

Dear Students and Parents/Guardians,

The administration, faculty, and staff would like to welcome all returning and new students to Burke County Middle School. The vision of our school is excellence through teamwork. Our programs of study are designed to prepare students for today's technologically advanced society and to build upon the concepts and theories learned in elementary school.

Teachers work collaboratively to establish an environment in which all learners are provided a quality education and are motivated to learn. Our curriculum is designed in a manner that fosters critical and analytical thinking skills and accommodates the needs of all learners.

We believe that building parent-school relationships is necessary in order to promote a successful school climate. Education is an active endeavor. Therefore, we ask that you ensure that your child is present and on time each day, prepared to embark on new adventures in learning. We expect that students will exercise good behavior and exhibit a motivation to learn. Researchers have illustrated that students who are actively engaged in learning achieve academically, are less likely to engage in destructive behavior, and are more apt to take pride in their school and community

The policies and procedures identified in this handbook have been developed in order for us to operate Burke County Middle School in a safe and orderly manner. Please read through his handbook with your child so that you will be familiar with our school rules and policies.

I expect us to have a successful year that allows all students to further develop the knowledge and skills that prepare them to be successful, contributing members of society. Throughout the year, if and when you have any concerns, please feel free to contact me or the middle school staff.

Sincerely,  
Dr. Mona L. Reynolds, Principal

**BURKE COUNTY MIDDLE SCHOOL  
MISSION, BELIEFS, AND SCHOOL IMPROVEMENT  
GOAL AREAS**

**Vision:**  
BCMS will exemplify a quality school that is respected for high standards, outstanding performance, and excellence in student achievement.

**Mission:**  
The mission of BCMS is to ensure that all students will graduate with the necessary skills to function successfully in a global society.

**We Believe...:**  
Student Performance  
With the use of existing and evolving technology and instructional resources, students will continue to make yearly gains in all content areas of the Georgia Milestones Assessment.

Stakeholder Engagement  
Our schools offer a safe and welcoming environment for all stakeholders and, with more parent involvement, we can improve the education of all students.

Organizational Effectiveness  
We believe that every student should be taught by a highly qualified teacher; thereby, recruiting and retaining effective personnel is vital for student learning and achievement.

Continuous Improvement  
We believe in a balanced program of curricular, co-curricular, and extra-curricular activities that maintain a student-centered approach to instruction.

**Daily Reminder:** "Every choice has a consequence;  
I am responsible for every choice that I make."

**SCHOOL CALENDAR 2017-2018**

8/1	First Semester Begins/Classes Start
8/14-8/15	SLO Pre-Test
8/15	21 <sup>st</sup> /Title I Parent Meeting 5:15 p.m
8/15	BCMS PTA/Open House 6:00 p.m.
9/1	First Nine Weeks Progress Report
9/4	Labor Day – Staff/Student Holiday
9/13	Two-Hour Early Release
9/21-9/22	SLO Post Test
9/29-10/3	First Nine Weeks Exams
10/3	BCMS 6 <sup>th</sup> Grade Band Concert 6:30p.m.
10/6	Report Cards
10/6	Picture Day
10/9-10/10	Student/Staff Holidays
10/12-10/13	SLO Pre-Test
10/16-10/20	One-Hour Early Release
10/24	Annual Title I Parent Meeting 8:30a.m.
11/7	Second Nine Weeks Progress Report
11/9	BCMS Fall Sports Banquet 6:30pm
11/10	Veterans Day – Staff/Student Holiday
11/16	BCMS Thanksgiving Luncheon
11/20-11/24	Thanksgiving Holidays
11/30	BCMS Chorus Christmas Concert 6:30p.m.
12/5	BCMS Band Christmas Concert 6:30p.m. @ BCHS
12/7-12/8	SLO Post Test
12/13-12/15	Second Nine Weeks Exams/Early Release
12/15	Last Day of First Semester
12/18-1/1	Student Christmas/New Year's Holidays
1/2	Student Holiday – Staff Workday
1/3	Second Semester Begins/Classes Resume
1/5	Report Cards
1/8-1/9	SLO Pre-Test
1/15	Martin Luther King - Staff/Student Holiday
1/16	21 <sup>st</sup> /Title I Parent Meeting 5:15 p.m
1/16	BCMS PTA/Open House 6:00 p.m.
2/2	Third Nine Weeks Progress Reports
2/7	Two-Hour Early Release
2/15	BCMS Winter Band Concert 6:30 p.m. @ BCHS
2/19	President's Day-Staff/Student Holiday
2/21	STEM / Science Fair
2/22	All Chorus Concert 6:00 p.m. @ BCHS
3/1-3/2	SLO Post Test
3/6-3/8	Third Nine Weeks Exams
3/14	Report Cards
3/15-3/16	SLO Pre Test
3/19-3/23	One-Hour Early Release
3/27	Spring Picture Day
3/30	Good Friday – Staff/Student Holiday
4/2-4/6	Spring Holidays
4/11-4/26	GMAS EOG Window
4/18	Fourth Nine Weeks Progress Reports
4/19	BCMS Spring Sports Banquet 6:30pm
4/23-5/7	GMAS EOC Window
5/1	BCMS Chorus Spring Concert 6:30p.m
5/2-5/3	SLO Post Test
5/7	BCMS Band Spring Concert 6:30 p.m. @ BCHS
5/8	BCMS Honors Assembly at BCHS 8:30am
5/15	21 <sup>st</sup> /Title I Parent Meeting 5:15 p.m.
5/15-5/17	Fourth Nine Weeks Exams
5/16-5/18	Early Release
5/18	Last Day of 2 <sup>nd</sup> Semester/Last Day of Classes
5/25	Report Cards to be mailed

## ATTENDANCE POLICY

Burke County Board of Education policy requires students to be present 165 days of the 180-day school year. Students who enroll after the first day of school must be present ninety (90) percent of the days they are on roll. Attendance is taken during each class period and students must be present in each class 165 days or 90% of the days enrolled. When a student misses three consecutive days of school, a referral on the student will be made to the Burke County Board of Education School Social Worker. Notification letters will be sent to parents when students have 5, 10, and 15 days absent. Parents are to sign the letters and return them to the school to signify that they have seen them. **When a student returns to school after being absent for one or more days, parents should send to the homeroom teacher, a valid written excuse stating the reason for the absence within three (3) school days.** (According to BBOE Policy JB, "Each absence will be recorded as unexcused until verification of the reason for the absence is received. If the absence is for personal illness, illness in the family, death in the immediate family, a religious holiday observed by their faith, or a mandate by order of governmental agencies, the absence will be excused provided verification of the reason is received within three (3) school days.") **If an absence is excused, students are allowed to make up work, but the absence still counts as a day missed from school.** A student must be in class by 7:55 am and remain in school until 11:30am to be counted present.

**Note that a student who is absent due to OSS is not allowed on campus for after school activities.** The student is allowed to make-up work missed while suspended. **All assignments missed due to excused absences or OSS must be completed and returned to appropriate teacher/s within five school days or a grade of zero will be given.**

Note that certain attendance criteria must be met in order for a student to obtain a learner's or driver's license in Georgia. For detailed information you may visit [www.dds.ga.gov](http://www.dds.ga.gov)

## BREAKFAST/LUNCH PROGRAM

Breakfast and lunch are provided at assigned times daily; students are encouraged to participate. Students will adhere to Burke County Middle School Lunchroom Conduct that requires all students to eat (school lunches or lunches brought from home) in the lunchroom and to keep volume of voices and movement to a minimum; conversations are limited to the tables where students are seated during meals, not across aisles. Students may purchase additional milk or juice as they receive meals. Food and drink brought from home must be kept in a lunch box/bag until consumed as a lunch in the cafeteria.

Students may purchase a frozen dessert during lunchtime as follows: One frozen dessert per student; no bill larger than \$10 will be accepted; students are to form a single file line past the water fountain; all frozen dessert prices will be posted; items cannot be returned once they have been taken from the box. Change will be made only to students making a purchase. Students should not have more than \$10 on their person at any time. **Purchase of frozen dessert is a privilege that may be revoked by teachers or administrators.**

## CO-CURRICULAR ACTIVITIES

Students are offered opportunities to participate in choral and band activities, a variety of sports, and organizations/groups such as BCMS Student Council, Drama Club, 4-H, Math Counts Competition, FFA, STEM Club and Accelerated Reader program. Students may also participate in activities such as media fair, spelling bee, geography bee, local and state-sponsored writing/art competitions, Academic Quiz Bowl, Cubs with Character and the annual school talent show. Contact homeroom teachers and/or club sponsors to learn about requirements for participation.

## CONDUCT AND CITIZENSHIP

**RESPECT IS THE RULE; THE RULE IS RESPECT.** A school, because it is a replica of society, must have rules and codes of conduct in order for the educational experience to be a success. Every student has the right to learn and every teacher has the right to teach in a safe school setting. No other student has the right to interfere with another student's or staff member's safety or to interrupt another student's learning or the teacher's instruction. Staff and students are responsible for maintaining a climate free of disruptive behavior. The teacher is the first line of authority in discipline. Teachers and students should handle problems through team and class rules/procedures. Severe and/or repeated infractions will be referred to administrators for disciplinary action as outlined in the Burke County Schools Student Code of Conduct.

**Misbehavior will not be tolerated.** If a student becomes disruptive, immediate action will be taken to correct the misbehavior in a fair, firm, and consistent manner. Consequences may include, but are not limited to, conferences with students and parents, denial of privileges, work detail, In-School Suspension (ISS), Out-of-School Suspension (OSS), referral to a Disciplinary Tribunal for long term suspension (more than 10 days), assignment to alternative school, and corporal punishment. For repeat violators of the code of conduct, a behavior contract may be required as an intervention. Corporal punishment will not be administered to a student whose parents/guardians have, on the day of enrollment, filed with the registrar at BCMS a written statement that they do not wish their child to receive corporal punishment.

Students assigned to ISS will be required to complete the work assigned by the regular classroom teacher before they return to the regular classroom, regardless of the number of days of the original assignment to ISS.

Students who are assigned to ISS or who have been suspended from school will not be allowed to participate in extracurricular activities during the time of the ISS or OSS. Students suspended from school cannot attend school related events (i.e. ballgames, dances, etc.).

Fighting is not tolerated at BCMS. Students who are engaged in a fight, regardless of who started it, may receive Out of School Suspension (OSS).

## CONFERENCES WITH TEACHERS

Parents are urged to conference often with your child's teacher(s) throughout the year. However Mondays and Thursdays are designed as parent conference days for teachers to meet with parents during their planning times.

Please call and schedule conferences accordingly. Teachers are also available during PTA, and after school by appointment only. Tuesdays are protected planning for Instructional purposes. **Teachers cannot be interrupted during class time to meet with parents. You may leave a message for the teacher to call you when possible. Parents, please respond when teacher(s) ask that you contact them about your child; notes may be written in student planners that parents should check daily.**

### CONTRABAND

Students shall not have contraband on the school campus during the regular school day. Contraband that is discovered on campus during the regular school day is subject to confiscation. All devices are confiscated pursuant to BCBOE policy. Contraband may be returned only to the parent of the student on the first offense.

1<sup>st</sup> confiscation: Pick up within (5) days

2<sup>nd</sup> confiscation: Permanent confiscation

### CRITERIA FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES (GEORGIA NO PASS/NO PLAY RULE)

Georgia law mandates that, in order for a student to be eligible to participate in extracurricular activities, a student must:

1. pass at least five subjects that carry credit toward promotion in the semester immediately preceding participation in an activity.
2. be enrolled in at least five subjects that carry credit toward promotion.

The period of ineligibility is one semester. (Students are eligible only one year per grade level.) BBOE Policy MDBA/IDFA, in accordance with the Georgia Equity in Sports Act, prohibits discrimination based on gender in its elementary and secondary school athletic programs. The sports equity coordinator for Burke County Public Schools is: Wade Marchman, 1057 Perimeter Road, Waynesboro, GA 30830, 706-554-6691.

### DRESS CODE – BOARD POLICY

**Descriptive Code: JCDB**

**Date: June 12, 2012**

The Burke County Board of Education believes that neat, clean and appropriate student dress and grooming can contribute to the learning environment. The Board reserves the right to dismiss from schools those students whose personal appearance is disruptive to the educational process and orderly operation of the school.

1. Pants, skirts and shorts must be fitted at the waist and not be baggy. Skirts, dresses and shorts must be long enough to touch the top of the kneecap. Pants, skirts, shorts and shirts with holes, frays, patches, shreds, etc. above the knee may not be worn. Sweat pants and wind pants are not allowed. Pajama/sleep/lounge pants are prohibited.
2. Belts must be buckled and through belt loops if applicable, sashes tied and buttons buttoned. The belt line must be visible at all times. All suspenders must be worn on the shoulders and properly fastened.
3. Shirts or blouses must have sleeves. All shirt tails shall be tucked in at the waist. Off the shoulder garments are not allowed. Shirts on females designed to be worn not tucked in must fully cover the bare midriff at all times. Shirts must be buttoned except at the neck, excluding coats, jackets, sweaters, sweat shirts, and pocketed/banded shirts.

4. All students must wear shoes. Shoes must be tied, buckled or worn as the manufacturer intended. Shower shoes, bedroom shoes or slippers, or shoes that call undue attention are prohibited. Students may not tuck pants legs into socks, shoes or boots, with the exception of girls' snow boots.

5. No clothing or jewelry which displays profanity, suggestive phrases, alcohol, tobacco or drug advertisements shall be worn.

6. Hats, caps, headscarves or sweatbands may not be worn inside the building.

7. Students' hair, including any facial hair, must be neat, clean and well groomed. Hair must not obstruct vision. Hairstyles that call undue attention are not permissible.

8. Clothing shall be worn with appropriate undergarments. Undershirts customarily worn as undergarments may not be worn without shirts or blouses. Tank tops, see-through blouses or see-through shirts are prohibited.

9. Combs, hair curlers or picks may not be worn in the hair.

10. Wearing apparel such as hot pants, bare midriffs, bareback dresses, halters, and miniskirts are prohibited. Spandex leggings, tights or pants cannot be worn as an outer garment. If worn under a top garment (i.e. shirt, dress, shorts, skirts, etc.) the top garment must touch the top of the kneecap.

11. Non-prescription eyeglasses (sun shades) may not be worn in the building.

**To clarify BCMS school level policy, athletic shorts are permitted only during PE class or gym time and are not permitted throughout the school day. Gym shorts for girls must also be no shorter than knee length.**

**Slide shoes are prohibited.**

**Students who are inappropriately dressed at school will not attend class until properly dressed.**

Violations of any part of this dress code may result in suspension from school until the appropriate dress is put on, or other punishment, in the discretion of the building principal. On the fourth (4th) and subsequent office referrals for dress code violations, the student may be given OSS.

**Each Principal (or designee) has the discretion to determine on a case-by-case basis that some particular item of clothing is not appropriate, even if not specifically addressed by policy, procedure or rule.**

### EARLY DISMISSAL PRECAUTIONS

All students are required to remain at school at all times during the school day. **If a student must leave before afternoon dismissal time, an approved adult must sign and show state issued ID or picture ID. Students will not be called for early sign-out after 2:30 p.m. because of dismissal activities.** The school administration will not release any student to an individual who has not been designated by the parent/guardian to pick up the student.

### ENROLLMENT/WITHDRAWAL

A student who plans to enroll at BCMS must be accompanied by a parent or legal guardian and present copies of the following documentation: (1) Social Security card, (2) birth certificate, (3) report card showing grades and attendance from last school attended, (4) evidence of a satisfactory discipline record from the last school attended, (5) proof of residency and guardianship.

Students who must withdraw during the school year should have a parent report to the registrar and sign a withdrawal form. The form will be circulated to teachers for entering grades. All books and/or materials must be left with the teacher or media specialist as appropriate. As items are checked in, the student is cleared. If books/other items are lost, or if the student owes fines, s/he must pay the costs before being withdrawn. No grades will be issued until debts are paid.

### **GRADING SYSTEM/REPORT CARDS/STUDENT ACHIEVEMENT**

Report cards will be sent home every nine weeks according to the schedule shown in the school calendar contained in this **planner**. Mid-term progress reports will be sent home on the twentieth day of each grading period.

Following is the grading system used with BCMS students:

- A - 90-100
- B - 80-89
- C - 70-79(70 is the minimum passing score)
- F - Below 70 (Failure)

#### PRINCIPAL'S LIST:

Students who earn a grade of 90 or above in all classes AND a conduct grade of Satisfactory (B) or above in all classes for the grading period (nine weeks) will be recognized on the Principal's List.

#### A/B HONOR ROLL:

Students who earn an overall average of 90 or above with no grade below 80 in any class AND a conduct grade of Satisfactory (B) or above in all classes for the grading period (nine weeks) will be recognized on the Honor Roll.

*Note: General rounding rules are used when computing averages for Principal's List and Honor Roll (e.g. 89.6=90; 89.4=89.)*

Students may exempt the last nine weeks exam provided they have 90 average or better in the subject for the year. Outstanding/Satisfactory in conduct, no ISS, no OSS, and no more than ten days absent. Students are expected to attend school regardless of exemption status. Unless parents are otherwise notified, nine weeks exams are given as follows: Day 1= Periods 4 & 6; Day 2= Periods 2 & 5; Day 3= Periods 1 & 3

Students who achieve Principal's List or A/B Honor Roll each nine weeks will be recognized on the BCMS Morning News and the local News Paper.

Note that selected eighth graders may earn Carnegie Credit in Physical Education (1/2), Personal Fitness (1), Literature (1), Physical Science (1), Algebra (1), Band (1), Chorus (1), Foreign Language (1), American Government (1), Agriculture (1), Technology and Engineering (1), Business Science (1), and Food Science (1).

### **HOMEWORK**

The purpose of homework is to reinforce material taught in school, to enrich the school curriculum, to instill in the student a sense of responsibility, and to involve parents in the learning process. Teachers are expected to assign a maximum of 20 minutes per core subject per day or a maximum equivalent of 20 minutes per day if averaged over a one week period; connections teachers may assign

20 minutes per subject per day or its equivalent if averaged over a one-week period. In no case should homework assignments exceed 2 hours daily. During standardized testing, students are expected to rest and relax; teachers will not assign homework on standardized test days.

### **HOSPITAL/HOMEBOUND INSTRUCTION**

Students are eligible for hospital/homebound services upon submitting to the school a medical referral form completed and signed by a licensed Georgia physician stating that the student will be absent a minimum of five (5) school days. Students are not eligible for hospital/homebound instruction if the absences are due to a communicable disease, non-complicated pregnancy, or if the school deems such service inappropriate. Students receiving these services must be in the home or hospital setting. An adult (verified by the teacher) must be present during each entire instructional period. Questions related to hospital/homebound instruction should be directed to the school's guidance counselor(s) at 554 - 3532.

### **INSTRUCTIONAL MATERIALS**

All textbooks, library books, and other media and instructional materials purchased by the Burke County Board of Education or BCMS from any funds are the property of BCBOE or BCMS. Per BCBOE Policy IFA, no student or parent will be required to purchase any of such materials unless the student damages or loses such items through intent or neglect. Students who fail to pay for any of such lost or damaged items will not be issued any additional items until restitution is made and no report cards or diplomas will be issued until restitution is made.

### **INTERROGATIONS AND SEARCHES**

A student or property belonging to or assigned to a student may be searched if a probable cause is present in the judgment of the school administration. Such searches may be conducted by the administration, teachers, security officers, or other designees. Following individual (not mass) searches, parents will be notified of results. School property used by students may be inspected by school authorities at any time.

The administration, teachers, security officers, or other designees have the authority to interrogate students for the purposes of investigating and punishing students' misconduct, being proactive in preventing potential problems, and anytime information held by a student is deemed necessary.

**Items including electronics, laser pointers, toys, fidget spinners, inappropriate magazines, etc. which are not necessary for instruction at school are not permitted and will be confiscated.**

### **LOCKERS**

Lockers will be assigned to students who want them. Lockers are school property and may be inspected without prior notice. Use of lockers is a privilege that may be revoked for the following reasons:

1. Parent request
2. Rigging the lock (risk of theft of contents)
3. Not bringing books to class (pattern of behavior defined by grade level teachers)
4. Not completing homework (pattern of behavior defined by grade level teachers)

5. Wasting time/horseplay during locker break or class change
6. Going to locker at unauthorized times (without permission)
7. Locker sharing
8. Overstuffing locker, causing it to jam (pattern of behavior)

Consequences for above infractions:

- 1<sup>st</sup> offense = locker privileges suspended for two days
- 2<sup>nd</sup> offense = locker privileges suspended for one week
- 3<sup>rd</sup> offense = locker privileges suspended for two weeks
- 4<sup>th</sup> offense = referral to Assistant Principal

### MEDICATION

No student is permitted to carry any kind of medication (prescription or non-prescription) on his/her person at school. (Exceptions such as inhalers must have prior written approval of the school nurse.)

If a student must take prescription medication during school hours and the parent cannot be at school to administer the medication, only the principal's designee (usually the school nurse) may administer medication in compliance with the following regulations:

1. All medication must be brought in a prescription-labeled bottle.
2. Written instructions (form provided by the school) signed by the parent shall be required and shall include: Student's name; name of medication; time medication is to be given; required dosage; list of possible side effects of medication; termination date for administering medication, doctor's name, and other information which may be requested or parent by principal or teacher.
3. The administrator or teacher shall: Inform appropriate school personnel of the use of medication and inform the school nurse (in writing) of students on long term medication; keep a written record of the administration of medication in ink and signed by the person who administered the medication; keep the medication in a locked cabinet or drawer at all times when not being administered; return any unused medication directly to the parent/guardian.
4. The parent/guardian of the student is responsible for informing the administrator or teacher of any change in the child's health or change in medication.
5. The school district retains the right and discretion to reject requests for the administration of medication for any good and sufficient cause.
6. No medication shall be administered at school unless a current Medical Authorization and Release form has been completed and signed by the student's parent/guardian. (Exception: See #2 above)
7. The principal's designee (school nurse) shall follow the instructions provided on the Medical Authorization and Release form, which may be obtained from the school office.
8. A copy of this policy will be provided to parents/guardians upon their request.

**NON-PRESCRIPTION MEDICINES** will be given only for a short term (one week maximum) and only when in the original container, accompanied by the Medical Authorization and Release form. No medications (e.g. Tylenol) are provided by BCMS.

### PARENT/GUARDIAN TELEPHONE NUMBERS

Burke County Board of Education policy requires that parents supply the school with two working phone numbers where someone with authority over the student can be reached during the school day. These numbers must not be disconnected or programmed to block incoming calls. If telephone numbers given to the school are illegitimate/disconnected numbers, the student will be withdrawn until a legitimate number is supplied. This policy protects the child and the school.

### PARENT TEACHER ASSOCIATION (PTA)

To encourage parent involvement in your child's school, BCMS has an active PTA. All parents and students are asked to join and to participate in PTA to support our students' school experiences; see the school calendar for meeting dates.

### PROMOTION/RETENTION

Determination of whether a student shall be retained or promoted will be based on a review of the overall academic achievement of the student as well as the student's standardized test performance. Eighth grade students are also required to score at a passing level on the ELA and Math sections of the standardized test in addition to meeting local promotion policy. Promotion rubric, once finalized by the BCBOE, will be sent home and posted on the school website.

### SALES/DELIVERIES AT SCHOOL

Students are not allowed to bring items to sell at school or on the school bus. At times student members of certain school clubs are asked to sell items for the group. These items are not to be sold at school during the school day or on the bus or door-to-door.

Note that Burke County Schools will not accept deliveries with balloons or glass containers for students or employees.

### SCHOOL DAY

The school day at Burke County Middle School is 7:55 a.m. - 3:00 p.m. each day. The building will open for students at 7:35 a.m. **STUDENTS SHOULD NOT BE DROPPED OFF AT THE SCHOOL BEFORE 7:35 a.m.; THERE IS NO ADULT SUPERVISION BEFORE THIS TIME. STUDENTS MUST BE OFF CAMPUS BY 3:15 p.m. EACH DAY UNLESS THEY ARE INVOLVED IN A TEACHER—OR COMMUNITY—APPROVED, SUPERVISED EVENT; OTHERWISE, NO ADULT SUPERVISION IS PROVIDED AFTER 3:15 p.m.**

### SCHOOL MEDIA CENTER

BCMS has an up-to-date, appealing media center. The Media Center is open for use between 7:35 a.m. and 3:30 p.m. each instructional day. Students must carry Planners and obtain passes to the Media Center from their teachers. **Speak softly at all times in the media center to avoid disturbing others.** All materials and books taken from the Media Center must be checked out by bar code scan at the circulation desk. Parents/guardians are financially responsible for materials and books their child checks out from the Media Center. Late fines are \$.05 per day. Fees

for lost and/or damaged books/materials will be determined by the media specialist.

To promote the development of good reading habits, the Media Center has a wide array of accelerated reader books available for check-out to students. Students are encouraged through team, grade, and school incentives to read AR books, take tests, and earn points that may be "spent" on prizes offered periodically via order forms in homerooms.

### SCHOOL/SYSTEM SPONSORED ACTIVITIES

All school/system-sponsored activities are under the supervision and direction of the school administration. Students' behavior at these activities will be governed by the same rules and regulations enforced during school hours. Teachers and administrators have the same authority at these events as they do during the school day.

### SCHOOL TELEPHONES

Students are not allowed to talk personally on school phones or cell phones at any time during school hours. Students will not be called from class to the telephone nor will messages be taken for students except in cases of extreme emergency. **All arrangements for transportation and/or school materials must be made before coming to school.**

### SCHOOL-WIDE PROCEDURES

School-wide procedures to be practiced daily by students and adults on campus for the safety and well-being of all are as follows:

1. Gum, candy, food, and drink are prohibited. (Exception= food and beverage in cafeteria and in staff work areas)
2. Follow directions the first time given.
3. When moving through hallways, do the following:
  - a. Keep voices low in hallways to avoid disturbing others.
  - b. Keep hands, feet, unnecessary comments, etc. to yourself.
  - c. Have pencils, pens, brushes, etc., stored in bag or pocket.
  - d. Move quickly through hallways; do not waste valuable time.
  - e. In one-way traffic, walk on the side of the hallway where your next class or stop is located.
  - f. In two-way traffic, walk on the right side of the hallway.
  - g. Students, carry your planners with you and use them; do not store them in your lockers.
  - h. Treat yourself, others, all property, the environment and time with respect.
  - i. Stop all sounds and movement immediately and raise/hold one of your hands above your head when the attention-call-waiting signal is given (clap-clap, hand up, silence).

### SIGNATURE ON FILE

Every student at Burke County Middle School must have a parent/guardian signature on file. All notes requiring these signatures will be matched with the signature on file. No notes will be accepted until the signature is on file.

### STUDENT ACCIDENTS AND/OR INJURIES

Minor accidents resulting in scrapes and scratches that require first aid will be handled at school. In emergency

situations the school administration will attempt to notify by telephone the parents or guardians of the student. If the parent or guardian cannot be contacted, appropriate emergency action will be taken while attempting to contact parents or guardians. **Parents or guardians are responsible for any costs incurred when their child requires emergency care.**

### STUDENT INFORMATION/PLANNERS

This notebook is called a **PLANNER**; each student is issued one planner for use during the school year. The planner contains student information and content, and provides a vital link between school and home. **Parents should check the planner daily for grades, homework assignments, and teacher comments, so planners should NEVER be stored in lockers.** Planners will be used as hall passes. Incentives will be given to promote use of student planners. Planners contain organizational skills, study skills, time management tips, and character-building skills that are needed by all students now, in high school and in the workplace. By using **planners**, students will develop the habits needed for succeeding in the future.

**STUDENTS MUST CARRY THEIR PLANNERS THROUGHOUT EVERY DAY. STUDENTS MUST HAVE PLANNERS REVIEWED AND SIGNED DAILY BY A PARENT OR A DESIGNATED AUTHORITY APPROVED BY THE PRINCIPAL.**

Replacement cost for a planner is \$6.00. At the end of the school year, planners will be taken up. Students who wish to keep theirs must pay \$3.00.

### TARDIES

**STUDENTS WHO ARE NOT IN HOMEROOM BY 7:55 A.M. WILL BE TARDY.** A parent/guardian must accompany a student who arrives at school after 7:55 a.m. and report to the front office to sign in and obtain a tardy pass. Students who are tardy to school or to class and leave school early more than one time a week or a total of four times in a nine weeks grading period will be referred to assistant principals for assigning after-school detention. **Leaving school early is considered a tardy. Each leave early tardy will be recorded as unexcused until verification of the reason for the tardy is received.** Three assignments to after-school detention will result in a required parent conference and placement on a punctuality contract. (Failure to report to a re-assigned tardy detention will result in a one-day out-of-school suspension-OSS.)

### TESTING

Students participate in two general types of assessment: formative and summative. Formative assessment provides feedback to students to help improve their learning and occurs regularly throughout the course of a week. Formative assessments are available for review as needed.

Summative assessment occurs at the end of a learning time frame. Benchmark tests are standards based and are used to measure a student's overall progress toward course mastery. These tests occur three times during the school year, and the content is confidential. Routine unit tests may also be confidential; however, they are available for review after testing at school by appointment with

teachers or administration. General tests and other summative measures are provided to students and/or parents as needed.

### TRANSPORTATION

Students wishing to ride a bus home (other than their regularly assigned bus) must bring a note from a parent requesting such. **These notes should be submitted immediately in the morning and verified in the front office through the signature file. Bus drivers will not allow a student to board their buses without a school-authorized bus pass. Buses will stop only at designated bus stops.**

Bus drivers will discuss bus rules and regulations and expect adherence as directed in the Burke County Schools Code of Conduct- **Rule 24M: School Bus Behavior**. The appropriate behavior of all students that is mandated for school is also required on the bus so that drivers can provide a safe ride to and from school for everyone. Bus drivers will report all students who choose to misbehave on the bus. Possible consequences for such inappropriate conduct include, but are not limited to, seating assignments, denial of bus-riding privilege, and/or suspension from school. Buses have video equipment to monitor student behavior. Only the bus driver, assigned students, school personnel and law enforcement authorities are permitted to board a bus.

Note that the penalty for committing a physical act of violence against a school employee is expulsion for the remainder of the student's school years and referral to juvenile authorities (SB 291- FY2002).

**Should an emergency arise and a change in transportation be necessary, parents who wish for their child to ride a bus or car different from their normal mode of transportation must contact the school in person or in writing by either note, email, or fax before 2:30 p.m. and make such requests.** An announcement will be made after that time informing these students of the changes.

Students who are car riders should enter the building through the doors next to the gym concession stand by the flagpole. Upon dismissal from school in the afternoon, these students will exit through these doors as well. Cars will drop off and pick up students in the circular drive in this area. Students are allowed to walk to the Recreation Department or Library with a note written by their parent that has been verified by the administration and a transportation pass has been issued by the front office.

All students must exit the building at the appropriate dismissal time in the afternoon unless a teacher has retained them for a specific activity or purpose. **Violation of this expectation may result in a charge of Rule 24C: Refusal to Comply.**

### VISITORS ON CAMPUS

All visitors to the school must sign in at the front office and obtain a visitor's pass. All outside doors except the main office are locked at all times. The administration reserves the right to refuse admission to visitors when deemed inappropriate or if such visitors may jeopardize the safety and/or integrity of the school. (Visitors on campus without proper clearance may be charged for criminal trespass.)

### WEATHER REPORTS/EMERGENCY DRILLS

In case of unexpected bad weather, parents are asked NOT to call the school. Our phones must be kept open for emergencies. For any special instructions, please listen to your local radio/TV station. We will call individuals in the event of an extreme emergency for a given student.

**Fire/Evacuation Drill:** The signal for evacuating the building will be the automated fire alarm, call by bull horn, or direct contact by an administrator, security officer, or other designated BCMS employee. Teachers will direct students closely in exiting as follows: (1) Exit the building to the designated area in a silent, orderly manner; (2) Remain there until the all-clear signal is given (sounding of bell system or announcement from the principal); (3) Return to classrooms in a calm, orderly manner. The all-clear signal for returning to class will be one steady ring of the bell.

**Tornado Drill:** The usual signal for a tornado drill will be a series of short rings of the bell system. Procedures used during a tornado drill will include students being directed by their teachers to move to a designated area quickly and silently, and to assume a kneeling position, head down, and hands covering head. The all-clear signal for returning to class will be one steady ring of the bell.

**Lockdown:** If the announcement is given from school administration to remain in classrooms/work areas until further notice, all must follow that directive immediately, remain quiet, and listen for further instructions. At the appropriate time, an all-call announcement will be made and normal operations will resume.

### Burke County Board of Education Non-Discrimination Statement

The Burke County Board of Education is committed to a policy of non-discrimination in relation to race, color, religion, national origin, political affiliation, age, disability, or sex in all matters concerning employees, students, parents, the general citizenry, educational programs and services, and persons with whom the Board does business. The Burke County Board of Education's Title IX compliance officer and a system coordinator of Title II and VI and Section 504/ADA offices are located at 789 Burke Veterans Parkway, Waynesboro, Georgia.

### Affidavit

You and your child are responsible for complying with the Burke County Board of Education and Burke County Middle School policies and procedures contained in pages 1 through 36 of this planner / handbook. Parent(s)/ guardian and student must sign below and sign accompanying letter to signify your understanding of and agreement to comply with the stated policies and procedures. Thank you.

**Signature of Student**

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**Signature of Parent / Guardian**

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**Signature of Parent / Guardian**

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# CUHS CUHS

## Positive Behavior Support (PBS)



PBS is a school-wide behavior management program that emphasizes positive approaches to discipline. The program is intended to foster a climate of respect and cooperation among staff and students. We will have the four Core expectations/Rules. We expect our students to: *Come Prepared, Understand Choices and Consequences, Be Responsible, and Show Respect.*

	<u>Restroom</u>	Locker/ Hallway	Assemblies/ Lunchroom	Classroom
<b>C</b> ome Prepared	<ul style="list-style-type: none"> <li>Bring Paper towels</li> <li>Hall Pass Needed</li> </ul>	<ul style="list-style-type: none"> <li>Have hall pass/ planner</li> <li>Have locker combination</li> </ul>	<ul style="list-style-type: none"> <li>Get things you need the first time</li> <li>Know your choice</li> <li>Know lunch number</li> </ul>	<ul style="list-style-type: none"> <li>Bring all materials to class</li> <li>Have planner signed daily</li> </ul>
<b>U</b> nderstand Choices and Consequences	<ul style="list-style-type: none"> <li>Monitor your behavior</li> <li>Keep the restroom graffiti free</li> </ul>	<ul style="list-style-type: none"> <li>Only 1 trip to locker</li> <li>Report directly to destination</li> </ul>	<ul style="list-style-type: none"> <li>Use inside voices</li> <li>Sit in assigned area</li> <li>Follow directions the first time</li> </ul>	<ul style="list-style-type: none"> <li>Follow all classroom rules and procedures</li> </ul>
<b>B</b> e Responsible	<ul style="list-style-type: none"> <li>Report vandalism</li> <li>Clean up after yourself</li> <li>Wash your hands</li> </ul>	<ul style="list-style-type: none"> <li>Get all needed materials the first time</li> </ul>	<ul style="list-style-type: none"> <li>Put tray up in an orderly fashion</li> <li>Act appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Take responsibility for all actions</li> <li>Come to class to LEARN</li> </ul>
<b>S</b> how Respect	<ul style="list-style-type: none"> <li>Wait your turn patiently</li> <li>Respect time</li> </ul>	<ul style="list-style-type: none"> <li>Quiet in the hallways/ at locker</li> </ul>	<ul style="list-style-type: none"> <li>Use proper table manners</li> <li>Wait patiently in line</li> </ul>	<ul style="list-style-type: none"> <li>Allow others to come to class to learn</li> </ul>



# Burke County Public Schools Student Code of Conduct 2017-2018

It is a violation of the Burke County Public Schools Student Code of Conduct for a student to commit any of the acts listed at Rules 1 through 36 on any school campus or property, at a school bus stop, on a school bus, or at any school function or event whether on school property or elsewhere. Off campus behavior that could result or does result in a criminal charge against the student and which makes the student's presence at the school a potential danger to persons or property, or which reasonably might result in a disruption of the educational process if the student were returned to school, is a violation of the associated Code of Conduct Rule describing that behavior. Each Rule is defined as a Level 1, Level 2 or Level 3 infraction, as detailed on the attached chart.

The consequences for a Rule violation should be assigned such that the degree of discipline will be in proportion to the severity of the behavior and the previous disciplinary history of the student. Suspension over 6 days or expulsion should generally be reserved for the most severe infractions that threaten school safety. A student who is determined to have violated Rules 25, 26 or 28 shall be expelled for not less than one calendar year, however, the hearing panel, superintendent or local board of education may modify such one-year requirement on a case-by-case basis.

The ranges of potential consequences for a Rule violation are as follows:

**Level 1:** Warning; parent conference; in school suspension; **Level 2:** up to 5 days out of school suspension ("OSS"); **For Rule 8, Fighting:** up to 10 days OSS. **Level 3:** Up to 10 days OSS; referral to Disciplinary Tribunal for recommendations of OSS from 11 days up to permanent expulsion. **Third offense of Bullying:** For students in grades 6 to 12 - Tribunal referral for alternative education placement, for students in grades K to 5 – up to 10 days OSS; Four or more offenses: 10 days OSS and Tribunal referral.

**For Rule 29, Bullying:** "Bullying" means:

(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 "bullying" 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 such 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. For purposes of this definition, 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.

Assignment to the Burke County Alternative School or Burke County Life Center may be imposed by the Tribunal in any case referred to it where there is no mandatory minimum sentence imposed by Georgia law.

When mandated by Georgia law, certain behaviors should be reported by the building administration to law enforcement or other appropriate authorities.

A student who has been placed on any form of out-of-school suspension ("OSS") is not allowed on any Burke County campus for any reason during the period of his or her suspension. (See Rule 19, Level 2.)

*The Georgia General Assembly requires that school systems encourage parents, guardians and other persons in charge of students to inform them of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.*

<u>Rule</u>		<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
(00) Continuation of Incident	Definition	N/A	N/A	N/A
	Examples	N/A	N/A	N/A
(01) Alcohol	Definition	Unintentional possession of alcohol	Under the influence of alcohol without possession	Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of alcoholic
	Examples	N/A	N/A	
(02) Arson	Definition	N/A	Attempt to commit arson or transporting or possessing incendiary devices to school; includes but not limited to the use of fireworks	Intentional damage as a result of arson-related activity or the use of an incendiary device
	Examples	N/A	Includes but is not limited to trashcan fires without damage to school property	Includes but not limited to setting fires to school property
(03) Battery	Definition	Intentional physical attack with the intent to cause bodily harm resulting in no bodily injuries	Intentional physical attack with the intent to cause bodily harm resulting in mild or moderate bodily injuries	Intentional physical attack with the intent to cause bodily harm resulting in severe injuries or any physical attack on school personnel; Level 3 may be used for students that violate the school policy on battery three or more times during the same school year.
	Examples	Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other intentional physical confrontations	Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations that result in mild or moderate injuries	Includes but not limited to choking, pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations resulting in severe injuries; Includes any physical attack on school personnel; includes incidents serious enough to warrant calling the police or security
(04) Breaking & Entering - Burglary	Definition	N/A	N/A	Unlawful or unauthorized forceful entry into school building or vehicle (with or without intent to commit theft)
	Example	N/A	N/A	
(05) Computer Trespass	Definition	N/A	Unauthorized use of school computer for anything other than instructional purposes	Unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, obtaining confidential information or in any way causing the malfunction of the computer, network, program(s) or data; includes disclosure of a number, code, password, or other means of access to school computers or the school system computer network without proper authorization.
	Example	N/A	See above. Includes but not limited to computer misuse, using computer to view inappropriate material, and violation of school computer use policy	See above. Includes but not limited to hacking, using school computer to change or alter school records (grades, attendance, discipline, etc.)

<b>Rule</b>		<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
(06) Disorderly Conduct	Definition	Creating or contributing to a moderate disturbance that substantially disrupts the normal operation of the school environment but does not pose a threat to the health or safety of others	Creating or contributing to a severe disturbance that substantially disrupts the normal operation of the school environment but does not pose a threat to the health or safety of others; may represent a repeat action	Creating or contributing to a severe disturbance that substantially disrupts the school environment or poses a threat to the health and safety of others. Level 3 may be used for students that violate the school policy on disorderly conduct three or more times during the same school year
	Examples	Includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior	Includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior	Includes but not limited to disruptive behavior on school bus misbehavior during a fire drill or other safety exercise
(07) Drugs, Except Alcohol and Tobacco	Definition	Unintentional possession of prescribed or over the counter medication. Does not include the possession of narcotics or any illegal drugs	Any medication prescribed to a student or purchased over-the-counter and intentionally not brought to the office upon arrival to school	Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics
	Examples	See above. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776	See above. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776	See above. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776
(08) Fighting	Definition	A physical confrontation between two or more students with the intent to harm resulting in no bodily injuries	A physical confrontation between two or more students with the intent to harm resulting in mild or moderate bodily injuries	A physical confrontation between two or more students with the intent to harm resulting in severe bodily injuries. Level 3 may be used for students that violate the school policy on fighting three or more times during the same school year.
	Examples	No injuries	Mild or moderate Injuries may include but are not limited to scratches, bloody noses, bruises, black eyes, and other marks on the body	Physical confrontations resulting in severe injuries that require medical attention
(09) Homicide	Definition	N/A	N/A	Killing of a human being
	Examples	N/A	N/A	See above.
(10) Kidnapping	Definition	N/A	N/A	The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will.
	Example	N/A	N/A	See above
(11) Larceny /Theft	Definition	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$1 and \$100	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$100 and \$250	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value exceeding \$250. Level 3 may be used for students that violate the school policy on larceny/theft three or more times during the same school year.
	Examples	Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception	Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception	Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception

<u>Rule</u>		<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
(12) Motor Vehicle Theft	Definition	N/A	N/A	Theft or attempted theft of any motor vehicle
	Examples	N/A	N/A	Includes but not limited to cars, trucks, ATVs, golf carts, etc.
(13) Robbery	Definition	N/A	Robbery without the use of a weapon	Robbery with the use of a weapon
	Examples	N/A	Taking something by force or threat of force	Weapons may include but are not limited to guns, knives, clubs, razor blades, etc.
(14) Sexual Battery	Definition	N/A	N/A	Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent
	Examples	N/A	N/A	Includes but is not limited to rape, fondling, child molestation, indecent liberties and sodomy
(15) Sexual Harassment	Definition	Comments that perpetuate gender stereotypes or suggestive jokes that are not directed towards specific individuals	Comments that perpetuate gender stereotypes, suggestive jokes or lewd gestures that are directed towards specific individuals or group of individuals	Physical or non-physical sexual advances; requests for sexual favors. Level 3 may also be used for students that violate the school policy on sexual harassment three or more times during the same school year.
	Examples	Includes but not limited to insensitive or sexually suggestive comments or jokes	Includes but not limited to insensitive or sexually suggestive comments or jokes; leering	See above
(16) Sex Offenses	Definition	Inappropriate sexually-based physical contact including but not limited to public groping, inappropriate bodily contact, or any other sexual contact not covered in levels 2 or 3	Inappropriate sexually-based behavior including but not limited to sexting, lewd behavior, possession of pornographic materials; simulated sex acts	Engaging in sexual activities on school grounds or during school activities
	Examples	Public groping or inappropriate bodily contact	Sexting; lewd behavior, possession of pornographic materials; simulated sex acts	Oral, anal or vaginal penetration; pimping; prostitution; indecent exposure of private body parts
(17) Threat / Intimidation	Definition	N/A	Physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack	School-wide physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack; <i>Note : Students that display a pattern of behavior that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm, threat of harm or visibly bodily harm may be coded as bullying.</i>
	Examples	N/A	Physical, verbal or electronic threats	Includes but not limited to bomb threats or unauthorized pulling of the fire alarm.

<u>Rule</u>		<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
(18) Tobacco	Definition	Unintentional possession of tobacco products	Use of or knowledgeable possession of tobacco products	Distribution and/or selling of tobacco products; Level 3 may be used for students that violate the school policy on tobacco three or more times during the same school year.
	Examples	Unintentional possession of tobacco products on school property	Intentional use or possession of tobacco products on school property	Distribution and/or selling of tobacco products on school property
(19) Trespassing	Definition		Entering or remaining on school grounds or facilities without authorization and with no lawful purpose. This includes students on any term of out of school suspension.	Entering or remaining on school grounds or facilities without authorization and with no lawful purpose. Refusing to leave school grounds after a request from school personnel; Level 3 may be used for students that violate the school policy on trespassing three or more times during the same school year.
	Examples		See above	See above
(20) Vandalism	Definition	N/A	Participating in the minor destruction, damage or defacement of school property or private property without permission	Participation in the willful/malicious destruction, damage or defacement of school property or private property without permission; Level 3 may be used for students that violate the school policy on vandalism three or more times during the same school year.
	Examples	N/A	See above	See above
(22) Weapons – Knife	Definition	Unintentional possession of a knife or knife-like item without intent to harm or intimidate	Intentional possession of a knife or knife-like item without intent to harm or intimidate	Intentional possession, use or intention to use a knife or knife-like item with the intent to harm or intimidate
	Examples	Unintentional possession of a knife or knife-like item on school property without the intent to harm or intimidate	Intentional possession of a knife or knife-like item on school property without the intent to harm or intimidate	Intentional possession, use or intention to use a knife or knife-like item on school property with the intent to harm or intimidate
(23) Other Weapons and Hazardous Objects	Definition	N/A	Unintentional possession of a weapon, other than a knife or firearm that could produce bodily harm or fear of harm	Intentional possession and use of any weapon, other than a knife or firearm, in a manner that could produce bodily harm or fear of harm
	Example	N/A	Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, tasers, etc.	Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, tasers, etc.
(24) Other Incident for a State Reported Discipline Action	Definition	Discipline incident for which a student is administered corporal punishment, administrative action, detention, suspended from riding the bus, or removed from class at the teacher's request (pursuant to O.C.G.A. 20-2-738)	Level 2 should be used for students who display a pattern of violating local school policies not listed among the state incident types.	N/A
	Example		Includes but is not limited to parking violations, etc	N/A
(25) Weapons – Handgun	Definition	N/A	N/A	Possession or use of a handgun.
	Example	N/A	N/A	pistols or revolvers
(26) Weapons - Rifle/Shotgun	Definition	N/A	N/A	Possession or use of a rifle or shotgun.
	Example	N/A	N/A	rifles, shotguns

<u>Rule</u>		<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
(27) Serious Bodily Injury	Definition	N/A	N/A	Infliction of "bodily harm" that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death
	Example	N/A	N/A	Any behavior that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death
(28) Other Firearms and Destructive Devices	Definition	N/A	N/A	Intentional or unintentional possession or use of any firearms, other than rifle, shotgun, or handguns (including starter pistols), and intentional or unintentional possession of any of the following: Dangerous weapons as defined in O.C.G.A. 16-11-121, rocket launchers, bazookas, recoilless rifles, mortars, hand grenades, and includes any weapon (including starter pistols) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks).
	Example	N/A	N/A	See above.
(29) Bullying Upon a finding that bullying has occurred, with respect to each victim and each perpetrator, the principal or designee shall notify each of the parents, guardians or other persons who have control or charge of the offender and victim (1) that the offender has committed an offense of bullying and (2) that the victim was the victim of said bullying.	Definition	First offense of bullying. (See "bullying" definition above.)	Second offense of "bullying."	Three or more offenses of "bullying."
	Example	See definition	See definition	See definition

<u>Rule</u>		<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
(30) Other - Attendance Related	Definition	Repeated or excessive unexcused absences or tardies; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions	N/A	N/A
	Examples	Repeated or excessive unexcused absences or tardies; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions	N/A	N/A
(31) Other - Dress Code Violation	Definition	Non-invasive and non-suggestive clothing, jewelry, book bags or other articles of personal appearance.	Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance.	Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance. Level 3 may be used for students that violate the school dress code policy three or more times during the same school year.
	Examples	Pursuant to local dress codes, dress code violations for Level 1 may include but are not limited to bare feet; trousers, slacks, shorts worn below waist level; no belt; clothing that is excessively baggy or tight; skirts or shorts that are shorter than mid-thigh; sunglasses worn inside the building; hats, caps, hoods, sweatbands and bandanas or other head wear worn inside school building	Pursuant to local dress codes, dress code violations for Level 2 may include but are not limited to depiction of profanity, vulgarity, obscenity or violence; promote the use or abuse of tobacco, alcohol or drugs; creates a threat to the health and safety of other students; creates a significant risk of disruption to the school environment; clothing worn in such a manner so as to reveal underwear, cleavage or bare skin; spaghetti straps, strapless tops, halter tops, see-through or mesh garments or other clothing that is physically revealing, provocative or contains sexually suggestive comments	Level 3 may be used for students that violate the school dress code policy three or more times during the same school year.
(32) Academic Dishonesty	Definition	Intentional receiving or providing of unauthorized assistance on classroom projects, assessments and assignments	Intentional plagiarism or cheating on a minor classroom assignment or project	Intentional plagiarism or cheating on a major exam, statewide assessment or project or the falsification of school records (including forgery)
	Examples	May include but is not limited to failure to cite sources	Includes but is not limited to intentional dishonesty on minor classroom projects, assignments, homework, etc.	See above.
(33) Other - Student Incivility	Definition	Failure to comply with instructions or the inadvertent use of inappropriate language.	Blatant insubordination or the use of inappropriate language directed towards school staff or peers intentional misrepresentation of the truth	Blatant and repeated insubordination or intentional misrepresentation of the truth; Level 3 should be used for students who display a pattern of violating the school policy related to student incivility.
	Examples	May include but is not limited to general disrespect for school staff or students; profanity; failure to follow instructions	Profanity or obscene language directed towards school staff; issuing false reports on other students	Issuing false reports on school staff; Level 3 may be used for students that violate the school policy on student incivility three or more times during the same school year.

<u>Rule</u>		<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
(34) Other - Possession of Unapproved Items	Definition	The possession of any unauthorized item reasonably deemed to present any potential interference with good order in the school. Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous	The use of the any unauthorized item reasonably deemed to present any potential interference with good order in the school. Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous	The use or possession of unauthorized items including but not limited to matches, lighters, toy guns, or other items that can be construed as dangerous or harmful to the learning environment; Includes the possession of fireworks but the use of fireworks should be coded as Arson; Level 3 should be used for students who display a pattern of violating the school policy related to unapproved items.
	Examples	Includes but is not limited to possession of toys, mobile devices, gadgets, personal items, gum, candy, etc; includes possession of pepper spray	Includes but is not limited to use of toys, mobile devices, gadgets, personal items, , etc; includes the use of pepper spray without injury	Includes but are not limited to matches, lighters, or the possession of fireworks, bullets, stink bombs, CO2 cartridges; includes the use of pepper spray with injury
(35) Gang-Related	Definition	N/A	Wearing or possessing gang-related apparel; communicating either verbally or non-verbally to convey membership or affiliation with a gang	The solicitation of others for gang-membership, the defacing of school or personal property with gang-related symbols or slogans, threatening or intimidating on behalf of a gang, the requirement or payment for protection or insurance through a gang. Level 3 should be used for students who display a pattern of violating the school policy related to gang activity.
	Examples	N/A	Possession or wearing of gang-related clothing, jewelry, emblems, badges, symbols, signs, or using colors to convey gang membership or affiliation; gestures, handshakes, slogans, drawings, etc. to convey gang membership or affiliation; committing any other illegal act or other violation of school policies in connection with gang-related activity	Soliciting students for gang membership; tagging or defacing school or personal property with symbols or slogans intended to convey or promote membership or affiliation in any gang; requiring payment for protection, insurance, otherwise intimidating or threatening any person related to gang activity; inciting other students to intimidate or to act with physical violence upon any other person related to gang activity
(36) Repeated Offenses	Definition	Collection of minor incidents	Collection of moderate incidents	Collection of severe incidents
	Examples	See above	See above	See above
(40) Other Non-Disciplinary Incident	Definition	Can only be used to report "Physical Restraint" with Action "95" ( no teacher name)	Can only be used to report "Physical Restraint" with Action "95" ( no teacher name)	Can only be used to report "Physical Restraint" with Action "95" ( no teacher name)
	Examples	See above	See above	See above



**The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that School Districts, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, School Districts may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from your child's education records in certain school publications. Examples include:**

- **A playbill, showing your student's role in a drama production;**
- **The annual yearbook;**
- **Honor roll or other recognition lists;**
- **Graduation programs; and**
- **Sports activity sheets, such as for wrestling, showing weight and height of team members.**

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the School District to disclose directory information from your child's education records without your prior written consent, you must notify the School Principal in writing by September 1, 2014. The School District has designated the following information as directory information:

- |  |  |
|--|--|
| • Student's name   | • Date and place of birth                                  |
| • Participation in officially recognized activities and sports | • Major field of study                                     |
| • Address  | • Dates of attendance                                      |
| • Weight and height of members of athletic teams               | • Grade level  |
| • Photograph   | • The most recent education agency or Institution attended |
| • Degrees, honors, and awards received                         |  |

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request of amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. 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 contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance 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. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Dept of Education 400 Maryland Ave, SW Washington, DC 20202-5920

**BOARD POLICY**  
**Bus Transportation**

**DESCRIPTOR CODE: ED**  
**DATE: August 10, 2004**

Transportation of students to and from school via District buses is a privilege and not a right. No policy or practice adopted by the Board or District shall have the effect of granting any right to bus transportation.

The District, at the discretion of the Board, provides bus transportation for students living more than 1<sup>1</sup>/<sub>2</sub> miles from school. The Transportation Department directs and supervises the transportation system for the District, subject to and in accordance with State laws, guidelines and local policies.

Students may ride only the bus to which he/she is assigned by the Transportation Department based upon the Bus Routes established by the Department. A student may be allowed to ride a different bus than that to which he/she is assigned only in specific instances when the student presents a written request from the parent/guardian in accordance with procedures to be devised at each school.

Buses will only stop at scheduled stops, without exception. Buses will not make unscheduled stops.  
Legal Reference: O. C. G.A. § 20-2-188; 20-2-504; 20-2-1071; 20-2-1127

**BOARD POLICY**  
**Computer Network and Internet Acceptable Use Policy**

**DESCRIPTOR CODE: IFBG**  
**Date: April 12, 2005**

- A. Purpose  
The Burke County Public Schools Network (BCPSnet) has been established for a limited educational purpose. The term "educational purpose" includes classroom and administrative activities and high quality self-discovery activities. BCPSnet has obtained access to the BellSouth Network, a regional telecommunication system, which includes Internet access, provided through an Agreement with the Georgia Department of Education. Activities that are acceptable on BCPSnet include classroom activities, career development, high-quality personal research and reasonable personal use. BCPSnet is not a public access system or public form. BCPS has the right to place reasonable restrictions on the materials users access or post through the system. Users are expected to follow the rules set forth in this document, the BOE Code of Conduct, and the law, in their use of the system.
- B. Search and Seizure  
BCPS will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the BCPSnet.
1. BCPSnet users have no privacy expectation with respect to the BCPS administrators in the contents of their personal files and records of their online activity while on the BCPSnet. Desktop computers and network storage areas may be treated like school lockers. The network administrator may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on the file server will be private from such review.
  2. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating BCPSnet/Internet Acceptable Use Policy, the Code of Conduct, or the law.
  3. An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the Code of Conduct. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.
- C. Selection of Material
1. When using the Internet for class activities, teachers will:
    - a. Select material that is appropriate in light of the age of the students and that is relevant to the course objectives.
    - b. Preview the materials and sites they require their students to access to determine the appropriateness of the material contained on or accessed through the site.
    - c. Provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly.
    - d. Assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.
- D. Parental Notification and Responsibility
1. BCPS will notify the parents about BCPS network and the policies governing its use. Parents must sign an agreement to allow their child to have an individual account. Parents have the right at any time to investigate the contents of their child(ren)'s e-mail files. Parents have the right to request the termination of their child(ren)'s individual account or access to the BCPSnet at any time.
  2. BCPSnet/Internet Acceptable Use Policy contains restrictions on accessing inappropriate material and student use will be supervised. However, there is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the BCPS to monitor and enforce a wide range of social values in student use of the Internet. Further, BCPS recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. BCPS will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through BCPS system.
  3. BCPS will provide students and parents with guidelines for student safety while using the Internet.

E. Access: The following levels of access

    1. Classroom/Media Center Accounts. Initially Elementary, Middle and High School students will be granted BCPSnet/Internet access only through a classroom account. Elementary students may be provided with an individual account under special circumstances at the request of their teacher with the approval of their parent. An agreement will only be required for an individual account, which must be signed by the student, one parent and sponsoring teacher.
    2. Individual Accounts for Students. Only Secondary students may be provided with individual BCPSnet accounts. A written agreement will be required for an individual account. This agreement must be signed by the student, his or her parent and the sponsoring teacher.
    3. Individual Accounts for BCPS Employees. BCPS employees will be provided with an individual account for the purpose of performing the daily job functions and reasonable personal use.

4. Access to the Internet by elementary students will be monitored by their teacher. Middle schools and high schools will establish a process that will enable staff to monitor authorized student access.
5. Accessing any other e-mail or messaging program other than those provided to you by BCPS (which at the current time is Group Wise and Office View Pro) is strictly prohibited, unless authorized by the BCPSnet administrator.
- F. Unacceptable Uses
 

The following uses of the system are considered unacceptable:

  1. Personal Safety (Restrictions are for students only)
    - a. Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone number, school address, work address, etc.
    - b. Users will not agree to meet with someone they have met online without their parent's approval and participation.
    - c. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
  2. Illegal Activities
    - a. Users will not attempt to gain unauthorized access to BCPSnet or to any other computer system through the BCPSnet, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
    - b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
    - c. Users will not use the BCPSnet to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
  3. System Security
    - a. Users are responsible for the use of individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his/her password to another person.
    - b. Users will immediately notify the system administrator if they have identified a possible security problem. Users will not go looking for security problems because this may be construed as an illegal attempt to gain access.
    - c. Users will avoid the inadvertent spread of computer viruses by following the BCPS virus protection procedures if they download software. d. Users will not use another user password or account to access BCPSnet.
  4. Inappropriate Language
    - a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
    - b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
    - c. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
    - d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
    - e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
    - f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.
  5. Respect for Privacy
    - a. Users will not repost a message that was sent to them privately without permission of the person who sent them the message.
    - b. Users will not post private information about another person.
  6. Respecting Resource Limits
    - a. Users will use the system only for educational and professional or career development activities (no time limit), and limited, high-quality, personal research and reasonable personal use.
    - b. Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer or diskette.
    - c. Users will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
    - d. Users will check their e-mail frequently, delete unwanted messages promptly, & stay within their e-mail quota.
    - e. Users will subscribe only to high quality discussion group mail lists that are relevant to their education or professional/career development.
    - f. Users will not access any other e-mail or messaging programs other than those provided to you by BCPS (which currently is Group Wise and OfficeView Pro).
  7. Plagiarism and Copyright Infringement
    - a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
    - b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
  8. Inappropriate Access to Material
    - a. Users will not use BCPS system to access material that is obscene or pornographic, that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made if the purpose is to conduct research and access is approved by both the teacher & the parent. BCPS employees may access the above material only in the context of legitimate research or other job-related uses.
    - b. If a user inadvertently accesses such information, they must immediately disclose the inadvertent access in a manner specified by their school.

G. Enforcement of Policy

This policy is enforced in the following manner:

- a. BCPS uses a technology protection measure that blocks or filters Internet access to some Internet sites that are not in accordance with the policy of BCPS.
- b. The technology protection measure that blocks or filters Internet access may be disabled by the BCPSnet administrator for bona fide research purposed by an adult.
- c. The BCPSnet administrator may override the technology protection measure that blocks or filters Internet access for a student to access a site with legitimate educational or job related value that is blocked by the technology protection measure that blocks or filters Internet access.
- d. BCPS staff will monitor use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure enforcement of the policy.
- e. Users will not be penalized for accessing sites that the technology protection measure fails to block or filter, however, users must notify the BCPS net administrator with information about questionable sites that are accessible through the system.
- f. Student violators may lose or have restricted their Internet use and access, in the discretion of the building principal. In addition, student use of the internet is subject to the Burke County BOE Code of Conduct and violators are subject to discipline as stated therein ranging from warning to in-school suspension to out-of-school suspension to possible referral to a Disciplinary Tribunal, depending upon the nature and severity of the violation, consistent with the Due Process and other rights of the violator.
- g. Employee violators may lose or have restricted their Internet use and access in the discretion of his or her supervisor. In addition, employee violators are subject to discipline ranging from a warning to a reprimand to suspension to possible non-renewal or termination, depending upon the nature and severity of the violation, consistent with the Due Process and other rights of the violator.
- h. Any BCPS administrator may terminate the account privileges of a guest user by providing notice to the user. Guest accounts not active for more than 90 days may be removed, along with the user's files, without notice to the user.

**BOARD POLICY**

**Descriptive Code: JDA CORPORAL PUNISHMENT**

**Date: 7/10/90**

Reasonable discipline may include the administration of corporal punishment to a student, subject to the following requirements:

- 1. The corporal punishment shall not be excessive or unduly severe.
- 2. Corporal punishment shall never be used as a first line of punishment for misbehavior unless the pupil was informed beforehand that specific behavior could occasion its use; provided, however, that corporal punishment may be employed as a first line of punishment for those acts of misconduct which are so anti-social or disruptive in nature as to shock the conscience.
- 3. All corporal punishment must be administered by the principal or assistant principal, or by a teacher in the presence of the principal, assistant principal, or the principal's designee. When the principal, assistant principal or teacher administers corporal punishment, there must be at least one witness present. The witness must be informed beforehand and in the presence of the pupil of the reason for the punishment.
- 4. The principal, assistant principal, or teacher who administers corporal punishment must provide the child's parent, upon request, a written explanation of the reasons for the punishment and the name of the witness, who was present; provided, however, that such an explanation shall not be used as evidence in any subsequent civil action brought as a result of said corporal punishment.
- 5. Corporal punishment shall not be administered to a child whose parents or legal guardians have, upon the day of enrollment of the pupil, filed with the principal of the school a written statement that they do not wish their child to receive corporal punishment.

STATE REF.: State Standards B 1(1a.7)

LEGAL REF.: O.C.G.A., 20-2-730; 20-2-731; 20-2-732; Ingraham v. Wright, 430 U.S. 651 51 L.Ed.2d 711 (1977)

ADOPTED: 7/11/89 REVISED: 7/10/90 Board of Education of Burke County

**BURKE COUNTY BOE TRANSPORTATION DEPARTMENT BUS RULES AND REGULATIONS**

(All school rules & regulations that apply at school also apply at the bus stop and on the bus.)

Students must be at the designated bus stop waiting for their bus, when the bus arrives each morning.

Students are required to be at the bus stop five (5) minutes before the scheduled arrival time.

The driver will not be able to wait for students who are not at the stop when the bus arrives, except in inclement

weather. The driver will not stop twice at any designated stop. Students are required to be at the stop when the bus comes through the first time to load the bus. Students that are not at their designated stop will be left and must be transported by a parent or guardian to school.

Students must take their seats promptly after boarding the school bus and remain seated while the bus is in motion or if the bus is delayed on the road. Students

must also remain seated when other students are loading and unloading.

Students must keep their feet and all other personal possessions out of the aisle.

Students should not open windows without the permission of the school bus driver. If windows are opened, students should not extend any part of their body outside the windows. Students should not throw objects on the bus or out the bus windows at any time.

Students are not permitted to eat, drink, or chew gum on the bus. Any food or drinks should be stored away before entering the bus. Any food or drinks consumed on the bus will be confiscated, and the student will be reported to the disciplinary administrator.

Students are not permitted to possess tobacco, alcohol, or drugs on the school bus.

Students are not permitted to have or operate electronic devices on the bus. If caught, the item will be confiscated and turned over to Coach Marchman or bus discipline administrator.

Students must conduct themselves in an acceptable manner at all times. Profanity, obscene gestures, screaming, and excessively loud talking are never permitted on the bus.

Students shall not possess, handle, or transmit any type of weapon or object that could be considered a weapon while on the bus or at the bus stop.

### **CODE OF DISCIPLINE – BUS ADDENDUM FOR MIDDLE SCHOOL AND HIGH SCHOOL STUDENTS**

Students that ride the Burke County School System buses are reminded that all the rules listed in the Burke County Schools Code of Discipline apply while they are waiting for, loading, riding and unloading from the school bus.

The major areas of discipline problems on the school buses are summarized below. Brief examples and appropriate punishment are listed under each of the four major categories

#### **ACTS OF VIOLENCE AGAINST STUDENTS**

Examples are verbally/physically abusing another student, fighting and destruction of personal or school property.

##### **Consequences:**

**First Offense:** A minimum of 20 days loss of bus privileges. Ten days out of school suspension at the discretion of the administrator mediating the problem.

**Second Offense:** A minimum of 30 days loss of bus privileges with the probability of loss of privileges for the remainder of the school year and 10 days out of school suspension.

Students are prohibited from using mirrors, lasers, flash cameras or any other lights or reflective devices that might interfere with the school bus driver's operation of the bus.

The driver is in charge of the bus and all students aboard.

Students must obey the driver and/or the bus monitor promptly.

Students must ride the bus assigned to them by school officials.

Students shall not cause any damage to the bus. Persons causing damage will be required to make full restitution of the damaged property and be subject to appropriate disciplinary action.

Students are not permitted to exit the bus except at his/her scheduled designated stop without written permission from a parent and/or the school official.

Students must not touch the emergency door, fire extinguisher, or other bus equipment unless instructed to do so by the bus driver.

**Students will be allowed only two new bus requests changes, submitted by a parent or guardian, each school year. All new requested bus stops must meet state requirements before they are approved, activated, and added to a bus route.**

**Third Offense:** Permanent loss of bus privileges, 10 days out of school suspension and referral to a Disciplinary Tribunal.

#### **ACTS OF VIOLENCE AGAINST THE BUS DRIVER OR MONITOR**

Examples are severe verbal abuse, threatening or physical assault and/or battery upon the bus driver and/or monitor.

##### **Consequences:**

**First Offense:** Permanent loss of bus privileges, 10 days out of school suspension and referral to a Disciplinary Tribunal.

#### **DISRUPTIVE/UNSAFE ACTS**

Examples are loud talking/yelling, standing an/or moving around while the bus is in motion, refusing to promptly do as instructed by the driver/monitor, horseplaying and bothering other riders.

##### **Consequences:**

**First Offense:** A minimum of a warning with a stipulation that the next offense will result in a minimum of 10 days loss of bus privileges.

**Second Offense:** A minimum of 10 days loss of bus privileges.

**Third Offense:** A minimum of 30 days loss of bus privileges with the possibility of loss of bus privileges for the remainder of the school year.

### VULGAR/IMPROPER LANGUAGE

Examples are using profane, vulgar or obscene words, improper gestures and racial slurs.

#### Consequences:

**First Offense:** A minimum of 10 days loss of bus privileges.

**Second Offense:** A minimum of 30 days loss of bus privileges.

**Third Offense:** Loss of bus privileges for the remainder of the school year.

All offenses require parental conferences before a student is permitted to ride the bus following a period of suspension of bus privileges. The period of suspension will be extended until the parent schedules an appointment with the School Administrator that ordered the suspension. It is possible to reduce a student's loss of bus privilege time if the parent and student, in conjunction, with the Bus Supervisor of Discipline, enters into a written behavior contract that requires the student to conduct him/herself in an exemplary manner in order to retain the privilege of riding the bus.

### TRANSPORTATION GUIDELINES

Before checking on a child's bus number, route, and times for pick up and drop off, the following items should be completed:

1. The student should be registered at the school s/he will attend.
2. The parent/guardian should sign the planner letter, student handbook, or other guidelines provided by the school or system. The planner or student handbook should contain guidelines pertaining to the transportation of students.

#### Moving to a new address in Burke County?

Things you need to do:

1. Stop by the Transportation Department and fill out a bus stop request form if you would like your child to ride the bus. It usually takes us around 3 to 5 working days to come out and inspect the bus stop location. While waiting for approval/disapproval of your stop request, you may use a designated stop.

Some of the things we look for when checking the stop:

1. Sex offenders living near the stop; is the address in a curve or over a hilltop; is it too close to an existing stop. There are local and state guidelines we follow to determine if the stop is safe. If the stop is safe, we will call and let you know when and what time the bus will stop for AM and PM runs. You will need to call your child's school to let them know the stop has been approved and on which bus to put your child. The school will give an approved note to the bus driver with the child's name, parents' names, phone number and the bus stop address where the child is to get off the bus. The driver will record this information on his/her student roster. This only

happens when the parent has brought the student to school and is going to ride the bus home.

2. If the student is to ride from home for the first time, you, the parent, will need to write a note with the same information on it – student's name, school name, teacher's name, your name and emergency phone number. This is for the driver to know what school to take your child to that morning and add your information to their roster on the bus. If your child does not have a note, s/he is not allowed to ride the bus. The driver would not know to which school to go.
3. In the afternoon, if the student is in Pre-K or Kindergarten we ask that a responsible adult stand out where the driver can see them. If no one is visible, the driver will return the student to the school for safekeeping.

These are the most common guidelines followed in transportation. They are NOT all the guidelines. The state changes and adds to and deletes guidelines all year long. So, please call or come by for the latest guidelines.

#### Bus Stop Guidelines:

Cars and trucks must be able to see the bus stopping at the stop. We cannot have stops too close together in order for cars to go around the bus. Forty-seven (47) children have died getting on or getting off the bus in the state of Georgia in the last 13 years.

The note writing came into effect because children were getting on the bus that did not go to this school system, which was not appropriate. The designated bus stops came in with a new law called Alana's Law from a Columbia County child that was run over by a school bus.

We try very hard to not put any more rules in place than necessary. We prefer the ride to school and back home to be as least restrictive as possible. But we do take our job very seriously and our children's safety is our first priority. So, please remember that you, the parent, are required to do several things in order for your children to ride the bus. (Remember, buses are to assist you in getting your children to school. We are not here to replace you in this duty.)

For Pre-K and K students and for other students, whenever possible, we are asking you to stay with your child at the bus stop until your child steps on the bus and is seated.

We ask that you stay with your child for several reasons. The bus will NOT always be there. Burke County is a very large county – 834 square miles. There will be times that the bus will be late. Sometimes very late – Buses breakdown, get stuck in the mud, have accidents, new drivers get lost, etc. We always run every route, but things always happen. At some point, we hope to be able to call parents when this happens – but we are not there yet.

We never pick up before 6:30 a.m. Channel 6 time. Please remember, we only do bus stops. Each school

has their own policy about changing buses. This decision is made at the school level. We can only stop at these designated stops. If your child rides the bus and the bus is late to school, the student should not be counted late at school (follow up by parent may be needed). Or, if you live on a bad dirt road and we have had a large rain the night before, the bus probably will not come down your road the next morning. You will need to meet the bus at the paved road or bring your child to school. Reason: We have had 11 buses stuck in one morning before – over 400 children stranded with no bathroom and nothing to eat or drink. We cannot allow this to happen again.

**Buses:**

About half of our buses are air-conditioned. We air condition about 6 to 8 buses each year. The children that are on the buses the longest get air conditioners first and we work our way in.

All buses have VCR cameras on them and two-way radios. We hope to have GPS on all buses by the end of the year.

**Bus Discipline:**

Drivers cannot put children off the bus. If the child is fighting or makes threats against the driver or other students then the driver is not to pick up the child the next morning. The incident is then turned over by the driver to Wade Marchman, who is in charge of bus discipline for BCHS, BCMS, BES and WPS. He can be reached at the old bus shop (706-554-8093). The Principal handles bus discipline for SGA Elementary (478-569-4322). Anything other than bus discipline is handled at the Transportation office.

**Stopping at a Bus Stop:**

Most of our bus stops are at mailboxes and driveways. Please remember that highway right-of-ways and your driveway, until it crosses your property, are public. When you apply for a bus stop, there may be other children and parents there as well. As a general rule, the driver is to stop within 40 feet of the designated stop. We do not have "X" marks the spot type stops. Darkness distracts sub drivers and other issues make this impossible.

We pick up children the first time we come to your stop. We do not pass the stop and stop on the way back by. We do this because we have found that children sometimes think the bus has left them and they start chasing the bus, especially on dead-end roads. We want all children on the bus when we turn the bus around. This is the best way to ensure the safety of our children.

**If you have any questions or concerns, please feel free to call or come by. We are located at 115 Mobilization Drive, Waynesboro, next to Burke County Middle School. You may call us at (706) 554-2859.**

Thank you for trusting us with the care and safety of

your children. Our goal is to transport the students of the Burke County Public School System in a safe and efficient manner and to present ourselves to the community in a positive and professional manner while always striving to improve the overall performance of the Transportation Department.

**NOTES**

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**Internet Usage Form**

August 1, 2017

Dear Parents/Guardians:

All students at Burke County Middle School may use (as assigned and supervised by teachers) the internet for instructional purposes unless parents/guardians indicate in writing that they DO NOT want their student to use the internet at school.

Please check one of the following statements and sign below.

Thank you,

Dr. Mona L. Reynolds, Ed.D

\_\_\_\_\_ My child has my permission to use the internet (as assigned and supervised by teachers) at BCMS for instructional purposes.

\_\_\_\_\_ My child does NOT have my permission to use the internet at BCMS.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Name of Homeroom Teacher

\*\*\*\*\*

**Student Photo Release Form**

This form gives Burke County Public Schools permission to use your child's picture only, on our web site and/or web page.

Student's Full Name: \_\_\_\_\_ Grade \_\_\_\_\_

Homeroom Teacher's Name: \_\_\_\_\_

**As the parent or legal guardian of the above student, I grant permission for my child's photograph on videotape or still photo to be used for any educational or promotional purpose that Burke County Public Schools deems appropriate. I understand that no name will be associated with the photograph.**

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**BURKE COUNTY PUBLIC SCHOOLS**

TO: Parents, Guardians and other persons having charge of school aged children residing in Burke County

RE: Summary of Possible Consequences and Penalties for Failure to Comply With Compulsory Attendance

**TRUANCY:** Georgia law requires that children between the ages of 6 and 16 attend school for the full session or sessions of the school. Failure of a school-aged child to abide by this law can subject the child to adjudication under juvenile justice laws. In addition, failure of the parent, guardian or other person having charge of such a child to enroll the child in school and have them present in school can subject the parent, guardian or other person to fines and imprisonment. A student is truant on each unexcused absence after five (5) unexcused absences. Also, students who without a legally valid excuse arrive late (tardy) and/or leave early are considered in violation of the compulsory attendance law.

**PROMOTION AND CREDIT:** In order to earn promotion in grades 1-8, a student must have credit for attendance at school no less than 165 days (out of 180) after accounting for excused absences. In grades 9-12, to receive unit credit for courses, a student must have such net credit in each class 165 days. Students who enroll after the school year begins must have credit for attendance at least ninety percent (90%) of the days enrolled in the system.

Georgia law requires that the school system notify you of these provisions of the law. By signing below, you acknowledge receipt of a copy of this notice. If you would like to review the actual language of the law (O.C.G.A. § 20-2-690.1; § 20-2-701; § 40-5-22; § 15-11-67), the Official Code of Georgia is available in most libraries and on-line at [www.legis.state.ga.us](http://www.legis.state.ga.us).

STUDENT NAME: \_\_\_\_\_

ADULT SIGNATURE: \_\_\_\_\_

STUDENT SIGNATURE (if over 10 years of age): \_\_\_\_\_



**Cell Phones and Other Personal Electronic Devices****DATE: April 12, 2017****PURPOSE**

Burke County Public Schools (BCPS) holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies, including but not limited to cell phones, tablets, Netbooks, Chrome Books, iPads, Kindles, Nooks, and other personal electronic devices capable of capturing and/or transmitting data or images. It is the intent of the Board that all electronic devices be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning; therefore, the Board will allow the possession of such devices at school, on buses, and school sponsored events, as outlined within this policy

**GENERAL STATEMENT OF POLICY**

Students who possess and/or use such devices at school, on buses, and/or at school sponsored events shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community. The possession of an electronic device is not a violation of the Code of Student Conduct. However, the possession of an electronic device when used to disturb the educational process, carry out criminal activity, or disturb/interfere with the safety of students being transported on a BCPS bus or at school facilities, are infractions of the Code of Student Conduct.

**RESPONSIBLE USE AT SCHOOL, ON BUSES OR AT SCHOOL SPONSORED EVENTS****A. Respect for the educational environment**

- a. Students may use their cell phones on the daily bus ride to and/or from school for instructional purposes (i.e. assignments, research) or as a listening device (with earphones). They may not, however, use their phones to make calls, except in cases of emergency AND when permitted by the driver. They may not use their cell phones or other personal electronic devices in any way that causes a disturbance on the school bus.
- b. Students may use their cell phones on campus as stated above in (a) as well as to make calls or to send/receive texts before the official start and after the end of the school day.
- c. Students may use their cell phones on campus to as stated above in (a) and (b) during their designated lunch following procedures set forth by the principal.
- d. Students may use their cell phones or other personal electronic devices in the classroom and other instructional spaces (i.e. media center, auditorium, outside, field trips) for instructional purposes (i.e. audio recording of lessons, notes, presentation) AND following the procedures set forth by the individual teacher.
- e. Students are explicitly prohibited from sending, sharing, viewing or possessing any material of a sexually explicit nature while at school, at school-sponsored events or on school buses.
- f. Phones must be placed on silent mode at all times as not to cause any unnecessary distractions to the educational environment.
- g. Permission to leave class in response to any electronic device shall not be granted.
- h. To legitimately report a violation of the Code of Student Conduct, a potentially dangerous situation or other misconduct to school officials shall be considered responsible use.

**B. Respect for privacy rights**

- a. Students shall not photograph, record, or videotape other individuals at school or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances.
- b. Students shall neither e-mail, post to the Internet, nor electronically transmit images of other individuals taken at school without their expressed written consent.
- c. Students are strictly forbidden to either use or display cell phones or other personal electronic devices in locker rooms and restrooms.

**C. Assuring academic integrity**

- a. Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.

**D. Compliance with Other District Policies**

- a. Use of cellular phones or other personal electronic devices must not violate any other district policies, including those regarding student privacy, code of student conduct, electronic technologies acceptable use, or harassment.
- b. If a violation involving more than one district policy occurs, consequences for each policy may apply.

**VIOLATIONS OF THIS POLICY**

Unauthorized use (i.e. time, location) of cell phone is considered Student Incivility as outlined in Rule 33 of BCPS Student Code of Conduct and disciplinary action will be taken accordingly.

Additional consequences may apply depending on other applicable violations.

To protect academic integrity, avoid disruption of the learning environment and protect the privacy rights of others, administrators may confiscate and search the contents of a cell phone *only* if there is **reasonable suspicion** that such a search will reveal such a violation. A student who is asked to turn a phone over to an administrator must turn the phone over in operating condition (battery and memory card intact). Content or images that violate criminal laws will be forwarded to appropriate law enforcement.

### **WAIVER OF LIABILITY**

BCPS will not be responsible for any damaged, lost, or stolen wireless communication or personal technology device. Neither will school district employees be held liable for wireless communication or personal technology devices that are damaged, lost, or stolen.

Note: Numerous wireless communication devices are reported stolen each year. Students are expected to treat their phone and other personal electronic devices as they would any of their other personal property. Devices should not be left unattended or unsecured at any time. School

administrators will not be expected to discontinue other administrative responsibilities to try to recover personal devices. Investigation and recovery efforts will occur only as time and circumstances permit. Notwithstanding, all school policies are applicable to those determined to be responsible for the theft, damage or destruction of such items.

### **SUPPLEMENTARY PROVISIONS**

- A. No **students, teachers, or proctors** are allowed to possess and/or use any personal wireless communication or personal technology device, including (but not limited to) cell phones or personal digital assistance devices, during the administration of statewide tests. Wireless technology devices used only to administer the tests are excluded.
- B. BCPS employee should practice responsible cell phone use, including but not limited to refraining from use in the presence of students except for instructional purposes.
- C. When deemed necessary, the Superintendent may develop additional guidelines or procedures consistent with this policy.

The impact of the policy shall be reviewed at the end of the school year. Based on the evaluation, the Board will determine necessary revisions. All provisions of BCPS Acceptable Use and Internet Safety Policy (IFBG) apply.

## **G-Suite for Education (Google Apps for Education)**

Google Apps for Education runs on an Internet domain purchased and owned by the school system and is intended for educational use. Your student's teachers will be using Google Apps for lessons, assignments, and communication.

Google Apps for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times. Student safety is our highest priority.

### Acceptable Use (Privacy and Safety)

Apps for Education is primarily for educational use. Students may use Apps subject to the restrictions below and additional school rules and policies that may apply.

- Privacy - School staff, administrators, and parents all have access to student email for monitoring purposes. Students have no expectation of privacy on the Apps system.
- Limited personal use - Students may use Apps tools for school projects but may not use them for:
  - o Unlawful activities
  - o Commercial purposes (running a business or trying to make money)
  - o Personal financial gain (running a web site to sell things)
  - o Inappropriate sexual or other offensive content
  - o Threatening another person
  - o Misrepresentation of Burke County Public Schools, staff or students. Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.
- Safety
  - o Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.
  - o Students agree not to meet with someone they have met online without their parent's approval and participation.
  - o Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
  - o Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

- Access Restriction - Due Process
  - o Access to Google Apps for Education is considered a privilege accorded at the discretion of the District. The District maintains the right to immediately withdraw the access and use of Apps when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Google, BCPS also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.
- Respect the rights of copyright owners. Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.



## Notice of Rights of Students and Parents Under Section 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. For more information regarding Section 504, or if you have questions or need additional assistance, please contact your school's Section 504 Coordinator at the student's school.

The implementing regulations for Section 504 (as set forth in 34 CFR Part 104) provide parents and/ or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right, at any time, to file a complaint with the United States Department of Education's Office for Civil Rights. The address of the Regional Office which includes Georgia is: Office for Civil Rights, Region IV, 61 Forsyth Street, Suite 19T70, Atlanta, Georgia 30303.

You may also contact the Burke County School System Section 504 Compliance Coordinator, Mr. James Hyder, General Counsel, 789 Burke Veteran's Parkway, Waynesboro, Georgia 30830. Phone Number: 706-554-5101.

## Section 504 Procedural Safeguards

**1. Overview:** Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator ; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator . The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

**2. Hearing Request: The Request for the Hearing must include the following:**

- a. The name of the student.
- b. The address of the residence of the student.
- c. The name of the school the student is attending.
- d. The decision that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the grievant.
- g. The name and contact information of the grievant.

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

**3. Mediation:** The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

**4. Hearing Procedures:**

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
- c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
- e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.
- f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
- g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
- h. The hearing shall be closed to the public.
- i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
- j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
- k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
- l. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
- m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

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

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