or related services, the Individualized Education Plan Committee shall serve as the placement committee.

#### **V. ADDITIONAL REQUIREMENTS FOR GRADES 3, 5, AND 8.**

- A. Requirements in these sections shall apply to students in 3rd, 5th, and 8th grades.
- B. Promotion of a student shall be determined as follows:
  - 1. No third grade student shall be promoted to the fourth grade if the student does not achieve grade level as defined by "*Performance Level 2: Developing Learner*" on the Georgia Milestone Assessment in reading and meets promotion criteria established in this policy.
  - 2. No fifth grade student shall be promoted to the sixth grade if the student does not achieve grade level as defined by "*Performance Level 2: Developing Learner*" on the Georgia Milestone Assessment in reading and the Georgia Milestone Assessment in mathematics and meets promotion criteria established in this policy.
  - 3. No eighth grade student shall be promoted to the ninth grade if the student does not achieve grade level as defined by "*Performance Level 2: Developing Learner*" on the Georgia Milestone Assessment in reading and the Georgia Milestone Assessment in mathematics and meets promotion criteria established in this policy.
  - 4. The school principal or designee may retain a student who achieves grade level as defined by "*Performance Level 2: Developing Learner*" on the Georgia Milestone Assessment but who does not achieve a yearly average of 70 or above in the academic areas as defined in this policy. (See Section IV of this policy)

#### **FIRST GEORGIA MILESTONE ASSESSMENT TEST ADMINISTRATION**

- C. When a student does not achieve grade level as defined by "*Performance Level 2: Developing Learner*" in grades 3, 5, or 8 on the Georgia Milestone Assessment(s) specified in section B above, then the following shall occur:
  - 1. Within ten calendar days, excluding weekends and holidays, of receipt of the Georgia Milestone Assessment individual student scores, the school principal or designee shall notify in writing by first-class mail the parent/guardian of the student regarding the following:

- a. The student's failure to achieve grade level as defined by "*Performance Level 2: Developing Learner*" performance on the Georgia Milestone Assessments;
  - b. The specific retest(s) to be given to the student and testing date(s);
  - c. The opportunity for accelerated, differentiated, or additional instruction based on the student's performance on the Georgia Milestone Assessments; and
  - d. The possibility that the student might be retained at the same grade level for the next school year if they do not achieve grade level as defined by "*Performance Level 2: Developing Learner*" on the Georgia Milestone Assessments.
2. The student shall be given an opportunity for accelerated, differentiated, or additional instruction in the applicable subject(s) prior to the retesting opportunity; and
  3. The student shall be retested with appropriate section(s) of the Georgia Milestone Assessment(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board.
  4. A student who is absent or otherwise unable to take the Georgia Milestone Assessment in reading and/or mathematics on the first administration, which includes its designated make-up day(s), shall take the Georgia Milestone Assessment in reading and/or mathematics on the second administration day(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board. Placement or promotion of these students shall follow the same procedures as students who do not achieve grade level as defined by "*Performance Level 2: Developing Learner*" on the first administration of the assessment.

## **SECOND GEORGIA MILESTONE ASSESSMENT TEST ADMINISTRATION**

- D. When a student does not achieve grade level as defined by "*Performance Level 2: Developing Learner*" on the Georgia Milestone Assessment in grades 3, 5, and 8, and also does not achieve grade level as defined by "*Performance Level 2: Developing Learner*" at grade level on a second opportunity to take the assessment, then the following shall occur:
  1. The school principal or designee shall retain the student for the next school year except as otherwise provided for in this policy.
  2. The school principal or designee shall notify in writing by first-class mail the parent or guardian of the student and the teacher(s) regarding the retention of the student.
    - a. The notice shall describe the option of the parent/guardian or teacher to appeal the retention of the student;
    - b. The notice shall describe the composition and functions of the placement committee; it shall describe the option of the parent/guardian, teacher (s), or principal to invite individuals who can provide information or facilitate understanding of the issues to be discussed to attend the placement committee meeting;
    - c. The notice shall include the requirement that the decision to promote the student must be the unanimous decision of the placement committee comprised of the parent/guardian, teacher(s), and principal or designee.
  3. A student's failure to take the Georgia Milestone Assessment in grades 3, 5, and 8 in reading and/or mathematics on any of the designated second administration testing date(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board shall result in the student being retained. The option of the parent or guardian or teacher(s) to appeal the retention of the student shall follow the procedure set forth in this policy.

## **APPEALS PROCESS**

4. If the parent/guardian or teacher(s) appeals the retention of the student, then the school principal or designee shall establish a placement committee to consider the appeal.
  - a. The placement committee shall be comprised of the principal or designee, the student's parent or guardian, and the teacher(s) of the subject(s) of the Georgia Milestone Assessment or the alternative assessment instrument on which the student failed to achieve grade level as defined by "*Performance Level 2: Developing Learner*".
  - b. The principal or designee shall notify in writing by first-class mail the parent/guardian and teacher(s) of the time and place for convening the placement committee.
  - c. The placement committee shall review the overall academic achievement of the student in light of the performance on the Georgia Milestone Assessment or the alternative assessment instrument and promotion standards and criteria established in this policy and make a determination to promote or to retain. Achievement data should include Measures of Academic Progress assessments (MAP) and could include other available data such as grades, informal reading inventories, other skills assessments, and standards checklists.
  - d. The decision to promote must be the unanimous decision of the placement committee and must determine that if promoted and given accelerated, differentiated, or additional instruction during the next year, the student is likely to achieve grade level as defined by "*Performance Level 2: Developing Learner*" on Georgia Milestone Assessment by the conclusion of the school year.

- e. The placement committee shall prescribe such additional assessments as may be appropriate in addition to assessments administered to other students at the grade level during the year.
  - f. The placement committee shall provide for a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student (progress monitoring.)
  - g. The decision of the Placement Committee regarding the appeal of the parent/guardian of promotion or retention of the student shall be final.
5. A plan for accelerated, differentiated, or additional instruction must be developed for each student who does not achieve grade level as defined by “*Performance Level 2: Developing Learner*” in grades 3, 5, or 8 on the Georgia Milestone Assessment(s) specified in section (a) above whether the student is retained, placed, or promoted for the subsequent year. The grade level Response to Intervention (RTI) Team should be convened within the first 5 weeks of the following school year to develop and begin implementation of this plan.
  6. For students receiving special education or related services, the Individualized Education Plan Committee shall serve as the placement committee.

#### **REPORT CARDS**

Report cards will be issued at the end of each nine (9) weeks, with progress reports being issued at the midpoint of each nine (9) week period. See system calendar for specific dates.

#### **PLAGIARISM**

Plagiarism, as defined by Merriam Webster’s Collegiate Dictionary, Tenth Edition, as “to steal and pass off the ideas or words of another as one’s own without crediting the source,” will not be tolerated. Plagiarism will be treated as a cheating infraction and will warrant appropriate disciplinary consequences.

#### **GIFTED**

The gifted program in Ben Hill County serves students in all grades. Students may be referred for screening by administrators, teachers, and parents.

Students may also be automatically referred if they score at the ninety percentile or above in reading and/or math on a standardized achievement test. Once students are referred, they will be evaluated in four areas: Mental Abilities, Achievement, Creativity, and Motivation. To be eligible for the gifted program, the student must qualify in three of the four areas. Eligibility is based on guidelines established by the State Board of Education.

The **Criteria for Continuation of Gifted Services** will be presented to students receiving services in gifted education and their parents at the beginning of each school year.

### **III. MIDDLE SCHOOL (Grades 6-8) ACADEMIC INFORMATION**

#### **ACADEMIC COUNSELING**

Counselors are available in each school to assist students with their problems and concerns of an academic, a vocational or a personal nature.

Parents are encouraged to make an appointment to discuss their child’s problems or progress with counselors and/or their child’s faculty advisor and/or teacher(s).

Information concerning requirements for college, vocational technical school, etc., S.A.T. dates, scholarships, and career planning is also available in the Guidance Office. Beginning July 1, 2015, Dual Enrollment and ACCEL will not be labeled Move On When Ready (MOWR). Eighth grade students will be notified by April 1 of each academic year the opportunity to Move On When Ready (MOWR).

#### **ELIGIBILITY FOR PARTICIPATION IN COMPETITIVE INTERSCHOLASTIC ACTIVITIES**

Sixth, seventh and eighth grade students participating in competitive interscholastic activities (including activities governed by the Georgia High School Association) must meet eligibility requirements. Competitive interscholastic activities are defined as any school-sponsored program involving competition between individuals or groups representing two or more schools. Cheerleading is included in this definition.

Eligibility is concerned with subjects passed the previous semester. If a student has an incomplete, the student is ineligible until all incompletes are made up and the passing grades are recorded in the student’s permanent record.

(Summer tutorial credits earned in a non-accredited home study program or non-accredited private schools may not be used to gain eligibility.)

A student who participated in competitive interscholastic activities may have 14 calendar days after the close of each semester to complete make-up work, provided this is available to all students. OTHERWISE, THE STUDENT IS INELIGIBLE FOR THE ENTIRE SEMESTER. Students who are ineligible for competitive interscholastic activities cannot participate in ANY

competitive interscholastic activity. Ineligible students cannot practice or travel with the team or program. Ineligible students cannot try out for a team or program, even though the team or program will not be in operation until the next school year.

#### STUDENT DRIVING AND PARKING REGULATIONS

Middle school students are not allowed to drive under ANY circumstances.

### IV. HIGH SCHOOL ACADEMIC INFORMATION AND GRADUATION REQUIREMENTS

#### A. ACADEMIC COUNSELING

Counselors are available in each school to assist students with their problems and concerns of an academic, a vocational or a personal nature. Parents are encouraged to make an appointment to discuss their child's problems or progress with counselors and/or their child's faculty advisor and/or teacher(s).

Information concerning post-secondary education and training, college admissions testing, (ACT, SAT, ACCUPLACER, etc.), scholarship searches, military options, and career decision-making is also available through classroom guidance and individual guidance services. Parents and students are encouraged to utilize all of the services provided by the Georgia Student Finance Commission website, for helping students plan, apply, and pay for college.

#### Move On When Ready

Move On When Ready (MOWR) is Georgia's dual enrollment program that allows high school students to earn college credit while working on their high school diploma. The new law streamlines the existing dual enrollment options (Move On When Ready, Accel and HOPE Grant) into one program. Beginning with Fall term 2015 (FY 2016) the program is offered during all terms of the school year; fall, spring and summer semester or fall, winter, spring, and summer quarter. Students and parents should contact the school counselor for more information.

#### B. PROMOTION/RETENTION POLICY

Students are classified and must have earned the appropriate number of units listed below to enter the respective grade highlighted in the following grid.

Promotion to the next grade requires students to pass the core course work prior to taking the next required course, i.e. ninth grade literature before taking tenth grade literature. This applies to all core content. (See chart)

Grade	Block Units Earned	Courses that must be passed
10th	5	3 units in academic classes
11th	11	6 units in academic classes
12th	17	10 units in academic classes

Students will be asked to make up course work not passed by attending credit recovery programs or attending Summer School for credit repair.

#### Attendance Policy

Students who miss more than 7 days per semester and those who do not successfully appeal their absences will not be given credit for that course. Students must be in each class for half or more of the period in order to be counted present for the class. Fitzgerald High School will use a computerized attendance procedure. If student is absent, they must bring a note for each absence from school. All excuses must be turned in to the main office within 3 school days. An attendance receipt will be given to the student/parent at the time excuses are turned in to the main office. This will provide you with documentation of the excuse. All notes must be signed by the parent/guardian and must have a valid phone number. Parents are allowed 3 hand written notes per year; all other additional absences will require a note from a physician or a court official, or will be considered an unexcused absence. Failure to bring such note will be considered an unexcused absence. If a student has a medical condition that creates school attendance problems, the parent should contact the school and arrange for a conference with the Attendance Review Board at the beginning of the school year. This board may ask the school counselor to set up a meeting with the SST and student/parent to develop an action plan for the student. Such a plan would require the signature of the student's doctor.

After each unexcused absence the following will occur:

- a. 3rd unexcused absence – a letter will be sent to the parent
- b. 4th unexcused absence – parent contacted by letter and request for parent conference
- c. 5th unexcused absence – parent contacted by school social worker and parent conference required 18
- d. 6th unexcused absence – student and parent will be referred to the Attendance Review Board, with a referral made to the Department of Juvenile Services for students who fail to follow through with the requirements of the Attendance Review Board.

The Department of Family and Children Services will be notified when parents fail to attend the parent conference at the level of the 6th unexcused absence and/or whereby the parent attempts to withdraw a student for excessive absences resulting in the student becoming a high school drop-out. An attendance contract may be issued and signed as an Intervention strategy. The attendance contract would be a binding agreement between the student, parent, and the school with all parties agreeing to and accepting the responsibility.

#### **EANC (Excessive Absences No Credit)**

This policy will be enforced at the end of each semester. Carnegie Unit credits will be denied for all students with more than 7 unexcused absences. Credits will be rewarded to students that have the following documentation: medical, excused, school related, and other excused codes. Students missing only 7 days may be awarded credits without penalty

#### **EXCESSIVE ABSENCES AND ATTENDANCE APPEAL**

An administrator will oversee the attendance appeal process. He/she will be assisted by an attendance committee composed of teachers, counselors and/or administrators.

If a student has more than 7 absences in a class and is passing the class, he or she must follow the attendance appeal process as follows:

1. Two weeks before the end of the semester, students with 7 or more excused or unexcused absences in any class must pick up an appeal form from the assistant principal's office; have it signed by a parent or guardian, and return the form to the office.
2. Students and their parents will be notified of the date and time that the Attendance Committee will meet.
3. The student and a parent or guardian must meet on the designated day with the committee.
4. The Attendance Committee will have all documented excuses on file at the attendance appeal.
5. Students and parents will be informed at the end of the semester if credit will be given in classes with excessive absences.

Students will not repeat courses which they have passed. Exceptions to this practice will be made only in extenuating circumstances.

Exceptions are to be considered on an individual basis by the principal and are to be documented with details in the student's academic folder with a statement signed by the principal.

#### **C. END OF COURSE TESTING**

End-of-Course Tests will be given in the fall, spring, and summer to students who are enrolled in the following courses:

- Ninth Grade Literature and Composition
- American Literature and Composition
- Physical Science
- Biology
- United States History
- Economics
- Algebra
- Geometry

Students enrolled in these courses regardless of their grade level, will be required to take the End-of-Course Tests.

#### **D. ELIGIBILITY FOR INTERSCHOLASTIC ACTIVITIES**

A student will have the first fourteen (14) CALENDAR days after the close of the semester to complete work and change an incomplete grade. If a student with an incomplete grade has not passed three (3) subjects the previous semester, the student will be ineligible. The student is ineligible to participate in extracurricular activities during these fourteen (14) days and cannot practice, play, or participate until he or she has passed three (3) subjects. If three (3) subjects have not been passed by the end of the fourteen (14) calendar days of the semester, he or she is ineligible for the entire semester.

No make-up work is to be graded until after an absence has been determined to be excused.

#### **E. GRADUATION REQUIREMENTS**

Juniors and Seniors transferring into Ben Hill County Schools can meet state graduation requirements and be exempt from system requirements if meeting system requirements would delay graduation.

Students graduating must meet all unit requirements for graduation and or meet the requirements for a "Diploma of Performance" as specified in a student's Individual Education Plan (IEP) to walk in the graduation ceremonies.

In compliance with a new state graduation rule, entering freshmen in the 2008-09 school year will earn one diploma with no seals.

2. Certificates of Attendance – student with disabilities assigned to a special education program who has not met the state assessment requirements or who has not completed all requirements for a high school diploma, but who has completed his/her Individualized Educational Program.

High School - Course Requirements for Students Entering High School 2014-2015 and before:

I. English/Language Arts.....	4
II. Mathematics .....	4
III. Science.....	4
IV. Social Studies.....	3
V. CTAE/Modern Lang./Latin/Fine Arts .....	3
VI. Health and Physical Education (.5 unit each) .....	1
VII. Electives .....	4
TOTAL UNITS (MINIMUM) .....	23

High School - Course Requirements for Students Entering High School 2016-17 and after:

I. English/Language Arts.....	4
II. Mathematics .....	4
III. Science.....	4
IV. Social Studies.....	3
V. CTAE/Modern Lang./Latin/Fine Arts .....	3
VI. Health and Physical Education (.5 unit each).....	1
VII. Electives.....	7
TOTAL UNITS (MINIMUM) .....	26

Two years of foreign language is required for admission to a four-year college or university. Three years successful completion of JROTC will meet the requirements of Health/PE. Students must complete requirements as prescribed by the State Department of Education and Ben Hill County Board of Education. All students must meet attendance requirements, perform satisfactory on state assessments, and attain the specified number of Carnegie units of credit as required for graduation to receive a diploma.

**CAREER PATHWAYS**

Agricultural Mechanics Systems, Agricultural Science Systems, Agriculture Leadership in Animal Production, Agricultural Leadership Plant Science, Audio-Video Technology & Film, Automobile Maintenance & Light Repair\*, Business and Technology, Certified Customer Service\*, Certified Manufacturing Specialist\*, Early Childhood Care & Education\*, Engineering and Technology, JROTC-Army, Food and Nutrition, Health Informatics/Health Information Management-Medical Office, Shampoo Technician\*, Nail Technician\*, Teaching as a Profession, Therapeutic Services-Patient Care\*, Web and Digital Design\*, Welding\*, \*Can be Dual Enrollment with WGTC

Students are encouraged to complete 3 units in a career path.

**ADVANCED PLACEMENT/HONORS COURSES**

Advanced Placement Courses will be offered in English, Math, Science and Social Studies. These courses are recognized by the College Board and the University System of Georgia. Upon completion of these courses, students have the opportunity to earn college credit through the successful completion of an exit exam, which is administered in the spring of each year. It is recommended that students enrolled in AP courses take the exit exam. The student is responsible for paying for AP exam fees; however, the State of Georgia pays the fees for one AP exam for students who receive free or reduced lunch. The Accel program is also an option for seniors wishing to earn college credit. Students that passed three Advanced Placement courses and/or Accel classes will receive cords to be worn at graduation and will be recognized as Advanced Placement Scholars.

Fitzgerald High offers Honors and AP (Advanced Placement) courses for students desiring a more rigorous program of study. Honors courses are designed to prepare students for AP courses. Compared with regular high school courses, the advanced courses are more demanding, often requiring more time and more work, but students find them rewarding in preparation for college-level work.

Criteria for Advanced Classes: Consideration for placement in an advanced course will be given to duly processed gifted students and other academically promising students. Students are recommended for courses by their teachers in various subject areas. These recommendations are made on the basis of past and present classroom performance and teacher evaluation. However, students may register for any course at or above the recommended instructional levels. Parents may also request a student's placement in advanced courses but will require a signed waiver by parent/guardian. Dual Enrollment classes will be offered through ABAC and Wiregrass when numbers justify. Students must meet the individual requirements of each post-secondary institution and have a 3.0 or higher G.P.A.

## HIGH SCHOOL REQUIRED/CORE/ELECTIVE CREDIT

Core area courses successfully completed may not be repeated except as determined by an administrator as being necessary for success in later courses. In that case, only elective credit will be awarded.

## SEAL OF ENDORSEMENT

High school preparation for college allows students to earn a formal seal of endorsement. The Ben Hill County Board of Education requires a college-preparatory program for all students for a rigorous academic experience. A formal seal of endorsement from the Georgia Board of Education will be awarded to those students who successfully complete the endorsed course of study. In addition to the college-preparatory seal of endorsement, a technology/career-prep seal is also awarded to students who successfully complete a program of study.

## CREDIT RECOVERY

The goal of the credit recovery is to give high school students the opportunity to graduate in a timely manner. This program allows students who have failed core courses (courses required for graduation) a chance to make-up non-mastered standards without repeating the entire course. The credit recovery program is conducted using Odysseyware. The online system does not require a teacher, but is managed by a facilitator. Since the credit recovery program will be offered in an online learning environment, participants in the credit recovery Program should be self-motivated and independent learners who exhibit a strong personal commitment towards earning credit in an online environment.

### Requirements for Program

1. Grade of 60-69 in the course in which attempting to recover credit or principals written approval.
2. Only two credits may be recovered per academic year (unless more is approved by the principal).
3. The parent/guardian and student must participate in an interview with the counselor in order to review the program goals and requirements.
4. Early dismissal from Credit recovery is not allowed. Disruptive behaviors, and/or abuse of technology privileges will result in removal from Credit recovery.
5. If the course requires an EOC, the student must retake the test at the end of the course.
6. Transportation (if applicable) will be the responsibility of the parent/guardian.
7. All assessments must be taken in the presence of the facilitator.

### Awarding Credits

1. Recovered credit will only be awarded when students have completed all work satisfactorily.
2. Recovered credit will be entered on the transcript as repeat attempts and will not replace the previously earned grade. Both the original and the Credit recovery grade will be included in the student's cumulative grade point average.

### **IMPORTANT**

*This program is NOT approved by the National Colligate Athletic Association (NCAA) for students seeking course credit to be eligible for college/universities under the regulations of the NCAA.  
Students receiving credit from these programs will not be eligible under NCAA guidelines.*

## GRADUATION

Graduation is planned by the administration at Fitzgerald High School. ALL requirements for graduation MUST be completed for any senior to participate in graduation, which is to walk across the stage and be recognized at the graduation ceremony. The following requirements must be completed:

1. Seniors must meet the specific credit requirements (see page 40).
2. Meet all attendance requirements (refer to Attendance Policy, page 40 & 41)

The principal must be notified by May 1st of intent to participate in graduation exercises for students not physically on campus. Senior invitations, caps, and gowns will be arranged through a school approved company representative. Graduates are only allowed to wear stoles or cords awarded by the school and presented at Honors Night. The junior class marshals will be selected based on academic high school academic GPA through the third term of the junior year. The junior class marshals will be selected as the top two juniors, who have been enrolled at FHS since the beginning of the current academic year, with the highest academic GPAs in the junior class. The ushers for graduation will be those juniors with the next highest GPAs in the junior class.

## HONOR GRADUATE

In order to qualify as an Honor Graduate from his/her high school, a student seeking a regular education diploma must have attained an average of 90 or better and have an academic grade point average of 3.5 or higher through the third term of



their senior year. Honor graduates are expected to maintain high academic standards for the remainder of the year and conduct themselves in a manner becoming an honor student. **Honor Graduates will be announced at FHS Honors Night in May of 2018.**

No residency requirement exists concerning the qualification of Honor Graduate. Grades from ACCEL university classes will be considered in calculations of the numerical averages. Grades from Honors courses and approved MOWR courses will be weighted and considered in calculations of the numerical averages.

**For purposes of identifying honor graduates, the averages shall be computed at the conclusion of the third nine weeks of the fourth year.**

### **VALEDICTORIAN AND SALUTATORIAN**

Calculations for determining valedictorian and salutatorian will be done at the conclusion of 3rd term. The valedictorian will be the Honor Graduate with the highest academic G.P.A. and meets the requirement to be excepted to a 4-year institution of the university system of Georgia, and the salutatorian will be the Honor Graduate with the second highest academic G.P.A. and meets the requirement to be excepted to a 4-year institution of the university system of Georgia. They will lead the senior class in the commencement processional. The Valedictorian and Salutatorian must be enrolled at FHS on or before the first FTE count in October of their sophomore year and remain enrolled through their senior year. **The valedictorian and salutatorian will be announced at FHS Honors Night in May of 2018.**

### **CRITERIA FOR SELECTION OF TOP TEN**

The Top Ten is a Fitzgerald High School recognition program sponsored and funded by the Fitzgerald Rotary Club. The intent of the program is to recognize students who excel in the most academically challenging courses. All grades considered for that academic year must be earned at FHS. To be considered for Top Ten, a student must be enrolled at FHS on or before the first FTE count in October of the current school year. The top ten students in each grade level will be calculated by using students' academic GPA for that school year only. Students must be 9 enrolled in a minimum of at least 3 "higher level" courses – including Honors, AP, and/or Move on When Ready Classes. No bonus points will be figured into the criteria including grades calculated above 100 percent. Calculations for Top Ten will be made at the end of third term.

### **COMPETITIVE INTERSCHOLASTIC ACTIVITIES ELIGIBILITY**

All students participating in competitive interscholastic activities, as defined by GHSA, must be on track for graduation and meet eligibility requirements.

Eligibility is based on the subjects/units passed the previous term and being "on track" which is based on the accumulated Units at the end of each school year. Summer school is considered part of the second semester/ term.

First-year students (entering 9th grade) are eligible academically. Second semester first-year students must have passed at least three (3) courses the previous semester in order to participate. A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility for interscholastic competition. Date of entry is defined as the first date of enrollment as a student taking two (2) or more high school subjects. To be eligible to participate in interscholastic activities, a student must not have reached his/her nineteenth birthday prior to May 1, preceding the year of participation.

#### **GHSA ELIGIBILITY REQUIREMENTS\***

	Block
Units passed previous term.....	2.5
On-track at end of year one .....	5
On-track at end of year two .....	11
On-track at end of year three.....	17

\*Schools have the discretion to increase eligibility requirements. Contact the athletic director, at the school you attend, to verify requirements.

If spring semester and summer school are being used to determine fall eligibility, then the semester averages and subjects passed will involve ALL subjects taken in spring semester and summer school. The course must be listed in the school course offering and credit must be applied toward graduation. Independent study course credit taken in summer school is not acceptable for gaining eligibility. In determining eligibility for students, summer school credits earned on non-accredited home study programs or non-accredited private schools are not recognized. Accreditation recognized under this rule shall be from one of the following: Georgia Accrediting Commission, a national or regional accreditation agency. Eligibility is concerned with subjects/units passed the previous semester, and grades made in that semester.

If a student has an incomplete, all work must be completed within the first fourteen (14) calendar days after the close of the semester. Students who are ineligible for extracurricular activities cannot participate in ANY competitive interscholastic activity. Ineligible students cannot practice or travel with the team or program even though the team or program will not be in operation until the next school year.

Students who have an unexcused absence for one-half (½) or more of the school day on the day of the activity shall not participate in that activity unless granted permission by the principal or his/her designee.

### **HOPE PROGRAM**

The HOPE (Helping Outstanding Students Educationally) grant and scholarship programs will assist graduating high school colleges, universities or technical institutes and in some instances, private institutions. Counselors can provide additional information to students and parents.

### **GEORGIA GOVERNOR'S HONORS PROGRAM**

The Georgia Governor's Honors Program (GHP) is a residential summer program for gifted and talented high school students who will be rising juniors and seniors during the program. The program offers instruction that is significantly different from the typical high school classroom and that is designed to provide students with academic, cultural, and social enrichment necessary to become the next generation of global critical thinkers, innovators, and leaders.

GHP is held in mid-summer (mid-June to mid-July) as a residential educational experience on a college or university campus. Students attend classes in the mornings and afternoons in specific areas of study, and they participate in a wide variety of social and instructional opportunities every evening. Meals and rooms are provided by the program with the only required and expected costs to the students being travel expenses to and from the interviews, a few basic supplies for classes and dorm rooms, and spending money as desired during the program.

### **CAREER, TECHNICAL AND AGRICULTURE EDUCATION (CTAE) WORK-BASED LEARNING**

Any student desiring to participate in the Work-Based Learning (WBL) Program must have successfully completed the tenth grade and be 16 years of age. (Juniors – 11 units; Seniors – 17 units) Only juniors and seniors are eligible for the work program. Other requirements are as follows:

1. Students absent from school are not permitted to go to work without prior approval from the WBL coordinator or CTAE supervisor.
2. Work students should leave for work and must leave campus at designated time
3. Students on the WBL program cannot quit their jobs or give a notice of quitting without approval of the coordinator or the CTAE supervisor.

### **ARMY JROTC**

The Junior Reserve Officers Training Corp is conducted in accordance with Army Regulations and in agreement with the Ben Hill County Board of Education. Participation is open to all students in grades 9–12. Participation imposes no military obligation upon a cadet outside or beyond the school environment. The major objective is to lay the foundation for patriotism, intelligent citizenship, leadership training and development, respect for constituted authority, and self-discipline. Cadets will normally receive at least five hours of military instruction each week between classroom and drill field activity. The Department of the Army provides clothing and equipment, textbooks and other reference material free of charge to the cadets.

### **EDUCATION AND CAREER PARTNERSHIP (ECP)**

ECP is an agreement between Fitzgerald High School and technical colleges of Georgia for the transfer of credit. Many courses at the high school level have been identified to align with postsecondary programs. Programs of study include business office technology, medical assisting, mechatronics, criminal justice, early childhood education, welding, agricultural diesel mechanics, automotive technology and telecommunications. For more information, see your ECP manager or high school counselor.

### **YOUTH APPRENTICESHIP (YAP)**

Youth Apprenticeship is an opportunity for students to work in their chosen career area. It provides school-based learning with work-based learning. Students apply for work experiences that are acquired by the YAP coordinator. Students divide the school day between classes and the worksite. Only juniors and seniors are eligible for youth apprenticeship.

### **FITZGERALD HIGH SCHOOL EXTRACURRICULAR/ATHLETIC POLICIES AND GUIDELINES**

#### **I. DEFINITIONS:**

For the purpose of this policy, the terms listed below shall be defined as follows:

- A. Extracurricular activities – any school sponsored program for which some or all the activities are outside the regularly scheduled class day. Examples are: all individual and team sports, cheerleading, literary, band, chorus, clubs, academic bowls, JROTC, and student government.
- B. Athletics – Any competitive team that falls under the direction and guidelines set forth by the Georgia High School Association.

## II. POLICIES:

Students are encouraged to participate in extracurricular activities because this involvement enhances the high school experience and fosters school pride and spirit.

Students are encouraged to participate in all activities. Participation by students involved in multiple events at one time must have approval from the Athletic Director and involved coaches and/or sponsors. Georgia High School Association events have priority over all other activities and performance activities have priority over practice events.

Students must realize that participation in extra-curricular activities is a privilege and not a right. Extracurricular participation is subject to the policies of one or more of the following: (1) Georgia Department of Education (2) Georgia High School Association (3) Local Board of Education (4) Fitzgerald High School (5) Sponsor or coach. Any student participating in extracurricular activities must follow all policies established by the above policy-making organizations. Failure to follow any of these policies can result in disciplinary action by the sponsor/coach, the school; or other agencies.

## III. GHSA REQUIREMENTS FOR PARTICIPATION:

- A. Students participating in interscholastic competitive extracurricular activities must pass five (5) subjects in the semester immediately preceding participation. These subjects must carry credit toward graduation. Summer school is an extension of the second semester of the school year. Students not meeting this requirement will be ineligible for one semester, and until they pass five subjects the semester prior to participation
- B. Students in grades 10–12 must meet Georgia High School requirements as follows:
  1. Second-year students must have earned 5 Carnegie units leading to graduation.
  2. Third-year students must have earned 11 Carnegie units leading to graduation.
  3. Fourth-year students must have earned 17 Carnegie units leading to graduation.
- C. Fifth-year high school students are never eligible to participate. Alternative school students are never eligible to participate.
- D. All individual or group practice for athletics must be conducted outside of the regular school day.
- E. Coaches, teachers or sponsors of all extracurricular activities shall not require students to participate in any out-of-season program (including summer) as a condition of school year participation.
- F. All individuals who participate in interscholastic athletics must have an annual physical examination by a medical doctor before participation in any event, practice or try-out.
- G. All individuals who participate in interscholastic athletics must have personal or school insurance. This information must be on file at the school.
- H. All individuals who participate in interscholastic athletics must have on file at school a parental permission to participate form. This form describes to the student and his/her parent or guardian the risk of minor or severe injury while participating.
- I. Playing time is at the discretion of the head coach of each activity.

## IV. SPECIAL PROVISIONS:

1. Special education students must meet the eligibility requirements of regular students, except the courses passed according to the student's IEP.
2. Fitzgerald High School is authorized to join the Georgia High School Association (GHSA) or other associations for the purpose of formulating and enforcing uniform rules of eligibility and play. State or local tax dollars may not be used for membership in GHSA.

## ATHLETIC PHILOSOPHY

### Statement of Philosophy

The Fitzgerald High School Athletic Program should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society.

The interscholastic athletic program shall be conducted in accordance with existing Board of Education policies, rules and regulations. While the Board of Education takes great pride in winning, it does not condone "winning at any cost." It discourages any and all pressures that might tend to neglect good sportsmanship and good mental health. At all times the athletic program must be conducted in such a way as to justify it as an educational activity.

### Athletic Goal and Objectives

OUR GOAL – The student athlete shall become a more effective citizen in a democratic society.

OUR SPECIFIC OBJECTIVES – The student athlete shall learn:

1. To work with others – In a democratic society a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. The team and its objectives must be placed higher than personal desires.
2. To be successful – Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel.

3. To develop sportsmanship – To accept any defeat like a true sportsman, knowing we have done our best, we must learn to treat others as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation and dependability.
4. To improve – Continual improvement is essential to good citizenship. As an athlete, you must establish a goal and you must constantly try to reach that goal. Try to better yourself in the skills involved and those characteristics set forth as being desirable.
5. To enjoy athletics – It is necessary for athletes to enjoy participation, to acknowledge all of the personal rewards to be derived from athletics, and to give sufficiently of themselves in order to preserve and improve the program.
6. To develop desirable personal health habits – To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits, and to develop the desire to maintain this level of physical fitness after formal competition has been completed.

## ATHLETIC CODES OF CONDUCT

### Conduct of Athletes

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. The community, school administrators and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student is our major consideration and transcends any other consideration.

All athletes shall abide by a code of ethics 365 days/24 hours a day, which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team, or the school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, immorality or violations of law, tarnish the reputation of everyone associated with the athletic programs and will not be tolerated.

### CONDUCT RULES

**ARRESTS:** Any student arrested by law enforcement agencies will be suspended indefinitely from extra-curricular activities until a parent/athletic director conference can be held to determine the severity of the offense and determine the severity of the punishment. Felony convictions will result in permanent dismissal from all extracurricular activities.

**GROOMING AND DRESS POLICY:** A member of an athletic team is expected to be well-groomed. “He shows up best who shows off least.” Appearance, expression and actions always influence people’s opinions of athletes, the team and the school. Once you have volunteered to be a member of a squad, you have made a choice to uphold certain standards expected of athletes in this community.

**CAMPUS AND COMMUNITY BEHAVIOR:** All students will abide by all discipline guidelines as stated in the Fitzgerald High School Handbook. Punishments will be according to these guidelines with additional punishment being left to the discretion of the coach or sponsor

**HOME SUSPENSION:** Students who are home suspended may not participate nor practice during their home suspension days.

**IN-SCHOOL SUSPENSION:** Student athletes are expected to exhibit exemplary behavior in the classroom. Assignment to ISS will result in extra physical conditioning and/or suspension from participation, at discretion of individual coach, until problem is corrected.

**SCHOOL ATTENDANCE:** In order for a student to participate or practice, that student must have been present at school for no less than one-half of the day in question. The athletic director or school administrator reserves the right to clear late check-in/check-out or absence from school.

**PRACTICE ATTENDANCE:** All students are expected and required to attend practices in order to participate.

**QUITTING OR DISMISSED:** Students forfeit their participation privileges if they quit or if dismissed from a team. Athletes will be placed on athletic suspension until the season ending date of the sport the student quit or was dismissed.

**TRAVELING:** All team members will travel to and from all events on school transportation. Parental request for emergency situations concerning travel must be approved by sponsor/coach. Wearing of team colors during travel and at events is essential.

**EQUIPMENT RETURN:** All extracurricular activity members must return all equipment, and pay fees and fines before they can participate in another sport or activity.

**FUNDRAISERS:** All sports/athletes are required to solicit monies to offset their respective sports costs. Failure to participate will require personal fees to be determined by the head coach.

**DUAL INVOLVEMENT:** Athletes wishing to participate in independent activities outside the school sports day/season must be cleared/denied by the in-season coach and not in conflict with GHSA rules.

## LETTER JACKET CONTRACT

It is the policy of Fitzgerald High School that students who meet the requirements for earning a letter jacket, according to the letter jacket policy available through each coach, are entitled to purchase a jacket signifying athletic participation (participation in at least 50% of competitive events at the varsity level; or under special conditions approved by the athletic director).

## BRINGING STUDENTS TO SCHOOL

Students may be dropped off and picked up at front entrance of the building. If arriving prior to 8:00 a.m., students must report to the cafeteria or courtyard area. **All student drop offs and pickups must be at the main entrance in front of the main office.**

## PARKING REGULATIONS

Parking for students will be in the following approved areas: (a) gymnasium parking lot, and (b) vocational parking lot. Parking decals will be provided for a cost of \$20.00. Students desiring to obtain a parking permit must present a valid driver's license and proof of insurance upon request for the permit. All work based learning students (fall or spring semester) must park in the vocational parking lot. Replacement of parking decal will cost \$5.00.

1. Students must park in school approved parking areas only.
2. Permits must be displayed at all times on the inside rear view mirror facing the front windshield. If a different vehicle is driven, the permit in this vehicle must be in the same place.
3. If a permit is lost or left at home, the discipline director's office will issue a temporary parking permit. This is only valid for one day.
4. If another vehicle is parked in the student's space, the vacant space in the vocational parking lot may be used. A report must be filed in the discipline director's office. Students **MUST NOT** park in another's space.
5. Students are not allowed to go to automobiles during the school day. If an emergency should occur, the student must bring a note from the teacher to the discipline director's or another administrator's office.
6. Vehicles to be repaired should be approved by the transportation instructor and brought before school to the transportation shop.
7. Students wishing to exchange parking spaces should come to the vocational office with the person with whom they wish to exchange.
8. Failure to comply with the rules will result in administrative discipline.
9. Students may not loiter in the parking lot before or after school. Students must report to their designated area in the mornings and leave the parking lot in the afternoon.
10. Tickets will be written and fines assessed by the school resource officer for parking and moving violations on campus.
11. Parking violations will be issued and a fine of \$10, payable to the main office, is due within two weeks or student will lose parking privileges and a hold notice will be put on report card or diploma.

**NOTE: The administration of Fitzgerald High School reserves the right to search vehicles at any time. Any items forbidden by Fitzgerald High School rules are not allowed in vehicles.**

## USE OF ELECTRONIC DEVICES BY STUDENTS

For the purpose of this policy, electronic communication device is defined as any computer, personal digital assistant, cell phone, smartphone, digital camera or camcorder, pager, two-way radio or other electronic communication device. Students are allowed to possess an electronic communication device while on school premises during the school day **if permitted by staff for instructional purposes in the classroom.** When not being used for instructional purposes during the school day, the electronic device must be kept in the students' book-bag, purse, pants or trouser pocket, or such other location which will keep the device out of the sight and view of other students and school personnel. "Use" of an electronic communication device shall not only include the obvious meaning of that term, but also having the device in the "ON" or operating position. Students who elect to bring their personal electronic communication device must first complete and submit the Student and Parent/Guardian Permission Form (Exhibit JCDAF) to the school's administrative office. Students who fail to complete and submit the Student and Parent/Guardian Permission Form prior to bringing such personal electronic communication device on school premises are subject to having the device confiscated and other punishment pursuant to the Student Code of Conduct.

The administration has the authority to scroll through/search the entire contents of electronic communication devices contents including but not limited to its pictures, video, voice and text messages, address books, incoming/outgoing calls, calendars, emails and instant messages if the administrator has "reasonable suspicion" that there is student misconduct regarding the electronic communication device. Additional punishment will be issued if the electronic communication device is used for purposes such as inappropriate pictures, cheating violations, or student's refusal to turn over electronic communication device. Students may not remove batteries, memory cards, or component parts before handing over the electronic communication device to school authorities. The school will not be responsible for lost or stolen electronic communication devices. If a phone or

other device is being used, heard, or visible for any reason then the same consequences will apply as listed in the Student Code of Conduct.

### **MOMENT OF SILENCE AND PLEDGE**

Ben Hill Elementary School and Fitzgerald High School observes a moment of silence as provided by the State Legislature. This period of time is held immediately after the pledge to the American Flag. Both of these observances deserve respect. The flag will be respected and absolute silence is required during the moment of silence.

## **V. STUDENT CODE OF CONDUCT**

### **GENERAL EXPECTATIONS**

Students will be expected to behave themselves in such a way so as to facilitate a positive learning environment for themselves and other students, respect each other and school district employees, obey student behavior policies adopted by the Ben Hill County Board of Education and obey student behavior rules established by individual schools.

Students are encouraged to seek the help of school officials in resolving conflicts with other students. Fighting is not permitted under any circumstances.

Parents and guardians are encouraged to inform your children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

A student who believes he/she has been the victim of sexual harassment, racial harassment, or disability harassment by another student or by any school employee should immediately report the incident to a teacher, counselor, assistant principal, principal, superintendent, or to another adult or school official in the school system.

The following student conduct regulations are applicable to students at any time on school grounds, off the school grounds, at a school activity, function, or event, and on school transportation:

### **INTERNET USE AGREEMENT**

The Ben Hill County Board of Education recognizes that as telecommunications and other new technology change the ways that information may be accessed, communicated and transferred by members of society, those changes may also alter instruction and student learning. The Board generally supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources.

The Ben Hill County Board of Education makes available to its students and employees a wide variety of media resources, including electronic media such as the Internet. Electronic information research skills are now fundamental to preparation of citizens and future employees during an Age of Information. The Board expects employees will blend thoughtful use of such information throughout the curriculum and that employees will provide guidance and instruction to students in the appropriate use of such resources.

Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The Board believes that the benefits to students from access in the form of information resources and opportunities for collaboration exceed the disadvantages. Please read the following "Student Internet Appropriate Use Regulations and Administrative Procedures." You and your child's signatures of the Student Handbook indicate you have read the previously mentioned documents to which you are bound and by which your actions are governed if your child accesses the Internet at any time and under any circumstances as a student of the Ben Hill County School System. To that end, the Ben Hill County Schools support and respect each family's right to deny internet access for their child. Parent(s) or legal guardian(s) may obtain a "Request to Deny Internet Access" form available in the principal's office.

### **Student Internet Appropriate Use Regulations and Administrative Procedures**

The School District will enforce the following administrative procedures. Although some specific examples of prohibited uses by students are stated, they are intended as illustrations only and do not purport to be an all-inclusive list of inappropriate behaviors. Failure to comply with these administrative procedures shall be deemed ground for revocation of privileges, potential disciplinary and/or appropriate legal action.

### **Terms and Conditions**

Acceptable Use: Access to the school's Internet is provided for educational purposes and research consistent with the school system's educational mission and goals.

Privileges: The use of the school system's Internet is a privilege, not a right. Inappropriate use may result in the cancellation of those privileges. The Superintendent or designee(s) shall make all decisions regarding whether or not a user has violated these policies and procedures and may deny, revoke, or suspend access at any time.

Unacceptable Use: The user is responsible for all his/her actions and activities involving the network. Examples of prohibited conduct include but are not limited to the following:

- A. Accessing materials or communications that are:
  - 1. Damaging to another's reputation
  - 2. Abusive
  - 3. Obscene
  - 4. Sexually oriented
  - 5. Threatening
  - 6. Contrary to the school system's policy on harassment.
  - 7. Harassing
  - 8. Unauthorized access including so-called "hacking," and
  - 9. Other unlawful activities
- B. Sending or posting materials or communications which are:
  - 1. Damaging to another's reputation
  - 2. Abusive
  - 3. Obscene
  - 4. Sexually oriented
  - 5. Threatening
  - 6. Contrary to the school system's policy on harassment
  - 7. Harassing
  - 8. Other unlawful activities
- C. Using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of U.S. and State regulations;
- D. Copying or downloading copyrighted material on any system connected to the School System's hardware/software without the owner's permission. Only the owner(s) or individuals specifically authorized in writing by the owner(s) may copy or download copyrighted material to the system;
- E. Copying or downloading copyrighted material without the owner's written permission - Copyrighted materials can only be distributed with the owner's written permission. Such permission must be specified in the document or must be obtained directly from the owner in accordance with applicable copyright laws, Board policy and administrative procedures;
- F. Using the network for private financial or commercial gain;
- G. Wastefully using resources;
- H. Utilizing any software having the purpose of damaging the unit's system or user's system;
- I. Gaining unauthorized access to resources or entities (hacking);
- J. Invading the privacy of individuals;
- K. Using another user's account or password;
- L. Posting material authorized or created by another without his/her consent;
- M. Posting anonymous messages;
- N. Using the network for commercial or private advertising;
- O. Forging of electronic mail messages
- P. Attempting to read, delete, copy or modify the electronic mail of other system users and deliberately interfering with the ability of other system users to send/receive electronic mail;
- Q. Using the network while access privileges are suspended or revoked; and
- R. Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

Compensation: The student and/or the student's parent's)/legal guardian(s) shall be responsible for compensating the school system for any losses, costs, or damages incurred by the school system relating to or arising out of any student violation of these procedures and policy.

Security: Network security is a high priority. If the student identifies or perceives a security problem or breach of these responsibilities on the Internet, the user must immediately notify the principal, his/her designee OR other appropriate staff. They must not demonstrate the problem to other student users.

Vandalism: Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the school unit's equipment or materials, data of another student, the Internet network, or agency. This includes but is not limited to the uploading or creation of computer viruses.

Telephone Charges: The Board of Education assumes no responsibility for any unauthorized charges or fees including but not limited to long distance charges, per minute surcharges and/or equipment or line costs.

Network Etiquette: The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- 1. Be polite. Do not become abusive in messages to others.

2. Use appropriate language. DO NOT swear or use vulgarities or any other inappropriate language.
3. Do not reveal the personal addresses or telephone numbers of any students.
4. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.
7. Limiting streaming music and video files for educational use only.

**Unauthorized Disclosure:** Unauthorized disclosure, use, and dissemination of personal information regarding minors is illegal under the Children's Internet Protection Act.

If you have questions about this policy and these procedures, you may wish to speak to your Principal, Media Specialist, and/or Technology Coordinator.

**Bullying:** The term "bullying" means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or "cyber-bullying" by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - A. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
  - B. has the effect of substantially interfering with a student's education;
  - C. is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - D. has the effect of substantially disrupting the orderly operation of the school.

#### **PHOTO USE PER PERMISSION**

Unless the parent or legal guardian requests otherwise, pictures and/or audiovisual recordings of students may be taken by the news media and/or the school system or individual schools during sporting events, awards ceremonies, and general interest events. Pictures and/or audiovisual presentations of students may appear on the school system or individual web sites. Pictures may also appear in school, school system and/or news media publications. If the parent or legal guardian wishes to prohibit the taking of any picture or the making of any audiovisual recording of their child by the news media, school system, or by individual schools, notification must be filed, in writing to the school principal, within 10 days of the beginning of the school year or the date of enrollment. Pictures and/or audiovisual recordings that identify students as receiving special education instruction will not be allowed without prior approval.

#### **LAW ENFORCEMENT OFFICIALS (NOTIFICATION OF)**

Under the laws of Georgia, any teacher, principal, or other school official who has reasonable cause to believe that a student has committed criminal acts upon school property or at any school function has a duty to make a written report of that act in order that the act shall be reported to the appropriate law enforcement officials.

The acts which must be reported to law enforcement officials include certain criminal offenses under Georgia law including aggravated battery, carrying deadly weapons at public gatherings, possession/use and/or sale/ transfer of marijuana or illegal drugs, and certain sexual offenses. In addition, terroristic threats will be reported.

#### **QUESTIONING AND APPREHENSION BY LAW ENFORCEMENT OFFICER ON SCHOOL PREMISES**

Please be advised that Georgia Law authorizes law enforcement personnel to come onto school campuses for the purpose of both interviewing and arresting students. Although every effort will be made to contact parents prior to the student's interrogation or arrest, the school system cannot impede law enforcement personnel in their investigative efforts.

Further, Georgia Law provides that juveniles charged with crimes do not have a right to have their parents present when being questioned by law enforcement officials. Law enforcement officials will be asked to sign a release form prior to removing a child from school.

#### **DUE PROCESS RIGHTS OF STUDENTS SEARCH AND SEIZURE POLICY**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student. A student's failure to permit searches will be considered grounds for disciplinary action.



For the safety of all persons on school campuses, buses and at school activities, school administrators may use metal detectors to search students and their personal property on a random basis for firearms and other weapons before, during or after the school day on school property, school transportation and at school related activities.

1. Personal Searches

A student's person and/or personal effects (e.g., purse, wallet, cell phones, etc.) may be searched by a school administrator whenever a school authority has reasonable suspicion that the student is in possession of a weapon or any other object in violation of school policy.

The search is not to be intrusive.

A student who refuses a reasonable request by an administrator to submit to a personal search shall be suspended for ten (10) days and the principal shall recommend his/her expulsion from the Ben Hill County School System.

2. Locker Searches

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers.

School authorities for any reason may conduct periodic general inspection of lockers at any time without notice, without student consent, and without a search warrant.

3. Automobile Searches

Students are permitted to park on school campus as a matter of privilege, not a right. The school retains authority to conduct routine patrols of student parking lots and inspection of the exteriors of student automobiles on school property.

Automobiles may be opened and the interiors of the students' vehicles may be searched or inspected more thoroughly whenever a school official has reasonable suspicion or belief that illegal or unauthorized materials are contained inside whether or not the illegal or unauthorized materials are in plain sight. Such reasonable suspicion may arise from the school official having seen something in plain view through the vehicle's windows, from the school having been informed by a staff member or student that a weapon, drug or some other unlawful or dangerous item is located in the vehicle or from other such circumstances.

4. School Safety Searches

Searches by Drug-Sniffing and/or Weapon Sniffing Canine and/or by Metal Detectors: Students should understand that school lockers, vehicles, classrooms, and other areas of the campus may be searched during school safety searches conducted by appropriate law enforcement agencies in cooperation with local school officials on unannounced dates during the school year using drug sniffing or weapon sniffing canines. In addition, in the interest of school safety, hand held and/or walk through metal detectors may be used during school safety searches.

Seizure of Illegal Materials: If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper authorities for ultimate disposition.

## **CORPORAL PUNISHMENT**

Corporal punishment shall not be administered to a student when the student's parent(s)/guardian(s) have provided a written statement to the school requesting that corporal punishment not be considered a disciplinary option for the child.

## **STUDENT SUPPORT PROCESSES**

Every school provides a variety of resources to help address student behavioral problems in the school discipline process. They may include such things as Student Support Teams, chronic disciplinary problem student plans, peer facilitation and conflict resolution.

## **PARENTAL INVOLVEMENT**

This Code of Conduct is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts are extremely valuable; therefore, they provide information to parents as well as on-going opportunity for school personnel to hear parents' concerns and comments.

Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

The Code of Conduct specifies within its standard of behavior various violations of the Code which may result in a staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to participate in school activities such as PTO, Boosters, etc. regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

## **SUSPENSION**

Suspension is used as a disciplinary action to deter inappropriate student behavior including violation of school rules, policies, and procedures. After the commission of the offenses, after the investigation by the principal of the circumstances sur-

rounding the offense, and after notification to the parents/guardians the days of suspension shall be specified by the principal/designee and such days shall begin as soon as reasonably prudent. Ordinarily, a student will not be suspended during a semester exam period.

Every reasonable effort shall be made to notify parents when a student is suspended. At the conclusion of the suspension, a conference shall be scheduled with the parent(s) and/or guardian(s) and a school official or a student support team to develop a disciplinary and behavioral correction plan when chronic discipline occurs.

Days missed under the suspension will be counted as unexcused absences.

A zero will be given in each subject in which a grade was assigned for an activity during the days of suspension and make-up work will be permitted.

Before being suspended, a student has a right to a conference with the principal or his designee where the following takes place: (1) the charges against the student are explained to him/her; (2) if the student denies his guilt, the evidence against the student is outlined for him/her; and (3) the student is given the opportunity to tell his/her side of the story.

A student who has been suspended out-of-school (OSS) for any disciplinary reason and has been assigned to OSS shall not be present on ANY school property for ANY REASON AT ANY TIME during the term of the suspension except to attend hearings.

In addition, a student who has been assigned OSS shall not participate in, or attend, any school-sponsored, extra-curricular activities (on or off campus) beginning with the specific time the OSS is assigned (which may not be the time suspension actually begins) until the beginning of the calendar day following the last day of out-of-school suspension.

A student who has been suspended out-of-school (OSS) for any disciplinary reason will not be allowed to attend or participate in field learning trips due to safety concerns.

### **IN-SCHOOL SUSPENSION**

In school suspension is an additional alternative to suspension that maybe utilized by a school administrator. Students will not be counted absent. Students will not receive zeros unless they fail to make up work missed in their classes. The student has a responsibility to complete make up work missed consistent with provision for making up work outlined earlier in this handbook. Students may not participate in or attend extracurricular activities during the school day while in in-school suspension.

A student who has been assigned to In-School Suspension (ISS) shall not participate in or attend any school-sponsored extra-curricular activities (on or off campus) including extra-curricular activities requiring leaving or arriving on campus which occur from the official beginning of the school day until the end of the school day during which the student is assigned to ISS.

### **EXPULSION**

If a recommendation for expulsion is submitted to the Board of Education, written charges for the expulsion recommendation shall be provided to the student and his/her parent(s) or guardian(s) along with the expulsion proceedings outlined in accordance with applicable.

The Board of Education may refer any disciplinary action to the System Student Disciplinary Tribunal panel, which shall conduct a hearing of the matter consistent with the Board policy. The issues to be determined at the hearing shall be whether or not the student is guilty of the alleged violation of student regulations and, if so, what appropriate punishment shall be imposed.

In determining the appropriate punishment to impose upon the student, the tribunal panel shall review the student's academic and disciplinary record and the specific circumstances of the incident that gave rise to the hearing. The maximum punishment that may be imposed is permanent expulsion from the school and from the Ben Hill County School System.

### **SYSTEM STUDENT DISCIPLINARY HEARING**

Pursuant to the provisions of the Official Code of Georgia Annotated, Section 20-2-753 et. Seq., (Ga. Laws 1984 VI, p. 908), the Ben Hill County Board of Education shall appoint a tribunal panel to hold disciplinary hearings.

Students who are accused of certain disciplinary infractions may be required to appear at a hearing before a Tribunal panel. The tribunal panel will listen to the evidence, determine if the student is guilty of the violation of the student disciplinary rules, and will determine appropriate punishment to impose taking into consideration the circumstances of the offenses, the student's academic record, and the student's disciplinary record.

A student found guilty of violations of weapons, drugs, alcohol, sex offenses, assault on school personnel or other students, or bullying shall not participate in school activities, on or off campus, while the student is assigned to alternative programs.

For students found guilty of violations other than those mentioned in the previous sentence, the tribunal panel will determine whether or not a student may attend or participate in school sponsored and/or extracurricular activities unless the activity is governed by GHSA and attendance/participation is predetermined by the circumstances.

The tribunal panel notwithstanding rules/regulations/ procedures of the organization and/or activity will determine attendance and participation in activities not governed by GHSA. The decision concerning attendance will be made a part of the minutes of the hearing.

The tribunal panel will determine whether or not a student will be allowed to apply to the Alternative school and whether or not transportation will be provided. The tribunal panel will base their determination upon the nature of the offense committed and the student's prior discipline record on school buses.

The disciplinary violations which will result in a hearing before the tribunal panel are as follows:

(1) An alleged violation of the student code of conduct where the principal recommends a suspension or expulsion of longer than ten school days; or (2) An alleged assault or battery by a student upon any teacher or other school official or employee, if such teacher or other school official or employee so requests.

### **PHYSICAL VIOLENCE RESULTING IN SUBSTANTIAL INJURY TO A TEACHER**

In accordance with Georgia Law, students are prohibited from engaging in physical violence on a school campus or at a school activity.

For purposes of this policy, physical violence shall be defined as Type One Physical Violence and Type Two Physical Violence, each of which shall mean the following:

#### Type I: Without harm.

Intentionally making physical contact of an insulting or provoking nature with the person of another (which is referred to in the Handbook as "Type One Physical Violence"); or

#### Type II: With harm

Intentionally making physical contact which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself, as provided under Georgia law at O.C.G.A. Section 16-3-21 (which is referred to in this Handbook as "Type Two Physical Violence").

If a student commits any act of Type I Physical Violence or Type II Physical Violence against a teacher, school bus driver, or other school official or employee, the following disciplinary procedures and consequences shall apply:

1. A student who is alleged to have committed an act of physical violence shall be referred to the System Student Disciplinary Tribunal panel for a hearing regarding the charges.
2. The student shall be suspended out-of-school pending the hearing by the Tribunal panel;
3. The Tribunal panel shall determine all issues of fact and intent and shall submit its finding and recommendations to the Board of Education for imposition of punishment;
4. If a student has engaged in Type One Physical Violence, the Tribunal panel's recommendations may include a recommendation as to whether the student may return to his or her school, and if return is recommended, a recommended time for the student's return to school. A student who is found by the tribunal panel to have committed an act of Type One Physical Violence which involves physical contact of an insulting or provoking nature but does not result in physical harm, may be disciplined by expulsion, long-term suspension, or short-term suspension.
5. If, after the hearing, the tribunal panel finds that a student is guilty of Type Two Physical Violence which caused the physical harm of a teacher, school bus driver, school official, or school employee, the student shall be expelled from the Ben Hill County School System permanently. Upon the review of the Tribunal panel's decision, the Board of Education, may, in its discretion, permit the student to apply to the Alternative school for the balance of his school career.
6. If a student who is in Kindergarten through Grade 8 commits Type One Physical Violence, the Board of Education in its discretion and on recommendation of the Hearing, may permit the student to re-enroll in the regular school program for Grades 9-12.
7. If, at the time a student in grades K-5 has committed Type Two Physical Violence against a school employee and the school system does not operate an Alternative School for Grades K-5, the Board of Education may, in its discretion, permit the student who committed such an act to re-enroll in the school system.

Any student who is found by the tribunal panel to have committed any act of physical violence, whether Type One or Type Two, against a teacher, school bus driver, school official, or school employee shall be referred to Juvenile Court Services with a request for a petition alleging delinquent behavior or shall be reported to the District Attorneys' Office and to the appropriate law enforcement officials in accordance with the reporting requirements imposed upon school officials by Georgia Law.

State and Federal law provides that this shall not be applied in a manner that will infringe upon any right provided to students with Individualized Education Programs Pursuant to the Federal Individuals With Disabilities Educational Act, Section 504 of the Federal Rehabilitation Act of 1973, or the Federal Americans With Disabilities Act of 1990.

Neither the Ben Hill County Board of Education nor any other board of education in Georgia is authorized under Georgia law to enroll a student who has been suspended for committing an act of physical violence which results in substantial injury to a teacher during the term of suspension.

### **BULLYING**

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

Bullying is defined as follows: An act that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - A. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
  - B. Has the effect of substantially interfering with a student's education;
  - C. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - D. Has the effect of substantially disrupting the orderly operation of the school.

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

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

## **SPECIAL EDUCATION**

The Ben Hill County School System has a Code of Conduct, and all students are expected to follow these rules unless a child's IEP provides otherwise. This Code is included in the Handbook that each student is given at the beginning of each school year or when he or she enrolls in school. All students are expected to know and follow these rules. School personnel may consider any unique circumstances on a case by case basis when determining discipline of a child with a disability. Parents and students return a signed form to each school acknowledging that they have read and understand these rules. Students with disabilities are expected to follow the rules, just like all of the students in the school unless otherwise noted in the IEP. Disciplinary information contained in these procedures pertains to all students with disabilities in any category of eligibility who violate the code of student conduct.

The school system will ensure that the parent and the child with a disability will receive notice of the rules and regulations that apply to children with disabilities with respect to child management, discipline and suspension/expulsion upon the child's entry into a special education program and at the annual IEP review meeting. The lead teacher or case manager is responsible for providing parents with procedural safeguards during the annual IEP meeting. At these meetings the lead teacher or case manager will provide discipline procedures.

The student will receive, as appropriate, a Functional Behavioral Assessment and Behavioral Interventions as stated in the Behavior Intervention Plan and IEP that are designed to address the behavior violation so it does not recur.

Serious Violations/Special Circumstances:

A serious violation is considered to be:

1. A student carries a weapon to or possesses a weapon at school, on school premises, or at a school function under the jurisdiction of the State or the LEA
2. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or to a school function under the jurisdiction of the State or the LEA.
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the State or the LEA

## **ALTERNATIVE EDUCATION PROGRAM**

The Alternative Education Program addresses the general educational needs of students who have been unsuccessful in a traditional school setting. The AEP will serve as an alternative learning environment for students in grades 6-12 who have been referred to an alternative education setting.

The AEP program is a technology driven, individualized, competency-based program designed to meet the educational needs of all students. The primary curriculum is ODYSSEYWARE.

Students and parents/guardians will complete an interview as part of the intake process. All parties must agree to the structured terms of the agreement. Upon acceptance, students will attend a non-traditional school day.

**Graduating seniors who attend the Alternative Education Program due to disciplinary reasons are not allowed to participate in any Board of Education graduation activities. This does not include students who elect to attend by choice.**

## **VIOLATIONS OF STUDENT CODE OF CONDUCT**

Each classroom teacher will deal with disruptions by taking in-class disciplinary actions, by making a personal telephone call to the parent(s) or guardian(s) when feasible, and/or by scheduling conferences with the parent(s) or guardian(s) and other school staff. Only when the action taken by the teacher or other staff is ineffective, or the student's behavior substantially disrupts the class, should the student be referred to the principal or his/her designee.

**Failure to bring notebook, writing instruments, books or required materials and equipment to class is not cause for disciplinary referrals; however, defiance of a teacher in regard to those areas is cause for disciplinary referral.** The teacher of students who consistently exhibit poor work habits should notify parents and guardians.

The policy of the Ben Hill County Board of Education is each school within this school district shall develop and implement age-appropriate student codes of conduct designed to improve the student learning environment and which will comply with the state law and State Board of Education Rule 160-4-8-15.

Violations of the Student Code of Conduct are grouped into three classes. Before determining the classification of a violation, the principal or his/her designee will consult with the involved student(s) and school personnel. Once the classification of the violation is determined by the principal the principal or his/her designee in his/her discretion, the disciplinary procedures will be implemented.

NOTE: Student violations of the code of conduct outside of school time related to school activities will be subject to consequences, and if student is transitioning schools, the consequences will follow the student to the next school.

## **PRIMARY & ELEMENTARY CONSEQUENCES**

### **CLASS I OFFENSES • DISCIPLINARY ACTIONS**

#### **First Offense**

In-school conference and parent contact when warranted; correction and/or replacement of defaced / damaged personal and/or public property; other appropriate consequences.

Special circumstances may warrant disciplinary action as outlined under Subsequent Offenses below.

#### **Subsequent Offenses**

In-school disciplinary action such as probation, detention, after school detention, discipline contract, time-out, extended time-out, corporal punishment, suspension at the discretion of the principal or his/her designee, or suspension from bus transportation for up to ten school days for bus related offenses.

### **CLASS II OFFENSES • DISCIPLINARY ACTIONS**

#### **First Offense and Subsequent Offenses**

Extended time-out, detention before or after school, suspension - up to 10 days, other appropriate consequences, and/or suspension from the bus for ten days or longer for bus related offenses.

### **CLASS III OFFENSES • DISCIPLINARY ACTIONS**

The disciplinary actions for these offenses will be out-of-school suspension and/or recommendation for a tribunal hearing by the principal as authorized in the procedures previously stated and/or suspension from bus transportation for up to the remainder of the semester or year for bus related offenses. The third offense of bullying in a school year, at a minimum shall result in the student being assigned to or other alternative education program.

The principal shall suspend the student whose expulsion is recommended during the interim between the time the recommendation is made and the date of the disciplinary hearing, but such interim suspension shall not be for a period exceeding ten (10) days.

At the hearing, the Tribunal panel will determine whether or not a violation of the policy has occurred and whether or not the student should be expelled or some other appropriate punishment be imposed. If, after the hearing, the Tribunal panel

determines not to expel the student or impose some other punishment, which includes the interim suspension, the interim suspension shall be considered void.

- A. The student shall be shown as present and the days absent will not show on the record.
- B. The student will be allowed to make up all work missed.

## **MIDDLE AND HIGH SCHOOL CONSEQUENCES**

### **CLASS I OFFENSES • DISCIPLINARY ACTIONS**

#### **First Offense**

In-school conference and parent contact when warranted. Special circumstances in the discretion of the principal may warrant disciplinary action as outlined under Subsequent Offenses below.

#### **Subsequent Offenses**

In-school disciplinary action such as probation, detention, corporal punishment, in-school suspension, suspension at the discretion of the principal or his/her designee, or suspension from bus transportation for up to ten school days for bus related offenses—Special circumstances may warrant a recommendation for an alternative educational program apart from the normal school setting.

### **CLASS II OFFENSES • DISCIPLINARY ACTIONS**

#### **First Offense**

In-school suspension and/or suspension and/or suspension from the bus for ten days or longer for bus related offenses. Special circumstances in the discretion of the principal may warrant disciplinary action as outlined under Subsequent Offenses below.

#### **Subsequent Offenses**

May include long-term suspension and/or recommendation for an alternative educational program. The third offense of bullying in a school year, at a minimum shall result in the student being allowed to apply to the Alternative school.

### **CLASS III OFFENSES • DISCIPLINARY ACTIONS**

The disciplinary actions for these offenses will be out-of-school suspension, application to Alternative school, suspension for 10+ days, and/or recommendation for expulsion by the principal as authorized in the procedures previously stated and/or suspension from bus transportation for the remainder of the semester or year for bus related offenses. The third offense of bullying in a school year by a student in grades 6 - 12, at a minimum shall result in the student being allowed to apply to the Alternative school.

For students who violated any of the drug or alcohol offenses, the principal shall recommend expulsion for 1 (one) calendar year with the student being allowed to return to his/her home school at the beginning of a new nine week grading period.

A student who is expelled for violation of the drug and alcohol policy may not receive credit for the semester. An expulsion for a violation of the drug and alcohol policy shall not be effective until action by the Ben Hill County School System Disciplinary Tribunal panel. The principal shall suspend the student whose expulsion is recommended during the interim between the time the recommendation is made and the date of the disciplinary hearing, but such interim suspension shall not be for a period exceeding ten (10) days.

At the hearing, the Disciplinary Tribunal panel will determine whether or not a violation of the policy has occurred and whether or not the student should be expelled or some other appropriate punishment be imposed. If, after the hearing, the Disciplinary Tribunal panel determines not to expel the student or impose some other punishment that includes the interim suspension, the interim suspension shall be considered void.

- A. The student shall be shown as present and the days absent will not show on the record.
- B. The student will be allowed to make up all work missed.

### **DISCIPLINARY EXPULSION PROTOCOL FOR GRADES 6-12**

The Ben Hill County School System is committed to providing a quality education to all students in a safe and positive learning environment. Our mission is to ensure the best possible educational environment for all learners.

The Student Handbook states for Class III offenses, the disciplinary action taken can include expulsion from the school system. A student committing a violation of the following Class III offenses may result in expulsion from the Ben Hill County School System for a minimum of one hundred and eighty (180) school days without an option to apply to the alternative school program:

1. Terroristic threats against students and/or personnel of the Ben Hill County School System.
2. Violation of the drug and alcohol policy as defined in the Code of Conduct.
3. Fighting that results in substantial injury and/or requires medical attention.
4. Possession and/or use of any type of weapon, or the use of other objects as a weapon, with the intent to do harm.

5. Committing a sexual offense as defined in the Code of Conduct.
6. Assaults against any staff member and/or the intended misuse of electronic devices such as inappropriate internet use which defames the reputation of a staff member, uses racist remarks and/or sexually provocative language interfering with the safe operation of a class, a school and/or a school system.

The previous list of offenses will be enforced with a standard of “No Tolerance.” A substantiated violation of any of the items listed above, based on the severity of the incident, could result in permanent expulsion. Based on the severity of the violation, other offenses not listed above, may also be subject to punishment up to and including permanent expulsion from the Ben Hill County School System.

### **WEAPONS, DANGEROUS INSTRUMENTS, FIREWORKS OR EXPLOSIVE COMPOUNDS**

It is the policy of the Board of Education that a student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district. Weapons may include, but are not limited to:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or Taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

Students who possess any weapon described in paragraph 1 in violation of this policy will be subject to a minimum of a one calendar year expulsion. The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one year expulsion under circumstances where the one year expulsion appears excessive to the superintendent. The tribunal shall also have the authority to modify such expulsion requirement on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction.

Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to discipline as specified in the student code of conduct.

### **Reporting Requirements**

Any employee who has reasonable cause to believe that a student possesses a weapon as defined in paragraph 1, is involved in an assault using a weapon as defined in paragraph 2, or is involved in a second offense with a weapon on campus must report such violations to the principal or assistant principal of the school. If the principal has reasonable cause to believe that such report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority and district attorney.

The student’s parents or guardian will be notified immediately of his/her child’s involvement in any activity involving weapons.

Students will be given a copy of the Code of Conduct, which includes a statement of prohibited conduct with regard to weapons and possible disciplinary actions.

### **DISCIPLINARY OFFENSES**

Offenses are listed in alphabetical order. After the name of each offense is found the number of the offense and Classification(s) of the Offense (I, II or III) and an indication of the grade level to which each classification may be applied (E=Elementary School, M=Middle School, H=High School).

A copy of the Discipline Report Form is in the back of this handbook. This form contains Discipline Offenses and the generic responses (actions) for those offenses. This form will be sent home if your child is written up for any such offense.

### **POSSESSION**

“Possession” shall be strictly defined as having a substance or object on one’s person including, but not limited to, holding a substance or object in one’s hand for any length of time, including even a few seconds. “Possession” shall also mean having a substance or object under one’s control, for example, in one’s pocket, book bag, purse, auto, locker, etc.

## CODE OF CONDUCT VIOLATION CHART

Code of Conduct Violation	Description
Affection, Inappropriate Display of Class I (I-EMH)	To include, but not limited to, holding hands, kissing, or embracing.
Alcohol - Class III <i>Mandatory report to Law Enforcement</i>	Possession, consumption, transfer of or sale of alcoholic beverages or items purported to be such is prohibited on school campuses and at school related activities. A student shall not be present on a school campus or at a school activity after having consumed or utilized in any manner alcoholic beverages or while the odor of alcohol is about his/her breath. Drunkenness or drunken behavior at school or at school sponsored activities, which shall include, but not be limited to, being present on the school campus or at a school activity with the odor of alcohol about one's breath is prohibited.
Arson - Class III <i>Mandatory report to Law Enforcement</i>	Intentionally damaging or attempting to damage any real or personal property by fire or incendiary device. Examples include, but are not limited to, firecrackers, fireworks, and trash can fires if they are contributing factors to a damaging fire. Without a fire, firecrackers and fireworks are included in the Weapons code. This code does not include a simple act of lighting a match.
Assault, Aggravated - Class III <i>Mandatory report to Law Enforcement</i>	Assaults with intent to rob with a deadly weapon or with any object, device, or instrument which, when used offensively against a person, is likely to, or actually does result in serious bodily. This is to include teachers, students, administrators, other school personnel, and persons attending school related functions.
Assault, Simple – Class III <i>Mandatory report to Law Enforcement</i>	Attempts to commit a violent injury to the person of another; commits an act that places another in a position to receive violent injury; This is to include teachers, students, administrators, other school personnel, and persons attending school related functions.
Assignments, Completion of – Class I	Refusal or failure to complete class or homework assignments.
Attempt – Administrative Discretion	Performs any act which constitutes a substantial step towards an offense.
Battery – Class III (See policy concerning acts of physical violence upon teachers, bus drivers, or other school officials or employees.) <i>Mandatory report to Law Enforcement</i>	Causes substantial physical harm, or visible bodily harm to another. “Visible body harm” means bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes, substantial swollen lips or facial or body parts, or substantial bruising to body parts. This is to include teachers, students, administrators, other school personnel, and persons attending school related functions.
Battery, Aggravated – Class III (See policy concerning acts of physical violence upon teachers, bus drivers, or other school officials or employees.) <i>Mandatory report to Law Enforcement</i>	Maliciously causes bodily harm to another by depriving him/her of a member of his body, by rendering a member of his body useless, or by seriously disfiguring his body or a member thereof. This is to include teachers, students, administrators, other school personnel, and persons attending school functions.



Code of Conduct Violation	Description
Battery, Sexual – Class III (See policy concerning acts of physical violence upon teachers, bus drivers, or other school officials or employees.)  <i>Mandatory report to Law Enforcement</i>	Intentionally makes physical contact with the private parts of the body of another person without the consent of that person. This is to include teachers, students, administrators, other school personnel, and persons attending school related functions.
Battery, Simple – Class III (See policy concerning acts of physical violence upon teachers, bus drivers, or other school officials or employees.)	Intentionally makes physical contact of an insulting or provoking nature with the person, or intentionally causes physical harm to another. This is to include teachers, students, administrators, other school personnel, and persons attending school related functions.
Bullying – Administrative Discretion	Any willful 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. Discipline may be from a reprimand to out-of-school suspension.  The third offense of bullying in a school year, at a minimum shall result in the student being allowed to apply to the Alternative School.
Burglary – Class III  <i>Mandatory report to Law Enforcement</i>	Breaking and entering for the purpose of stealing.
Cheating – Class II	Giving, receiving or using unauthorized assistance in any form or of any nature on tests, examinations, projects, homework or reports or any other school work or activities.
Computer/Networks Trespass – Class II	Accessing or using any computer, computerized device, or network (LAN, WAN or other) or network device without authorization or invitation by a school official and with no lawful purpose for entry or use.
Conduct, Disorderly – Class II	Any act which substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a real or possible threat to the health, safety, and/or welfare of students, staff, or others. May include, but is not limited to Codes 101, 102, 103 and any other Level II offense.
Conduct, Outside – Class III	Any act or conduct (criminal, felonious, or other) outside of school hours or away from school hours or away from school which adversely affects the educational process or endangers the health, property, safety, morals, or well-being of other students, teachers, or other employees within the school system.
Conspiracy – Class II	One or more persons planning and/or plotting to commit any offense.
Disability Discrimination – Class II	Verbal or physical conduct relating to an individual's disability when such conduct has the purpose or effect of interfering with a person's performance or creating an intimidating, hostile, or offensive learning environment. Examples include, but are not limited to, graffiti, name calling, jokes or rumors, threatening or intimidation conduct, slurs, negative stereotypes and hostile acts, written or graphic material posted or circulated, physical acts of aggression or assault, and theft or damage to property based on an individual's disability. This prohibition is applicable to teachers, students, administrators, other school personnel, and persons attending school related functions.

Code of Conduct Violation	Description
Disrespectful/Rude Behavior – Class II	Showing lack of respect for school officials or others through actions such as talking-back to them or arguing with them in any manner, whether by tone of voice, actions, gestures or use of words. This is to include teachers, students, administrators, other school personnel, and persons attending school related functions.
Drug/Alcohol Related Objects – Class III <i>Mandatory report to Law Enforcement</i>	A student shall not have, handle, possess, carry, or exercise control over a drug-related object. A drug-related object means any machine, instrument, tool, equipment, contrivance or device which a prudent person would reasonably conclude is intended to be used for one or more of the following purposes: (1) To introduce into the human body any dangerous drug or controlled substance under circumstances in violation of the laws of this State; (2) To enhance the effect on the human body of any dangerous drug or controlled substance under circumstances in violation of the laws of this State; (3) To conceal any quantity of any dangerous drug or controlled substance in violation of the laws of this State (4) To test the strength, effectiveness, quality or purity of any dangerous or controlled substance under circumstances in violation of the laws of this State.
Drugs (excluding alcohol) – Class III <i>Mandatory report to Law Enforcement</i>	Possession, consumption, transfer or sale of illegal drugs is prohibited on school campuses and at school activities. The possession, consumption, transfer or sale of a substance of any description which is believed to be, or represented to be a drug, on a school campus or at a school related activity is prohibited. Moreover, (other than in accordance with local policy concerning medications), the sale, possession or transfer or consumption of any drug including, but not limited to a controlled substance, a prescription item, or the attempted sale or transfer of any such item on the school campus or at a school activity is prohibited. “Illegal drug” shall include, but shall not be limited to, any narcotic drug, a hallucinogenic drug, amphetamine, barbiturate, marijuana, cocaine, anabolic steroid, or controlled substance as defined under Georgia law of any kind. See Code on Medications and General Information about Prescription Drugs in Elementary, and Middle and High Schools. A student shall not be present on a school campus or at a school activity after having consumed or utilized in any manner, a controlled substance as defined by Georgia law.
Electronic Communication Devices Local Policy	Improper use of electronic communication devices to include, but not limited to, pocket pagers, audible radios, tape or compact disc players, cellular or other telephones and tape or compact disc players with headphones, except when approved in writing by the principal for health or other unusual reasons. Using any electronic devices on a school bus except as approved on field trips.
Electronic Media (excluding computer/network trespass) Class II	Violation of policies/procedures of the Ben Hill County Board of Education and those developed by a school and/or teacher for the use of any electronic media to include but not limited to, Internet, computer software whether on disk, CD, chips or any device whether or not the rights to the material programmed and or devices are owned or controlled by the school or system.
Entry, Unauthorized – Class II	Knowingly and without authority enters any space of a school campus, the locker or desk of another person, or the space being used for a school activity or related function.

Code of Conduct Violation	Description
False Statement – Class II	Knowingly and willfully furnishing a false statement after having been requested by a school official to provide information regarding any school related matter, including but not limited to, correctly and properly identifying oneself.
Fighting(Affray) – Class III	Fighting or slap boxing with one or more persons in or on school property or at school activities; does not include verbal confrontations, horseplay/ scuffling/ tussling or minor confrontations.
Fire, False Report – Class III <i>Mandatory report to Law Enforcement</i>	Transmitting in any manner a false report of a fire, knowing at the time there is no reasonable grounds for believing that such fire exists.
Firearms – Class III <i>Mandatory report to Law Enforcement</i>	See the section on Weapons found immediately before the list of offenses.
Forgery – Administrative Discretion	Making, altering or possessing any school related writing, record or document in a fictitious name or in such manner that the writing, record or document as made or altered is not in its original form, which purports to have been made by another person or at another time with different provisions, or by the authority of one who did not give such authority.
Gang Activity – Class III	Gambling or soliciting others to gamble; includes, but not limited to, betting on any event, shooting dice, matching, playing poker, or other games of chance.
Gang Activity – Class III <i>Mandatory report to Law Enforcement</i>  Hazing – Class III	<p>Any organization, association, or group of three or more persons associated in fact, whether formal or informal, which engages in a pattern of criminal activity. The existence of such organization, association, or group of individuals associated in fact may be established by evidence of a common name or common identifying signs, symbols, tattoos, graffiti, or attire or other distinguishing characteristics. Each educational facility shall report to the local law enforcement agency incidents of criminal gang activity which occur on or adjacent to the school campus or other education facility.</p> <p>Subjects another student to an activity which endangers, or is likely to endanger, the physical health of the student (regardless of the student's willingness to participate in such activity) in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in an organization.</p>
Homicide – Class III <i>Mandatory report to Law Enforcement</i>	
Horseplay/Scuffling/Tussling – Class II	Actions which could result in injury or in disruption of the educational process; does not include fighting, simple battery or simple assault.

Code of Conduct Violation	Description
Influencing Witness Administrative Discretion	Intending to deter a witness from testifying freely, fully, and truthfully to any matter pending in any disciplinary or in any administrative proceeding, to communicate directly or indirectly to such witness any threat of injury or damage to personal property, or to the employment of any relative or acquaintance of the witness or who offers or delivers any benefit, reward or consideration to such witness, or to a relative or acquaintance of the witness.
Insubordination/Refusal to Obey an Official Class II	Refusing to obey the directions, requests or orders of a school official which are not unreasonable, illegal or immoral, including repeated violations of the same code infractions.
Kidnapping – Class III <i>Mandatory report to Law Enforcement</i>	
Knife, Blade Less than 2 inches – Class II	Possession of any type of knife with a blade less than 2 inches in length including, but not limited to, a pocket or pen knife, or use or intent to use to inflict harm on another person, or to intimidate any person with a blade less than 2 inches in length.
Knife, Blade 2 or more inches – Class III <i>Mandatory report to Law Enforcement</i>	Possession of any type of knife with a blade 2 inches or more in length including, but not limited to, a pocket or pen knife, or use or intent to use to inflict harm on another person, or to intimidate any person with a blade 2 inches or more in length.
Medications, over-the-counter, etc. – Class III	The sale or transfer of any over-the-counter or homemade product (a drug or medication or an item believed to be or is represented to be such) on the school campus or at a school activity.
Motor Vehicle Theft – Class III <i>Mandatory report to Law Enforcement</i>	
Other Policies/Procedures – Class II	Violation of any other policies or procedures related to the Ben Hill County Board of Education.
Party to an Offense Administrative Discretion	Did not commit the offense; intentionally causes some other person to commit the offense under such circumstances that the other person is not guilty of any offense in fact; intentionally aids or abets in the commission of an offense; intentionally advises, encourages, hires, counsels, or procures another to commit an offense, or attempts to do the above.
Perjury – Administrative Discretion	Willfully making a false statement after having taken a lawful oath of affirmation
Profane, Obscene, Vulgar or other Unacceptable Communication Class II	Using or possessing profane, vulgar or obscene words, gestures or body language including bullying (P-5) in any manner in the presence of teachers, students, administrators, other school personnel, and persons attending school related functions.

Code of Conduct Violation	Description
Public Alarm, False – Class III  <i>Mandatory report to Law Enforcement</i>	Transmitting, in any manner, a false alarm to the effect that a bomb or other explosive of any nature is concealed in such a place that its activation would endanger human life, knowing at the time that there is no reasonable grounds for believing that such a bomb or explosive is concealed in such place.
Racial Harassment – Class III	Verbal or physical conduct relating to an individual's race, ethnicity, or color when such conduct has the purpose or effect of interfering with a person's performance or creating an intimidating, hostile, or offensive learning environment. Examples include, but are not limited to, graffiti, name calling, jokes or rumors, threatening or intimidating conduct, racial slurs, negative stereotypes and hostile acts, written or graphic material posted or circulated, physical acts of aggression or assault, and theft or damage to property based on race, ethnicity or color. This prohibition is applicable to teachers, students, administrators, other school personnel, and persons attending school related functions.
Sex Offense – Class III  <i>Mandatory report to Law Enforcement</i>	Sexual contact or other unlawful and/or prohibited behavior or contact intended to result in sexual gratification without force or threat of force and where the victim is capable of giving consent; includes indecent exposure and obscenity. Also includes any sex act or sexual touching for any reason and under any circumstance even with the consent of the other person.
Sexual Harassment – Class III	Deliberate, repeated, and unsolicited physical actions, gestures, or verbal or written comments of a sexual nature, when such conduct has the purpose or effect of interfering with a person's performance or creating an intimidating, hostile, or offensive learning environment. Examples include, but are not limited to leering, pinching, grabbing, suggestive comments or jokes or gestures, or pressure to engage in sexual activity. This is to include teachers, students, administrators, other school personnel, and persons attending school related functions.
Skipping Classes/School Activities Class II	Absent from school, cutting or skipping classes, or leaving school during the school day without permission from a school official; also, attending school, and without permission, is not in the assigned place during school hours.
Smoking Related Objects – Class II	Although these objects may not necessarily be illegal, they are prohibited at school. They include, but are not limited to items such as matches, lighters, wicks, spark/fire producing devices, and other such items.
Solicitation – Class II	Inciting, advising, counseling, soliciting, commanding or otherwise attempting to cause another person to engage in prohibited acts (offenses).
Tardy – Class I	Being late to school, classes, or required school activities.
Theft (Larceny) of Lost or Mislaid Property/Receiving Stolen Property Class II  <i>Mandatory report to Law Enforcement</i>	Unlawfully taking, carrying, leading, or riding away of property of another person without threat, violence, or bodily harm; coming into control of property a student knows or learns to have been lost or mislaid by someone else and the student does not try to determine who the owner is and takes or receives property which he knows or should know was stolen unless the property is received, disposed of, or retained (for or in a reasonable length of time) with the intent to restore it to the owner- "receiving" means acquiring possession or control of the property.

Code of Conduct Violation	Description
Theft by Extortion/Robbery/Armed Robbery Class III <i>Mandatory report to Law Enforcement</i>	Commits theft of property of or from another person by use of force, by intimidation or the use of threat or coercion, or by placing such person in fear of immediate serious bodily injury to himself/herself or to another; may include, but is not limited to, extortion of lunch money.
Threat/Intimidation (including Terroristic Threats) Class III <i>Mandatory report to Law Enforcement</i>  Threat/Intimidation (excluding Terroristic Threats) Class III	A threat (made verbally, in writing, by gesture or by demeanor which is communicated in any manner and by any means including, but not limited to newsletters, notes, Internet, any computer, telephone, public, governmental or private means of communication) to do harm to persons or property related to a school or the school system is prohibited. It may include but is not limited to placing another person in fear of bodily harm or a threat of subjecting property to harm without displaying a weapon at a person or making a bomb threat in any form. This is to include verbal assault or physical assault or disrespectful conduct toward teachers, students, administrators, other school personnel or persons attending school related functions.
Tobacco/Tobacco Products – Class II	Having, handling, possession, or carrying or exercising control over or using tobacco products of any nature, including, but not limited to, cigars, cigarettes, snuff (smokeless tobacco), chewing tobacco, or pipe tobacco.
Touching, Inappropriate – Class II	To include but not limited to holding hands, inappropriate kissing and embracing, or placing the hands upon another’s body in any manner unacceptable to the person or to the rules of the school. (Any sex act or sexual touching with or without the consent of the other person is a sex offense or sexual battery.)
Toys/Games/Sports Equipment/Food – Class I	Toys, games, and sports equipment are not to be on school buses without prior approval by the principal, and these items as well as food items, must be kept in a bag or backpack while on school buses and/or on school property, except when the items are appropriately shown or used in classes or activities. High school sports equipment will require only a seasonal permission slip. Ball gloves and mitts, while requiring the seasonal permission slip, will not be required in a bag or backpack. Any food items are not to be consumed on school buses or in unapproved places in schools.
Trespassing – Class II	Entering or remaining on a public school campus or School Board facility without authorization or invitation and with no lawful purpose for entry - This includes students under suspension or expulsion, and unauthorized persons who enter or remain on a campus after being directed to leave by the chief administrator or designee.
Vandalism – Class II	Willful or malicious damage to real or personal property of the school or to the personal property of any person legitimately at the school without the consent of the owner or person having control of said property. Includes marking, defacing, or destroying school property or the property of another student. Includes those violations which occur after the posted school hours or during those times in which school is not in operation. Examples include, but are not limited to graffiti, destroying school computer records, carving initials or words on property, spray painting on walls, damaging or defacing books, or damaging any part of a school bus.

Code of Conduct Violation	Description
Weapons/Instruments/Objects/Substances (excluding knives/firearms), Dangerous Class III  <i>Mandatory report to Law Enforcement</i>	Use of or the intention to use any weapon, instrument or object to inflict harm on another person, or to intimidate any person-Included but not limited to this category are chains, pipes, razor blades, ice picks, dirks, numchakus, brass knuckles, Chinese stars, Billy club, box cutters, tear gas guns, pepper sprays, electrical weapons or devices, explosives, propellants or any laser or laser-like device.
Weapons/Instruments/Objects/Substances (excluding knives/firearms), Dangerous Class III	Possession of any weapon, instrument or object to inflict harm on another person, or to intimidate any person-Included but not limited to this category are chains, pipes, razor blades, ice picks, dirks, numchakus, brass knuckles, Chinese stars, Billy club, box cutters, tear gas guns, pepper sprays, electrical weapons or devices, explosives, propellants or any laser or laser-like device.
Willful/Persistent Code of Conduct Violation Class III	Willful or persistent violation of the student code of conduct.
ISS/TIME Out Violation	
UNCLASSIFIED	
Detention Violation	

# BEN HILL COUNTY SCHOOL DISTRICT

## 2017 - 2018 School Calendar

JULY				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

24th - 25th Pre-Planning  
 26th PLC Training  
 27th First Day of School

AUGUST				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

18th PLC Training

SEPTEMBER				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

4th Labor Day  
 28th End 1st 9 Weeks  
 29th PLC Training

OCTOBER				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

9th - 13th Fall Break

NOVEMBER				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

20th - 24th Thanksgiving

DECEMBER				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

15th End 2nd 9 Weeks (1st Semester)  
 18th - 29th Christmas Holiday

JANUARY				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

1st New Year's Day  
 2nd PLC Training  
 3rd First day 2nd Semester  
 15th MLK Jr Holiday

FEBRUARY				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

2nd PLC Training  
 19th - 23rd Winter Break

MARCH				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

15th End 3rd 9 Weeks  
 16th PLC Training

APRIL				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

2nd - 6th Spring Break

MAY				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

25th Last Day of School  
 26th Graduation  
 28th Memorial Day  
 29th & 31st Post Planning  
 30th PLC Training

JUNE				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Pre/Post Planning

PLC Training  
 First/Last day of School/Semester

End of 9 Weeks  
 Break/Holiday/Off



Homeroom \_\_\_\_\_

Teacher \_\_\_\_\_

**AFFIRMATION OF RECEIPT OF STUDENT HANDBOOK**

(Please print)

I, \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_ ,  
Student's Last Name First Middle Preferred Name

have received a copy of the **Ben Hill County Schools 2017-2018 Student Handbook and the school supplemental handbook**. The handbooks contain the student code of conduct, state law, state school board policy, and local policy on student attendance. I understand the policies, procedures, and directives set forth in these handbooks. Furthermore, I agree to abide by these policies, procedures, and directives.

\_\_\_\_\_  
Student Signature

\*\*\*\*\*

We have read a copy (either electronic or paper) of the **Ben Hill County Schools 2017-2018 Student Handbook and the school supplemental handbook** which contain the student code of conduct, state law, state school board policy, and local policy. We expect our son/daughter/student to abide by these policies.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

***Please sign, date, and return to the school site within five school days.***



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