

2013-2014

# BALDWIN

## HIGH SCHOOL



*Braves*

**Student Handbook**

**EDUCATING EVERYONE  
TAKES EVERYONE**

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Baldwin High School  
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Telephone: 478-453-6429  
Fax: 478-451-3032  
[www.baldwinhighschool.net](http://www.baldwinhighschool.net)

Dear Students and Parents,

Welcome to Baldwin High School. I hope you will have a successful year. This handbook is designed to answer questions for new students and to serve as a reminder to returning students. BHS students can expect to be held to a high standard of academic excellence and to demonstrate behavior becoming of a representative of Baldwin High School.

In this book you will find the information you need on rules, procedures and activities at Baldwin High School. I encourage both students and parents to read the handbook carefully making sure you are aware of our policies both old and new as well as activities available to you at our school.

This handbook is the result of input from parents, students and teachers at Baldwin High School, who have worked many hours to develop, rewrite and organize the information into an effective tool for your use. A special thanks to all who were a part of this effort, especially our parents and students.

The faculty and staff pledge to work in a cooperative effort to support your success. If this handbook does not clearly address an issue of concern to you, or if you have any questions about the information in this handbook, you should contact your teachers, counselor, assistant principal or me for help. Our expectation is that you have the best school year possible and meet all of your goals for success.

Sincerely,

Dr. Jessica Swain  
Principal

# Baldwin County Schools

*“EDUCATE TO GRADUATE” ~STAY IN SCHOOL~*

## MISSION STATEMENT

The **mission** of the Baldwin County School District is to educate students who will graduate from high school and become contributing members of a global society.

We believe that.....

- All students can learn.
- The process of learning requires a partnership among students, educators, parents, and the community.
- Students share the responsibility to develop the self-discipline that makes learning possible.
- Educators must use a variety of teaching strategies and technological advances to address the needs of students.
- Students not only need to demonstrate their understanding of essential knowledge and skills, but need to be actively involved in problem solving and producing quality work.
- Parents, students, and educators share the responsibility to maintain a clean, safe learning environment.

**Safe School’s Tip Line**  
**478-453-1855**  
**(Anonymous)**

## **BALDWIN COUNTY BOARD OF EDUCATION BOARD MEMBERS**

**Dr. Gloria Wicker**  
2547 Allison Drive  
Milledgeville, GA 31061

**Mr. Harold B. Simmons**  
PO Box 1482  
Hardwick, GA 31034

**Mr. Lyn Chandler**  
627 Hwy. 49 West  
Milledgeville, GA 31061

**Mr. John Jackson**  
181 Northeast Snyder Road  
Milledgeville, GA 31061

**Mr. Wes Cummings**  
3786 Sussex Drive  
Milledgeville, GA 31061

**Superintendent**  
Geneva Braziel

### **Anti-Discriminatory Statement**

It is the policy of the Baldwin County Board of Education and Baldwin High School not to discriminate on the basis of age, sex, race, religion, national origin, or handicap in its educational programs, activities, or employment practices.

**Baldwin County Public School System**  
**2013-2014 School Calendar**  
 (Board Approved 4/9/2013)

**First Semester (2013) = 88 days**

July 15-19	Summer GA High School Graduation Test
July 17	Summer GA High School Writing Test
July 29 (Monday)	Teacher Professional Day (1)
July 30 (Tuesday)	Teacher Professional Day (2)
July 31 (Wednesday)	Teacher Professional Day (3) – Open House
August 1 (Thursday)	Teacher Professional Day (4)
<b>August 2 (Friday)</b>	<b>First Day of School</b>
<b>September 2 (Monday)</b>	<b>Labor Day Holiday</b>
September 9-13	Fall GA High School Graduation Test
September 25-26	Fall GA High School Writing Test
October 3	End of 1st Grading Period
October 16	PSAT Testing
<b>October 21-25</b>	<b>Fall Break</b>
<b>October 28 (Monday)</b>	<b>Students Return from Fall Break</b>
November 4 - November 15	Winter GA High School Graduation Test
November 25-29 (Mon.-Fri.)	Thanksgiving Holidays
December 2 - December 13	Winter EOCT
December 17-18	Early Release Days for all schools

**Second Semester (2014) = 88 days**

January 3 (Friday)	Teacher Professional Day (5)
January 6 (Monday)	Teacher Professional Day (6)
January 7 (Tuesday)	<b>Students Return for 2nd Semester</b>
January 20 (Monday)	Martin Luther King, Jr. Holiday
February 14 (Friday)	Teacher Professional Day (7)
February 17 (Monday)	President’s Day Holiday
February 18-March 4	ACCESS for EL
February 26-27	Grade 8 Writing Assessment
February 26-27	Spring GA High School Writing Test (Retest)
March 5-6	Grade 5 Writing Assessment
March 12	End of 3rd Grading Period
March 17-28	Grade 3 Writing Assessment
March 17-28	Spring GA High School Graduation Test
<b>March 31 - April 4</b>	<b>Spring Break</b>
April 14-24	CRCT & CRCT-M Administration
April 28 - May 9	Spring EOCT
May 19-20	Early Release Days for all schools
May 21 (Wednesday)	Teacher Professional Day (8)
May 22 (Thursday)	Teacher Professional Day (9)
May 24 (Saturday)	High School Graduation Day
May 26 (Monday)	Memorial Day Holiday
<b>School Day for Students</b>	<b>Start Time      Ending Time</b>
Elementary –	7:45 a.m.      2:45 p.m.
Middle School –	8:15 a.m.      3:15 p.m.
High School –	8:15 a.m.      3:15 p.m.

### **School Council**

The school council is designed to improve education by involving all of the stakeholders—parents, educators, and members of the business community. The intent is to bring communities and schools closer together in a spirit of cooperation to solve difficult education problems, improve academic achievement, provide support for teachers and administrators, and bring parents into the school based decision-making process.

### **Parent and Teacher Organization (PTO)**

PTO has been organized to maintain positive communication between Baldwin High School and its families. The organization has been instrumental in securing parent volunteers and providing parents, teachers, and students with an informal opportunity to meet and discuss academics. PTO meets at least once per semester, and as needed to provide parents with an opportunity to meet students' new teachers.

### **9th Grade Academy**

The academy strives to reduce the anxiety ninth-grade students experience with their transition from middle to high school. The mission of the Baldwin High School Freshman Academy is to empower and develop successful ninth-grade students.

#### **Goals/Critical Success Factors**

- Academics - increase percentage of students promoted to 10th grade.
- Citizenship - decrease number of disciplinary referrals.
- Retention - reduce drop-out rate.
- Extra-curricular activities - increase percentage of students participating in extracurricular activities.

### **Student Directory Information**

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

- Student's name, address and telephone listing;
- Date and place of birth;
- Grade level;
- Electronic mail address;
- Dates of attendance;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Photographs;
- Video and audio images and recordings;
- Diplomas and awards received;
- Major field of study;
- The name of the most recent previous educational agency, institution, or school attended by the student.

**Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request.** You have the right to refuse all or any part of the above information to be designated as directory information and to be disclosed to the public upon request. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled, in writing, within ten (10) school days after the first day of the school year.

### **Opt-Out of Military and/or Institutions of Higher Learning Recruitment**

The No Child Left Behind Act required the School District to disclose the names, address, and telephone numbers of high school students upon request by military recruiters and institutions of higher learning, unless individual students 18 years old or older or their parent requests that the information not be released. A parent or eligible student who desires that the School District not release this information to military recruiters and institutions of higher learning must notify the principal of the school at which the student is enrolled in writing ten (10) days after the first day of the school year.

### **Address Changes**

- A parent is required to notify, in writing, the counseling office immediately of any change in address, phone number, or guardianship.
- Any married student is required to report this information to the counseling office.

### **Health Department Information**

- The Health Department of Baldwin County (445-4274) offers many services to students of high school age: ALL SERVICES ARE OFFERED BY APPOINTMENT ONLY! Contact the Health Department for the days and times of these services.

### **Student Publications**

- The school yearbook is named the *Legend*. Price will be announced at the time of sale.

### **Advertising**

- The Board of Education prohibits the distribution of advertising materials such as flyers, brochures, pamphlets, handouts, posters or other printed materials on school property by or for commercial organizations or individuals except when necessary to affect an approved school activity.
- The advertising of non-commercial community activities may be permitted if approved by the Superintendent or the Principal. (Board Policy KJ)

### **Posters/Announcements**

- The Board of Education prohibits the distribution of advertising materials such as flyers, brochures, pamphlets, handouts, posters or other printed materials on school property by or for commercial organizations or individuals except when necessary to affect an approved school activity.
- Signs and posters which organizations/students wish to display must first be approved by the principal or designee. Posters not approved or improperly placed will be removed. Any student who posts printed material without approval is subject to disciplinary action. Students will be instructed about where posters and signs may be displayed.
- The advertising of non-commercial community activities may be permitted if approved by the Superintendent or the Principal. (Board Policy KJ)

## **Attendance and Tardy Policies**

Regular school attendance gives children a solid foundation for a happier and more successful future. Everyone benefits when children attend school regularly. Parents can and will influence their child's attitude toward school and learning through what they say and more importantly, by what they do. We need everyone to work with us in making this aspect of school a total success.

### **Attendance Policy for students under the age of 16:**

- Students at Baldwin High School who are under the age of 16 are covered by the State of Georgia Compulsory Attendance Law (OCGA 20-2-690.1). This law requires students to **regularly** attend school until their 16th birthday. • The Georgia Compulsory Attendance Law requires that the School provide each parent/guardian a written summary of possible consequences and penalties for failing to comply with the compulsory Attendance Law.

The parent/guardian and student shall sign a statement indicating receipt of such written statement and indicating that they have read and understand the Attendance Policy of the Baldwin County Board of Education as documented in the School Handbook.

### **School Hours 8:15 a.m. – 3:15 p.m.**

Students may enter the commons area/cafeteria at 7:30 AM. The academic wings will be open at 8:05 AM and close at 5:00 PM. No student should be in the building after 3:15 PM unless under the direct supervision of a teacher/coach/or activity sponsor. The building doors will be secured at 5:00 PM.

### **Sign In/Sign Out Policy**

Any student arriving after 1<sup>st</sup> period officially begins must sign in at the attendance office. Any student leaving campus before last period ends must sign out at the attendance office. Any student **missing more than 6 minutes of class** will be marked absent for that class period. **Students signing out during a school day will not be allowed to sign back in on the same day without a doctor/medical excuse. During State and Local testing administrations, students will not be allowed to check out while testing is in progress. Emergency situations will be considered by school administration.**

### **Excused Absences**

A parent may submit undocumented excuses for five (5) days per school year. All other absences must be documented with a statement from a doctor or a medical facility. These excuses **must be submitted within three (3) school days of the absence.** The following information must be specified on each excuse: The date excuse is written; the date(s) and day(s) of absence(s); the reason for the absence (s), and must be signed by the parent/guardian.

### **Reasons Accepted for Excused Absences:**

- Personal illness and when attendance would endanger the health of the student or the health of others.
- Death of an immediate family member.
- Religious Holidays
- Registering to vote (for a period not to exceed one day)
- When absence is mandated by order of government agencies, e.g., pre-induction
- Physical examination for armed services or Court Ordered appearances.
- Conditions rendering attendance impossible or hazardous to the health or safety of the student.

### **Procedures for Students under the age of 16 with excessive unexcused absences:**

- When a student accumulates three (3) unexcused absences, the school shall contact the parent/guardian informing them of the three (3) unexcused absences.
- When five (5) unexcused absences are accumulated, a referral will be made to the Baldwin County School System as required by Ga. Law.
- The System Attendance Officer shall notify the parents/guardian (by certified mail, return receipt requested) notifying of the absences and include a written summary of the consequences for failing to comply with the Compulsory Attendance Law. • Penalties are fines up to \$100.00 per day; up to 30 days per jail, community service or a combination of the penalties, at the discretion of the court. • Each unexcused absence over (5) is considered a separate offense. Upon receiving a referral, the Attendance Officer may refer cases of five (5) unexcused absences to the School Social Worker, the Dept. of Family and Children Services (or other appropriate community agencies), Interagency Council and/or to the Attendance Support Team for the School. The Attendance Support Team can be composed of the System Attendance Officer, School administrator, school counselor, parent, student, and any other pertinent party. Failure of a parent/guardian to attend and participate in the Attendance Support Team Meeting will be considered as non-compliance.
- If the truancy issue is not resolved after the above processes, legal action will be taken against the parent and the student. A Juvenile Complaint Report will be filed on the student and a State Warrant will be issued for the parent/guardian.

### **Unexcused Absences for Students over the age of 16:**

- The Baldwin County School District will withdraw any student who has missed more than ten (10) consecutive days due to unexcused absences, who are not subject to compulsory school attendance (over the age of 16), and who are not receiving instructional services from the School District required by the Federal Individuals with Disabilities Act (IDEA). In addition, any student, regardless of age, who exceeds ten (10) unexcused absences in a semester shall be denied credit for all blocks affected. Such student shall be referred to an appeal committee.

The student may appear before the committee to explain such absences or a school staff member may present the student's case on his/her behalf. This appeal must include conclusive documentation of each absence.

In extreme circumstances, the committee has the authority to waive this regulation. Parents or student are allowed five (5) days to initiate the appeal process with the School Principal or the Appeal Committee.



### **Tardy Policy**

**The Tardy Policy was established by the Baldwin Co. Board of Education in accordance with Ga. State Law.**

- All students must be in class by 8:15 AM. Students arriving to class after 8:15 AM will be charged with a tardy. If the tardy was caused by a late bus or medical appointment (with proper verification of appointment), a pass to class can be obtained at the Attendance Office.
- All classroom doors will be locked after the tardy bell begins ringing.
- Students will need to go to Student Services for a tardy pass to be admitted to class.
- Any student reporting to class after the tardy bell begins ringing, but within six (6) minutes after the tardy bell, will report to the attendance office to receive a tardy slip and then be admitted to class.
- Any student not reporting to class within six (6) minutes of the tardy bell and without a tardy slip will be charged with a class cut.
- At the end of the block, students in the Student Center should report promptly to their next class. • Any student found to be loitering in the halls after the bell will be charged with a class cut and the subsequent penalty.
- Students reporting to school from a medical appointment (with proper verification of appointment) will be allowed to go immediately to class by obtaining a pass from the attendance office.
- **Any student who has received a tardy for any block will be issued one day of detention for every tardy received. Failure to attend detention hall the first time will result in 2 days detention. Failure to attend detention hall any additional times will result in one day of In School Suspension (ISS). Students who become habitual violators of the Tardy Policy are subject to consequences at the discretion of the principal, and may include any one or a combination of the following: parental suspension, ISS, home suspension.**
- The classroom teacher's records will be the official documentation for classroom attendance.
- Records are maintained in the school student information system.

### **Class Cut**

- A student who is absent from class but is present at school and who does not have a valid excuse for the absence is considered to have cut the class missed.

### **College Visits**

- Each student is allowed to visit the college(s) of choice. The student should get a note of explanation from a counselor prior to the date of the visit to the college. The note is to be signed by parent/guardian and each classroom teacher. After all signatures are obtained, the note is turned in to the attendance office. Verification of attendance from the college is required and should be turned in to the attendance office.
- It is the responsibility of the student to complete any work missed while away. If the student follows the above procedures, the absence is considered a School Sponsored activity (SSA day).
- **Remember, a student may not have more than 10 SSA days in an academic year.**

### **First Aide/Illness**

- Students who become ill during the school day should report to their regularly scheduled teacher. The teacher will issue a pass authorizing the student to report to the school nurse/attendance office. After first aid has been administered, the student must report to the Student Center until picked up by a parent or until the end of that block.
- If an emergency arises, arrangements will be made for getting students to a doctor/hospital via ambulance. If a student is carried to a doctor or the hospital, the parent is notified immediately and is expected to come and assume responsibility for the student.

### **Medicine**

No medicine (prescription or non-prescription) will be administered to a student at the school without written permission of the student's parent or guardian. Over-the-counter drugs must be maintained in the original container and may be administered to a student after receiving verbal permission from the parent/guardian. Verbal permission received will be entered in the medicine logbook. Prescription drugs must be in the original container, bearing the name of the patient, the drug, the prescribing physician, and the name of the pharmacy filling the prescription.

Medicine must be kept in a place designated by the principal. Any medicine or drug administered must be entered into a Medication Log Book (Board Policy JGCD).

### **Hospital/Home Bound**

- A teacher will be provided by the Baldwin County Board of Education to provide instruction for any student confined to home or the hospital with a non-contagious illness (as certified by the attending physician). The student's regular teachers will provide the hospital/homebound teacher with the student's daily assignments so that the student may keep up with class work. Students will not be counted absent when enrolled in the home-bound program. Forms for enrolling in this program may be obtained from the office and must be completed by the attending physician and the parent.

### **What YOU need to know about school and your driver's license**

- School attendance is required.
- No individual under the age of 18 can obtain a driver's license or instructional permit unless he or she is attending a public school, a private school or is enrolled in a home schooling authorized by law, or has graduated from high school, received a certificate of high school completion; or has completed his or her secondary education and is enrolled in a post-secondary school.
- If a student under 18 drops out of school and has remained out of school for 10 consecutive days, or has more than 10 school days of unexcused absences in any semester or combination of two quarters, notice will be given by the school to the Department of Motor Vehicle Safety. The student's driver's license will then be suspended for one year.
- A student's driver's license will be suspended until their 18th birthday if the student is suspended from school for any one of the following offenses:
  - *Threatening, striking or causing bodily harm to a teacher or other school personnel.*
  - *Possession or sale of drugs or alcohol on school grounds.*
  - *Possession or use of a weapon on school grounds.*
  - *Any sexual offense prohibited under Chapter 6 or Title 16.*
  - *Causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student.*

### **Student Withdrawal (GA State Law)**

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

- Any minor OVER the age of mandatory attendance (16-18) who has not completed all requirements for a high school diploma who wishes to withdraw from school must have the written permission of his or her parents or legal guardian prior to withdrawing. Prior to accepting such permission, the school principal or designee shall convene a conference with the child and parent or legal guardian within two school days of receiving notice of the intent of the child to withdraw from school. The principal or designee shall make a reasonable attempt to share with the student and parent or guardian the educational options available, including the opportunity to pursue a general education development (GED) diploma and the consequences of not having earned a high school diploma, including lower lifetime earnings, fewer jobs for which the student will be qualified, and the inability to avail oneself of higher educational opportunities.

### **General Expectations**

#### **Textbooks/Hold Policy**

- Textbooks are the property of the Baldwin County Board of Education. Students are responsible for ALL textbooks and/or any additional assigned ancillary materials issued. If books are lost or damaged, the student will be required to pay the full cost of the books (which may cost up to \$100). Additional textbooks will not be issued to students who owe for books.
- Students are responsible for all textbooks, uniforms, science equipment, athletic gear, library materials, ID charges and any other items issued to them during the school year. At the end of each semester, it is the student's responsibility to return any and all items issued to him/her, to the appropriate staff member.

- Materials left in the lockers, with the attendance clerk, the homebound teacher, or in any classroom will remain on the student’s record.
- If a student has not cleared all of his/her responsibilities to the school, that student will be placed on “hold” and will not be eligible to participate in any extra-curricular activities. A hold may be cleared at any time by returning the item to the appropriate staff member; obtaining a release slip, which is then turned in to the Bookkeeper or by paying the Bookkeeper the value of the non-returned item.
- All financial obligations to the school must be reconciled prior to participation in senior and graduation activities or extra-curricular activities.

**Lockers**

- Lockers are made available to students for storing their books and school materials and supplies. The lockers, however, remain the property of Baldwin High School and are subject to inspection. If the search reveals that the student is concealing materials that are prohibited by federal, state, or local law, local law enforcement authorities will be notified and appropriate action will be taken.
- Lockers are furnished for student’s convenience. Locker assignments are made through the office. Each student is responsible for the locker he/she has been assigned. Each student is expected to respect the rights and property of other students.
- Students may use only the locker assigned to them – **NO SHARING**. Students **MUST** place a school lock on their locker, if it is not built in. The student will pay a user fee of \$5.00 per year for the use of the lock. There will be a cut-off fee of \$5.00 for any non-school lock on a school locker. Students are responsible for all items left in lockers and must clean out their locker at the end of each semester. A fee of \$5.00 will be charged for all locks damaged or not returned.

**Cafeteria Rules**

- Breakfast and lunch will be served daily in the cafeteria. **Eating breakfast will not be an excuse for being late to first block**. Students must show ID’s prior to any transaction with cafeteria personnel.
- Students will not be allowed to charge meals in the cafeteria.
- Students should report promptly to lunch when their lunch assignment begins.
- Good behavior in the cafeteria is a must. Students are responsible for returning trays, silver, paper, etc., to the proper place when finished. If a student is at a table where trays are left, the student will be expected to assist in clearing the area when asked.
- Breaking in line is not allowed.
- Standing or beating on the tables or stools is not considered proper behavior.
- Students will need to use restrooms adjacent to the cafeteria during their lunch break.
- Since classes are going on during lunch break, it is necessary that each student take the assigned route to the cafeteria to avoid unnecessary traffic in halls where classes are being conducted.
- During the lunch periods students found in unassigned areas such as halls, gym, library, vocational school, etc. without a pass will be considered out of place.
- Students must remain on campus during lunch period.
- **Tardy passes** will not be issued from lunch. Students are expected to return to class on time. Two or more lunch lines operate during each lunch break. Students should avoid lines that are excessive in length to avoid being tardy to class. **Students will be charged “out of place” if they return from lunch late.**
- Food and open containers are not permitted outside the cafeteria. This includes any items purchased at the vending machines, any twist off cap bottles, anything purchased in the cafeteria, at the concession stand, at the school store or brought from home. No food or drink is allowed in the classrooms.
- **No deliveries will be accepted for students. This includes lunches, birthday items, or any other non-educational deliveries.**

**Meal Prices**

Student paid lunch.....	\$2.00	Student paid breakfast.....	.85
Student reduced price lunch.....	.40	Student reduced price breakfast.....	.30
Adult lunch.....	\$3.00	Visitor Lunch.....	\$3.00
Adult breakfast.....	\$1.50		

### **Library/Media Center (LMC) Guidelines**

- The Library/Media Center (LMC) Staff invites everyone to visit the LMC and become familiar with the LMC's collection and services. Remember the LMC and its staff is here to serve the students and teachers.
- Students coming to the LMC from a class must have a purpose related to that class and need the use of the LMC materials.

Each student must have a separate pass with the time the student left the classroom and the time he leaves the LMC will be recorded on the pass. **Students must sign in and out on the LMC's pass sheet.**

### **Resource Utilization procedures**

- All material taken from the LMC must be checked out at the circulation desk. In order to check out material ID card will be scanned. Students are cautioned not to check out materials for others, as the person checking out the materials is held responsible for loss, damage, late fees, etc.
- Fiction and non-fiction books may be checked out for two weeks and may be renewed for two additional weeks.
- Students may request that a book be reserved for them.
- When returning books, place them in the book return box at the front desk.
- The LMC staff requests that materials which are used only in the LMC not be returned to the shelves, but should be left on the tables or designated carts.

### **Overdue or Lost Materials**

- Fines should be cleared when overdue materials are returned.
- A fine of \$.10 cents each school day will be charged to students for an overdue book from the general collection. A maximum overdue fine of \$5.00 will be charged for each overdue material.
- Overdue notices are sent to teachers, who deliver them to the students. The notices are courteous reminders. Materials should be returned by the date due stamped on the material. All students are expected to report to the LMC when they receive a notice.
- The LMC staff evaluates damages to material and makes an estimate of what is due.
- The price of the materials at the time of purchase is charged for all materials lost. The minimum replacement cost of any material is ten dollars (\$10.00). If a book has no price listed, the media specialist will estimate the cost. Receipts are given when payment is made.

### **Copies**

A copier machine is available. Copies may be made at ten (\$.10) cents a copy. This service is provided at the library media specialist's convenience. Black and white printouts from a computer are ten (\$.10) cents a page and color computer printouts are twenty-five (\$.25) cents per page.

### **Telephone Use**

- Students are not to use office or classroom telephones. They are business phones only.
- Efforts will be made to notify students of messages called into the school at such time as not to interrupt the school day.
- **Students may go to the Student Center “only” to make EMERGENCY phone calls when they are not with an Administrator or teacher.**

### **Visitors**

- Parents are invited to visit the school and to get to know the teachers.
- The BHS campus is not open to the general public. Anyone visiting the campus should have a specific school related reason. Visitors who attempt to socialize with the student population will be reported to the local law enforcement agency.
- Parents and other visitors must report to the school's front office upon arrival on campus and sign in. No visitor will be allowed to visit a classroom regardless of the reason without prior arrangement with the principal. Personal visits with faculty/staff must be arranged for after school hours. The staff member will be notified of the visitor's presence and arrange to meet the visitor in the front office.
- Unauthorized persons will be asked to leave the campus. If they do not or if they return a second time, charges will be filed with the local law enforcement agency.
- When parents wish to have a conference with a teacher, arrangements should be made with the guidance office.

- No student is to bring children on campus.
- Relatives or friends (any non-student) will not be allowed to attend classes with a student. This rule does not include new students or parents. Parents are welcomed and encouraged to attend classes with their student. Parents must receive approval from the principal prior to attending class.
- Escorted visitors are only permitted to visit approved locations as designated by the visitor sticker.

### **Valuable Personal Property**

- Students should bring only personal items necessary for class participation and/or extracurricular activities. Large sums of money are not recommended. Items that are considered potentially dangerous or disruptive will be confiscated. The school is **NOT RESPONSIBLE** for any valuables that are lost or stolen.

### **Emergencies**

- School employees are authorized to administer first aid in a health emergency. Using emergency information on file in the office, the school will contact the student's parents and arrange, if necessary, additional care.
- For the student's protection, the school requires every student to provide the school office with emergency information (specific allergies, work phones of parents, persons to contact in an emergency, doctor's name, etc.). It is important that this information is up-to-date. Please report any changes in this information to the school nurse.

### **Emergency Preparedness**

- **Fire Drills**  
Fire drills are required by state law and should be treated with respect at each occurrence. Practicing appropriate safety and evaluation procedures may well prevent serious injury or loss of life. The occupants may reenter the building once the drill is complete.
- **Tornado Drills**  
Tornado drills will be scheduled during the school year. When the alarm sounds, students will move into the halls and be seated on the floor facing the wall with head between knees as a precaution against flying glass and debris. Do not leave the building. All window and doors should be closed.
- **Evacuation Drills**  
The administration will initiate building evacuation procedures. Teachers will accompany their classes as they evacuate the building in an orderly fashion. Personnel and students should remain at the evacuation site until the "all clear" signal or instructions to relocate to another position are given. Classes missed due to a bomb threat may be rescheduled.

### **Moment of Silence**

In each classroom, at the beginning of first period, the teacher in charge shall conduct a period of quiet reflection with the participation of all students. This time shall be considered an opportunity for a moment of silent reflection on the anticipated activities of the day. During this period, silence shall be maintained and no activities will be engaged in. Disruptions will be addressed with Disciplinary action.

### **Pledge of the Flag**

In accordance with Georgia Law (Code 20-2-310), it is the policy of the Baldwin County Board of Education and Baldwin High School that each student and each employee of BHS shall be afforded the opportunity to recite the Pledge of Allegiance to the Flag of the United States of America during each school day.

- The Pledge shall be recited daily at the beginning of first block. Such recitation will be conducted in a formal and properly respectful manner.
- Should a student or employee present have religious convictions against participating in the Pledge, their rights will be respected. **NO STUDENT WILL BE ALLOWED TO DISRUPT THE RIGHTS OF THOSE WHO DO CHOOSE TO PARTICIPATE.**

## **Academics and Student Services**

### **General Graduation Requirements**

Students enrolling in the ninth grade for the first time in the 2002-03 through the 2007-08 school years must meet all of the graduation requirements set forth in the Georgia State Board of Education rule 160-4-2-.47 as well as in the additional Baldwin County Board of Education requirements for a total of 28 Carnegie Units. Students enrolling in the ninth grade for the first time in the 2008-09 school year through the 2010-2011 school years must meet all of the graduation requirements set forth in the Georgia State Board of Education rule 160-3-1-.07 as well as in the additional Baldwin County Board of Education requirements for a total of 28 Carnegie Units. Students entering the 9<sup>th</sup> grade for the first time in the 11-12 school year and all subsequent school years must meet all of the graduation requirements set forth in the Georgia State Board of Education amendments to Rule 160-3-1-.07 and Rule 160-4-2-.13 as well as in the additional Baldwin County Board of Education requirements. Specifics on the required Units can be found on the Baldwin County High School website at [www.baldwinhighschool.net](http://www.baldwinhighschool.net). **Parents are strongly encouraged to make an appointment with their student's counselor to discuss these details.**

### **Baldwin County Career Academy (BCCA)**

**Career, Technical and Agricultural Education (CTAE) Pathways** – Three elective units in a coherent sequence that includes rigorous content aligned with industry-related standards leading to college and work readiness in a focused area of student interest.

Students must successfully pass three coherent sequence courses in order to sit for the End-of-Pathway Assessment. All high school graduates must take challenging courses that actually prepare them for life after high school. The assessment system is streamlined so that the tests students take in high school also can serve as readiness tests for college and work.

A program of applied curriculum in a consortium with Central Georgia Technical College (CGTC) and other local colleges in areas of concentration for students who wish to receive credit for advanced certificates or certification beyond high school are available (see your counselor).

Students will be advised to select a career pathway, and secondary and postsecondary programs that will be seamlessly linked; i.e., BCCA will provide opportunities for students to transition seamlessly from middle school to high school, to technical and/or four-year college, and, when students are ready, to the workforce. To facilitate this seamless transition, college staff and instructors will work with their peers from the high school and the Career Academy on a regular basis to align high school courses with corresponding courses taught at Central Georgia Technical College.

### **Fine Arts Endorsement**

Students may receive a specialty endorsement for their diplomas through the Performing and Fine Arts Department. Student should consult with a fine arts instructor for more details. Endorsement criteria are as follows:

- 3.0 Cumulative GPA
- 3.2 GPA in fine arts courses taken
- Successful completion of five (5) sequenced courses in one fine arts major area of study (Music-vocal, Music-instrumental, Dance, or Visual Arts)
- Successful completion of two (2) fine arts courses chosen outside major area of study
- Attendance in at least two (2) community (non-BHS) art related events each semester
- Participation in all required performances, recitals, or showings
- Entry and participation in a Senior recital or showing

**College Credit Now Programs (HOPE Grant, ACCEL, Gateway to College, Articulated Credit, Residential Programs, MOWR, Early College. For more information visit [http://www.gadoe.org/ci\\_cta.aspx?PageReg=CICTASeam](http://www.gadoe.org/ci_cta.aspx?PageReg=CICTASeam))**

These programs are available for students who are at least 16 years of age and who are classified as 11th or 12th graders. Eligible students are allowed to take courses at Georgia public colleges (technical or academic), and universities as well as at some private colleges. Any student interested in any dual enrollment program should see his/her counselor for further information.

Early curriculum review of qualification requirements (entrance and GPA requirements) is strongly recommended for parents and students.

**Transfer of Units for Credit/Dual Enrollment**

- For a transfer student to receive the appropriate credit for classes, the student must provide a letter from his previous school attesting to the level of difficulty of the academic courses. Otherwise, all courses will be given a weight of 2. The school will conduct no soliciting of information for the student.
  - Letters must be on file with Baldwin High School by April 1 of the graduating year.
  - College semester hour credit shall be converted to high school unit credit as follows:  
1 to 2 semester hours= .5 unit; 3 to 5 semester hours = 1 unit.
  - College quarter hour credit shall be converted to high school units as follows: 1 to 3 quarter hours = .5 unit; 4 to 8 quarter hours = 1 unit.
  - Academic classes (math, English, social studies, science, foreign language) will be given a weight of 2 for regular classes, 3 for advanced classes, or 3.25 for gifted/AP/Dual Enrollment classes for the purposes of calculating honor graduate status. All other courses will be disregarded. Students must be enrolled in an approved dual enrollment program for the courses to count.
  - Courses transferred from colleges in the form of letter grades instead of numerical grades will be converted according to the following chart: (Note: EOCT will be averaged in when applicable.)
- |                                   |        |         |         |        |          |
|-----------------------------------|--------|---------|---------|--------|----------|
| A+ = 98                           | A = 95 | A- = 93 | B+ = 88 | B = 85 | B - = 83 |
| C+ = 78                           | C = 75 | C- = 73 | D+ = 68 | D = 65 | D - = 63 |
| P = Passing = 83 F = Failing = 53 |        |         |         |        |          |

- Correspondence from instructors attesting to numerical grades will not be considered in the conversion. EOCT scores will be averaged as 20% with the converted grade averaged as 80% of the final grade in those prescribed EOCT courses. EOCT courses will be calculated as follows [letter grade conversion x 80%] + [EOCT score x 20%]

**Release of Student’s Transcript** –Forms are available in the counselors’ office to request a transcript. The first transcript is free and additional transcripts cost \$2.00.

**Grade Classification**

Grade Classification is based upon Carnegie units earned (passed).

0 – 5 ½ units	= 9th Grade	Freshman Classification
6 – 11 ½ units	= 10th Grade	Sophomore Classification
12 – 19 ½ units	= 11th Grade	Junior Classification
20 units and above	= 12th Grade	Senior Classification

**\*Cumulative credits at the beginning of the school year determine grade level placement for the entire school year. Grade levels are not adjusted during the school year.**

**Grade Point Average (GPA)**

**Cumulative Weighted GPA** – sum of (course grade x credit attempted) total credits attempted

	<b><u>Grading Scale</u></b>	
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
F	Below 70	0.0

Final course averages containing values to the right of the decimal place, will be rounded up to the next whole number if it results in a change in a letter grade.

- **HOPE GPA** - is the average of academic subjects (Math, Science, Social Studies, English and Foreign Language) converted to the following scale:

**Grading Scale**  
Grade 90 – 100 = 4.0

**AP Courses (only) Grading Scale**  
Grade 90 – 100 = 4.0

**\* 4.0 is maximum awarded**

Grade 80 - 89 = 3.0  
Grade 70 - 79 = 2.0  
Below 70 = 0.0

Grade 80 - 89 = 3.5  
Grade 70 - 79 = 2.5  
Below 70 = 0.5

\*\*\* HOPE GPA is not rounded up

### **Honor Graduate Criteria**

Honor Graduates are determined through a quality point average of core academic courses in English, math, science, social studies, and foreign language. Any student earning a quality point average of 260.000 or higher (without rounding) will be recognized as an Honor Graduate. Students' quality point averages are determined once grades from the final school term have been submitted.

**Quality Point Average = Sum of each course [weight x numerical grade x credit attempted]**

<u>Weight</u>	<u>Total credits attempted</u>	<u>Numerical Grade</u>
2 = Intermediate Courses		A = 90 - 100
3 = Advanced Courses		B = 80 - 89
3.25 = Gifted, Advanced Placement and Dual Enrollment Courses		C = 70 - 79
		F = Below 70

- To be considered an honor graduate, a student must have completed all requirements for graduation within eight terms (grades 9-12).
- The valedictorian and salutatorian will be the two students with the first and second highest quality point average respectively as determined by the weighted formula. Both will be required to fulfill the duties and responsibilities associated with their titles, including participation in and speaking at the graduation ceremony. To be considered for valedictorian or salutatorian, the student must have been a student at Baldwin High School all of his /her junior and senior years. The valedictorian and the salutatorian and all other honor graduates will be announced on the first day of graduation practice.

### **Honor Roll and Merit List**

- Students earning all A's during a grading period will be placed on the Honor Roll and students earning A's and B's will be placed on the Merit List.
- Students may request that a report card grade be amended for honor roll/merit list purposes within five (5) days of the end of the grading period if the grade was reflective of missing assignments that are completed within that window.

### **Midterm - Final Exams**

All students will take exams at the end of nine weeks and eighteen weeks during the regular class time. Exams are a very important component of the final evaluation process. Mid-term exams will count 5% of the final grade. Final exams or End of Course Tests will count 20% of the final grade. Students who miss midterm or final exams will be assigned a grade of zero for the exam. Students should plan to be at school during the exam periods. Other arrangements should be made for dentist, doctor, or other appointments.

**Checking out will not be allowed during exams except in case of emergency.**

### **Progress Reports and Report Cards**

Students will receive progress reports every 3 weeks from individual teachers. Report cards will be mailed home to the parent/guardian at the end of each semester. Any time a student is failing a course, Baldwin High School will make every effort to contact a parent/guardian.

### **Homework Policy**

- **Definition** - Homework is defined as any exercise or activity assigned to be completed outside of class time.
- **Mission Statement** - It is the mission of Baldwin High School's homework policy to give all students the opportunity to maximize their learning by providing consistent and meaningful homework used to prepare students to master the objectives of all courses offered. In addition, it is our mission to ensure that good



study habits are developed, enhanced, and maintained in order to foster the most efficient and dependable academic preparation possible involving the students, the parents, and the teachers.

- **Philosophy** - Homework helps students develop good habits and attitudes. If the assignment serves a good purpose and parents reinforce the completion of the task, students will benefit by gaining higher grades, better study habits, and a more positive attitude toward school and learning.
- **Time Allotted** - Studies indicate that students who spend more than two hours per night on homework are the most successful in high school. We suggest that students spend an average of thirty minutes per night per class. The time could vary according to subject, parental involvement, student study skills, and teacher.
- **Percent of Grades** - The teachers at Baldwin High School reserve the right to weigh the homework grade based on needs of the course and the abilities of the students. Please refer to the individual teacher's course syllabus for the homework percentage. The teachers provide students with a syllabus for each course taken at the beginning of each semester.
- We believe that homework teaches students to organize their time, fosters student initiative and independence, promotes responsibility and decision-making skills, and prepares students for the Georgia High School Graduation Test (GHS GT), End of Course Test (EOCT) requirements and continued education after high school.

### **Make-up Work Policy**

- Students who are absent from class for **any reason** (this includes absences for School Sponsored Activities) **are responsible** for arranging make-up work.
- All graded assignments during the student's absence must be completed before or after school **at the convenience of the teacher within the next five (5) school days**.
- Missed work may be made up during the regularly scheduled class time with teacher permission.
- Work assigned before a student's absence is due upon his/her return to class.
- Students in the Student Center during a class when an assignment is due or a test is given **must** report to that class after school that day to submit or complete the assignment or receive a **grade of zero** for that assignment.
- Students present on the day of a graded assignment (test/quiz, etc.) following an absence **will be responsible** for completing the assignment **THAT DAY** unless new information was covered during the absence.

### **BHS Retest Policy**

Students will be able to retake a chapter/ unit test or project based assessment **due to a failing grade** after meeting the following criteria:

- Student must attend the scheduled Fifth Block session immediately following the test administration.
- Student must complete assigned study material related to the information tested. Study material may be reading selections, study guide, practice exercises/problems, or other material assigned by the teacher.

The retest will be administered on the second scheduled Fifth Block session following the original date of the test.

Format of the test will be at the discretion of the teacher. The test format may be one of the following: essay responses, project based, open response, multiple choice, or a combination of essay responses and multiple choice questions.

Students retaking a test will be allowed one opportunity to retake a test and will be allowed a maximum score of **70**.

This retest policy excludes quizzes, midterm exams, and final/EOCT exams. **Students will be allowed one retest attempt per failed assessment. Students who are present on the day of a test or performance assessment, but do not attempt the assignment will receive a grade of 1 and will not be eligible to re-do the assignment according to the re-test policy.**

### **Rework Policy**

Students earning below a grade of **70** on an assignment (**excluding any non-attempted work while present**) may be eligible to rework an assignment for a maximum grade of **70**. Students will be allowed one rework attempt per failed assignment. **All rework assignments must be completed by the next scheduled Fifth Block date.**

**Credit Repair Policy** - Students earning between 62-69% for the final course average in a core academic subject (math, science, English, social studies) will be eligible for credit repair. Students will be able to complete course work in OdysseyWare to “Repair” their failing grade to a 70%. Eligible students **MUST** sign up for credit repair. Once approved, students and parent/guardian will sign a contract agreeing to the guidelines set forth by the department and administration. Students will be assigned a checklist of skills/units based on demonstrated deficiencies in the failed course. Students earning below 62% for the final average must repeat the entire course. Students failing AP or Gifted courses will not be eligible to receive gifted or AP credit through credit repair. **AP Biology I and AP US History I are not considered as core academic courses. Students failing these courses are not eligible for credit repair.**

- Credit Repair is available for students failing math, science, English, and social studies earning between 62-69% for the final course average.
- The teacher would change the grade once student had “repaired” the grade in after school in credit recovery
- Students will only be eligible for Credit repair the semester immediately following the failure of the class.
- Students will have 10 school days into the Spring semester for courses failed in the Fall semester, and 10 school days in summer school for courses failed in the Spring semester in order to complete the credit repair requirements listed on the course checklist.
- Students will take a pretest at the beginning of each unit assigned by the teacher.
  - If that score is 85% or higher, the student is allowed to proceed directly to that unit’s posttest.
  - If the pretest score is less than 85%, the student must complete every content item in the unit(s) assigned on the checklist. When all items have been completed, the posttest will be available to the student.
- In order to move out of one unit into the next, the student must score a 70% or higher on the unit posttest.
- Only unit posttests/final exams are recorded in the final grade. Students must complete the entire list of requirements on the checklist from the instructor in order to receive credit for the course.
- A contract will be signed between student, teacher, parent/guardian, and the supervising administrator for that subject
- Student **MUST** re-take any failed EOCT associated with EOCT subject courses. Students who failed the course but passed the EOCT will not have to re-take the EOCT
- Student **MUST** attend Credit Repair and do **ALL** work at BHS
- If the student does not fulfill the guidelines, the student must repeat the entire course in the following semester
- **It is recommended that students only attempt to repair one course per semester due to time constraints.**

## **Credit Repair Procedures**

- The teacher of record will submit a REASONABLE checklist of skills/units to be completed by the student in order to “repair” the average to 70% based on demonstrated deficiencies for EVERY student who has a final average between 62-69% at the end of the semester. Check lists for each core content subject will be posted in the teacher resources folder.
- This checklist along with the contract and application will be submitted to the Academic Credit Recovery personnel.
- Students will be assigned lessons/units listed on the checklist from the teacher of record.
- Once the student completes the required lessons/units, the Academic Credit Recovery personnel will submit an OdysseyWare grade report to the teacher of record.
- Students who failed an EOCT associated with EOCT subject courses MUST re-take the EOCT prior to a grade change being granted. Students who failed the course but passed the EOCT will not have to re-take the EOCT.
- The teacher of record will submit the OdysseyWare grade report AND a signed grade change request form indicating a final average of 70% to the registrar.

## **Power School-Parent Portal**

Power School-Parent Portal is a tool available via the internet which gives parents access to their student’s grades, attendance, and disciplinary action twenty-four hours a day. Parents should contact their student’s counselor to receive an initial password. Public use of computers is available at Mary Vinson Library and BHS. Parents should also use this information to facilitate communication with their child’s classroom teacher.

## **After School Assistance**

- Fifth Block – This program begins after the regular school day ends. This session allows students to make up missed assignments and seek extra help from their teachers at no cost. Teachers have designated at least one day a week when this service is provided to their students. Monday-Math & English; Tuesday-Science & Social Studies; Wednesday-Open; Thursday-Electives; Friday-Open. **All school rules and policies apply to students attending fifth block.**
- Academic Recovery Program – Program designed to offer an alternative for students who have not performed at a passing level in certain courses. Parents and students should consult with the student’s counselor to discuss eligibility for participation.

## **Standardized Testing**

Standardized tests given at BHS: GHSGT, (Georgia High School Graduation Test); GHSWT (Georgia High School Writing Test); and EOCTs (End of Course Tests); optional AP Exams (Advanced Placement); optional ASVAB, (Armed Services Vocational Aptitude Battery); and the PSAT, ACT, ASSET college admissions tests. Consult with your student’s counselor on tutorial services or courses offered in preparation for taking these tests. Please reference the BHS website ([www.baldwinhighschool.net](http://www.baldwinhighschool.net)) for links to free websites to prepare for the standardized tests.

## **Local Area Network Access and Usage Policy**

The Baldwin county School district provides limited access to the Internet in a non-public forum as a service to our students. The Internet is a resource that enables students to connect to information beyond that contained in the District’s libraries. It is the district’s policy to provide Internet access to students within the limits of available space, equipment, time, personnel, and other resources. The District cannot guarantee access to the Internet at any given time.

The District may recommend interesting, useful, and legal Internet destinations and resources for students to access and explore. However, the Internet is currently an ungoverned and unregulated source of both verified and unverified information. While the Internet does contain a wealth of useful material, it also provides access to sites containing material that some students and employees may find offensive or

objectionable as well as access to sites that may be illegal, unlawful, or obscene. Therefore, the District adopts this internet Safety Policy which requires the use of technology protection measures (TPM) on all internet use within the school system. Such TPM's will only be disabled for bona fide research or other lawful purposes. The Director of Technology shall enforce this Policy with the backing of the Superintendent. As a part of the enforcement, the Director of Technology shall monitor the online activities of students and employees.

The Student Internet Safety Policy is intended to affirm and advance the following governmental interests:

- The protection of children from exposure to obscene material, child pornography, or material harmful to them;
- The aid and support of parents and/or guardians of children in the discharge of their primary responsibility for their children's well-being;
- The prevention of the creation of a sexually hostile work environment for students and employees, and the prevention of discriminatory conduct;
- The maintenance of discipline and order, and the limitation of disruptions in the schools;
- The minimization of providing access to illegal pornography;
- The promotion of respect for authority and traditional values, be they social, moral, or political; and
- With respect to minors, the exclusion of material which is "pervasively vulgar" or "educationally unsuitable" for the respective recipient age group.

\*Please refer to the Baldwin County School System Website under Technology for the complete Internet Usage Policy.

**Consequences at the discretion of the principal, and may include any one or a combination of the following: parental suspension, ISS, home suspension.**

**Dress Code-Mandatory School Uniform\*\*\* Approved by BOE May 11, 2010**

School uniforms help to booster a child's self-esteem and encourage the main focus in the classroom to be on education and not fashion. The potential benefits of school uniforms include instilling discipline, helping students resist peer pressure and helping school officials recognize intruders who come to the school. BHS students will be expected to wear uniforms Monday-Friday. Principals may occasionally allow a dress down day on Friday or professional dress for special occasions such as Honor's Day.

**We recognize the students right to express individuality must be balanced with the need to create a positive learning environment with minimal distractions. Good grooming and appropriate dress have a positive impact on student achievement and conduct. Our dress code is designed to encourage academic focus, minimize disruption and to teach students the importance of dressing for success. Appropriate dress is expected of all students. Any extremes in dress may be questioned. The dress code policy shall be enforced at all times while on school grounds and on school sponsored transportation unless otherwise approved by an administrator.**

**Below is a detailed list of the approved BHS Dress Code:**

**Polo Shirts with collars/Dress Shirts with collars/Turtlenecks-Any color top may be worn but must be of a solid color.** (No large logos- 1 ½" or smaller is acceptable, and T-shirts and cowl necks are prohibited). The neckline of shirts should not reveal cleavage.

**Long Pants/Shorts/Skirts/Skorts/Dresses**—Any color variation of Khaki, Black, Navy Blue (**Solid Colors Only; No Denim Material**) Students should not wear form fitting garments such as lycra, spandex,

stretch, leggings, jeggings/tights or body pants. Pants should not have revealing cut-outs or holes. Leggings or tights may be worn with appropriate length uniform.

**DO'S (required)-All BHS Students**

- **All pants and belts should be worn at the natural waistline and excess belt must be tucked in loops. Belt buckles cannot be larger than 2 inches in width, height, or diameter.**
- Shirts, blouses, skirts, pants, and shorts must cover the mid-drift and undergarments.
- **Shirts and blouses shall have either long or short sleeves and must be properly tucked in.** No tank/tube tops.
- Clothing should NOT have writing, numbers, designs, emblems, symbols or insignias of any kind except for one brand name logo which is smaller than 1½" in diameter, unless it is an approved school related item of clothing.
- **Dresses must have a collar or be worn over a dress code collared shirt or blouse.**
- **Halter-tops, tube tops, crop tops, midriffs, tank tops, see-through and backless shirts and spaghetti-strap tops are not permitted.**
- **Clothing with holes and or slits in inappropriate areas or areas that prevent the garment from meeting guidelines for shorts, pants, and skirts is prohibited.**
- **Dress, skort, short and skirt hemlines should touch the top of the kneecap when worn properly at the waist and when standing upright.**
- Leggings, footless tights, or other under garments **may not** be used to meet hemline requirements.
- **Undergarments, including gym shorts and bras should not be visible through the uniform.**
- **Hats, scarves used as head coverings, sweatbands, wristbands, du rags, bandanas, and any other item used to completely cover the head are prohibited. These items must be stored in lockers at the time of arrival to school.**
- **Chains (wallet, extended key chains, etc.) are prohibited and may not be worn hanging from dresses or pants.**
- All clothing (pants, shorts, shirts, skirts) must be worn and fastened in the conventional manner.
- **All outerwear, including but not limited to sweaters, cardigans, vests, jackets, and "hoodies", are allowed when appropriately sized and worn over prescribed shirts/blouses. If the outerwear includes a hood, the hood must not be worn in the building. ID badges must be visible on the outerwear.**
- **Pillows and blankets are not appropriate for a classroom setting. These items will be confiscated if they become disruptive to the learning environment.**

**DON'Ts (not permitted)**

- **No skinny jeans of any color**
- No clothing that displays or implies profane, vulgar, obscene language/gestures or illegal activities.
- No clothing that promotes "hate" groups, violence, racism or illegal activity.
- **No see through clothing**
- No trench coats
- No bedroom shoes
- No sweatpants
- Heavy outer wear must be removed and placed in locker
- No biker shorts, Spandex or lycra garments as the outer article of clothing
- No pajama pants
- Additional items as listed under Prohibited Items

**\*Exceptions may be made by administration in recognition of or participation in special events.**

**Principal's Permission Required**

- School related T-shirts worn by a group (i.e. Senior shirts)
- Use of school name (real or implied) for any activity
- Students may wear professional attire such as dresses, suits, and ties. Professional attire does not include sleeveless blouses.
- Administratively approved athletic apparel may be worn by student athletes on the day of the athletic/performance event.

**Inappropriate dress (dress that is revealing or disruptive to the learning environment) cannot be tolerated. Failure to comply with the school dress code shall result in progressive discipline.**

**1st offense** - Counseling session with an administrator and an opportunity to contact a parent to secure a change in clothing. The student shall report to the student center until a change in clothes is available. If unable to obtain a change in clothing the student shall remain in the student center for the remainder of the school day or be suspended for the balance of the day.

**2nd offense** - Student center or suspension, as above with administrator's contact of parent via phone and/or letter.

**3rd offense** - Student Center or suspension as above but cannot be readmitted to classes until parent meeting.

**Violations to the dress code are defined as incidents where students are wearing clothing that is outside of the parameters of the dress code policy (i.e. wrong color pants, shirts without collars, etc.)**

### **Prohibited Items**

Students should not bring the following items to school: grilles (dental decoration), firecrackers, glass containers, matches, lighters, flags, sunglasses, hats, head coverings, sweatbands, wristbands, du rags, bandanas, scarves, playing cards (any type), dice or other gambling devices, unapproved book bags, plastic bags, large containers, or any item not related to instruction. Only school-approved book bags (mesh) are allowed. Bags of any type may be searched at any time.

Any student violating this policy shall be subject to disciplinary action, the school principal or his/her designee will confiscate the prohibited item and hold it at school until released into the hands of the student's parents. The school is not responsible for items taken up if lost.

If such items are brought in for school purposes, the student should have a note from the principal involved to this effect and said items should be kept with the teacher involved. Any items not picked up by parents within one week in which it was confiscated will be discarded or turned over to local law enforcement.

### **Abuse of Fire Alarm System/ Sprinkler System/911**

#### **Consequences:**

- **First Violation** – 5 days home suspension and law enforcement notified.
- **Second Violation** – 10 days home suspension & referral to the tribunal & law enforcement notified.

### **Identification Card**

- This is your official school identification. It must be worn at all times while on school property, including the bus. It will be worn above the waist and in the front area of the body visible using only the school supplied lanyard or ID clip.
- If a student loses his/her ID during the day he/she must report to the attendance office and get a replacement at the time of the loss. There is a \$5.00 charge for each replacement.
- Temporary ID Sticker must be worn at shirt logo position.
- This card is valid only while attending Baldwin High School, and must be surrendered upon termination of your affiliation with the school or at the end of each school year.
- This card may not be loaned to another student or person. Wearing another person's card is considered false information.
- No decals, stickers or other alterations are allowed on the front of the ID.
  - If a student reports to school without his/her ID, he/she should report to the attendance office for a replacement ID before going to 1st block.
  - Anytime a student does not have an ID after 11:30 a.m., he/she will receive a discipline referral for the infraction. Additional disciplinary action will be taken in instances of repeated violations.

### **Traffic and Parking**

- **Parking a motor vehicle on the school campus is a privilege – not a right.**
- Each student of Baldwin High School is required to register with the main office any vehicle they intend to operate on campus. Once registered, a vehicle may be legally parked only in the "zone" for which its decal is designated.
- Student parking is located in the lot to the rear of the building. All students **MUST** park in this area only. Students who park in areas other than the student parking area may have their cars towed away at their own expense.

### **Parking and Traffic Regulations**

- Each motor vehicle parked on BHS campus by students must be registered.
- **Registration must be accomplished within five (5) school days after parking on campus begins.**
- Baldwin High School requires the decal be permanently displayed on the lower left front windshield. The decal may not be taped or temporarily affixed to the vehicle.
- Only one decal will be issued per vehicle.
- Registration of a vehicle is not complete until a Baldwin High School permit is displayed. Any vehicle may be towed at the owner's expense.
- Each vehicle driven by a Baldwin student must be registered and the decal properly displayed.
- A fee of \$10.00 per vehicle is charged yearly to cover the cost of decals, signs, and record keeping.
- Registration decals/permits are not transferable from one vehicle to another or one owner to another. Replacement decal is \$1.00.
- Parking and operation of a motor vehicle shall conform to the laws of Milledgeville and the State of Georgia and the regulations of this manual. Failure to conform to these guidelines shall result in disciplinary action.
- Attention! Lock your vehicle at all times and do not leave valuables in your car.
- Baldwin High School and the Baldwin County Board of Education assume no responsibility for damages or loss of any vehicle or property on the Baldwin High School campus. This includes any damages caused in the course of police inspection or the result of towing an improperly parked vehicle.

### **ADA Grievance Procedure**

The Baldwin County Board of Education has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U. S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity. Complaints should be addressed to the Director of Programs for Exceptional Children, who has been designated to coordinate ADA compliance efforts.

- Complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
- A complaint should be filed within ten (10) days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination which occurred will be considered on a case-by-case basis.)
- An investigation, as may be appropriate, shall follow a filing of complaint. A local school representative shall conduct the investigation. These rules contemplate informal but thorough investigations affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
- Under the Department of Justice regulations, the Baldwin County Board of Education needs not process complaints from applicants for employment or from applicants for admission to post-secondary educational institutions.
- A written determination as to the validity of the complaint and description of the resolution, if any, shall be issued by the Director of Programs for Exceptional Children and a copy forwarded to the complainant no later than ten (10) days after its filing.
- The ADA coordinator shall maintain the files and records of the Baldwin County Board of Education relating to the complaints filed.
- The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within ten (10) days to, the Superintendent of Schools.

- The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal government or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
- These rules can be construed to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure that the Baldwin County Board of Education complies with the ADA and implementing regulations.

**Procedure to Resolve Parent/Teacher Disagreements**

Occasionally academic or discipline problems may arise. School staff members are there to help resolve these difficulties. Frequently, a phone call or conference is all that is necessary. The school office will be happy to arrange for a teacher to call, or the school office will set up a conference with a school staff member.

- When a complaint concerns a policy or procedure at Baldwin High School, the first step is to discuss it in conference with the principal of the school.
- If the problem is not resolved as a result of the conference with the principal, it may be appealed to the Superintendent of Schools. The final appeal in the complaint procedure is to the Superintendent/Board of Education. Appeals must be made within 24 hours.

**The appeal must contain:**

- a detailed statement of the complaint and evidence in its support;
- the specific policy or regulation involved in the complaint, if any;
- the specific remedy you suggest, and
- your signature
- Upon receipt of the written appeal, the matter will be placed on the Board agenda for consideration at the next meeting or other mutually agreeable date.
- The Board decides whether or not to hear the appeal. It bases its decision on whether or not other avenues of resolution of the complaint have been exhausted and on the appropriateness of the subject matter of the complaint. If it decides to hear the complaint, the hearing will be at a closed session (the press and the public will not be present) unless you request in writing that the hearing be open.
- If the Board hears the complaint, it will render a decision at which the complaint is heard. If it decides not to hear the complaint, the Superintendent's decision will stand.

**Title 1-BHS Parent Involvement Policy**

Baldwin High School believes that the school belongs to the people who create them by consent and taxation and are only as strong as the informed and knowledgeable support of Baldwin citizens and the staff of the school. This support is based upon their knowledge and understanding of and participation in the development of goals and objectives of public schools, the district and school level parental involvement policy.

We, therefore, affirm and assure the right of parents of children participating in activities funded by Title 1 to opportunities including, but not limited to, planning committees, community meetings, parent workshops, surveys and questionnaires, to collaboratively participate in:

- **Title 1 Plans:** The design, implementation, and evaluation of the Baldwin County School System Title 1 Plan including parental involvement activities as stipulated under sections 1112 and 116 of the ESEA, No Child Left Behind Act;

**Parental Involvement Policy:** The development and revision of parental involvement policy at the district and school level to insure the implementation of activities that are beneficial to all parents as stipulated under section 1112 of the NCLB Act. Since Title 1 focus on building a greater capacity for parental involvement Baldwin County School System will maintain the following principles that should build both school and parent capacity of parental involvement. These principles will be accomplished through training and instruction of both parents and educators. Provisions for such training and instruction for each of these principles may occur via school council meetings, parent workshops, brochures, and other media or avenue of communication that is appropriate.

1. Baldwin High School understands that we as educators bear the responsibility of helping parents understand federal and state policies and objectives concerning their children's education.



The Baldwin County Title 1 office and the local school parental involvement programs assist participating parents in acquiring and understanding of the following to the extent applicable or feasible:

- National Education Goals
  - State Title 1 content standards and student performance standards
  - School improvement and corrective action process
  - Components of a school wide Title 1 program
  - State and local assessments
  - Requirements for Title 1, Part 3
2. The District and Local school parent involvement programs to the extent feasible and applicable provide materials and training to assist parents in working with their children to improve student achievement. School wide parent workshops are held covering topics relating to the GHSGT/GPS, TECH Fair, Science Fair, and Student Writing. Online Assessment System (OAS) is provided for End-of-Course Test practice. A Parent Lending Library is available.
  3. Baldwin High School educates teachers, administrators, and other staff in the value and utility of the contributions of parents and in methods to better communicate and work with parents as equal partners. Parental Involvement Committee training and professional development are provided on the Title 1 Parental Involvement Policy.
  4. To the extent feasible and appropriate, Baldwin High School collaboratively coordinates and integrates parent involvement with the state funded pre-kindergarten program. Transition meetings with public and private Pre-K providers and parents are held.
  5. Additionally, to the extent feasible, appropriate roles for community-based involvement are collaboratively developed with Baldwin High School Partners in Education program to provide opportunities for organizations and businesses to work with parents and schools. Allied Arts, Partners in Education, Georgia College and State University, and Communities In Schools all work with Baldwin High School.
  6. Because of the increasing numbers of international families within Baldwin County, the Title 1 Coordinator collaborates with the ESOL Program Coordinator to ensure to the extent possible that parents and students who have limited English proficiency are provided information related to schools, parent programs, meetings and other activities in a language and form the parents understand. Materials for ELL students and parents are available in the Parent Lending Library.
  7. Baldwin teachers and other educators who work directly with the Title 1 students arrange in-home conferences where appropriate and feasible.
  8. Baldwin High School will provide other reasonable, appropriate and feasible support for parental involvement activities if requested by parents. Parent Lending Library is available for parents to use computers or review/sign out materials on parenting. The Parent Involvement Policy of the Baldwin County School System and Baldwin High School are evaluated annually as to the effectiveness in increasing parent participation and identifying barriers to parent participation such as low income, disabilities, limited literacy, language or other cultural consideration. The findings of the annual evaluation are used to design strategies for school improvement or to redesign the parent policies.
- (August 2, 2010)**

### **Parents Right To Know**

In accordance with the Title 1 of the Elementary and Secondary Education Act as amended improving the Academic Achievement of the Disadvantage (as amended to the No Child Left Behind Act of 2001) and as a Title I school, Baldwin High school is required to meet federal regulations under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001 (NCLB) related to teacher qualifications. In compliance with the requirements of the ESEA/NCLB, you have the right to request information about your child's teachers' training and credentials. The following information may be requested:

- Whether the teacher met the Georgia Professional Standards Commission requirements for certification for the grade level and subject area in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;

- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration; and
- Whether your child is provided services by paraprofessionals, and if so, their qualifications.

The staff of Baldwin High school is committed to helping your child reach his or her maximum academic potential throughout their school career. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled and delivering quality instruction to your child.

Parents who wish to request information concerning their child's teacher qualifications may contact in writing the Baldwin County Personnel Office at 110 North ABC Drive, Milledgeville, Georgia 31061 for this information.

#### Parent Resource Center

Located at Eagle Ridge Elementary School  
220 North ABC Street Milledgeville, GA  
Room 205

#### **Section 504**

Section 504 of the Rehabilitation Act of 1973, as amended, is designed to eliminate discrimination based on disability in any program or activity receiving federal financial assistance. This act requires that no qualified student who demonstrates (1) a physical or mental impairment, (2) that substantially limits, (3) one or more major life activities, (i.e. self-care, performing manual tasks, walking, seeing, hearing, speaking, breathing, working, learning, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, operation of a major bodily function, and communicating) shall be excluded from participation in, be denied the benefit of, or be subject to discrimination in any program or activity offered by Baldwin County School District (the "District").

Each student who is determined to have a disability under Section 504 has the right to an appropriate education to meet his or her individual educational needs as adequately as the needs of non-disabled students.

While services provided to qualified students are not required to produce identical results or levels of achievement with nondisabled peers, services must be designed to offer an equal opportunity to gain the same benefit within the least restrictive environment with non-disabled peers to the maximum extent appropriate.

If it is determined that a student is eligible for special education, special educational services will be provided under the Individuals with Disabilities Education Act (IDEA) through an Individualized Education Plan (IEP).

#### **Family Educational Rights and Privacy Act**

Under the Family Education Rights & Privacy Act, you have a right to:

- Inspect and review, within 45 days of a request, the education records of a student who is eighteen (18) years of age or older or those who are emancipated, your own educational records. Parents or eligible students should submit to the child's school principal a written request and identify the record(s) they wish to inspect. The child's school principal will make arrangements for access and provide notice of such arrangements.
- Request an amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.

- Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception, which permits disclosure without consent, is to school officials with legitimate education interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district shall forward educational records without prior consent to another school in which the student seeks or intends to enroll.
- File with the United State Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the BCBOE to comply with the requirements of the Act or the regulations promulgated there under. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D. C. 20202-4605.

**Athletic/Extra-Curricular Activities**

We encourage ALL students to participate in extra-curricular activities throughout their years in high school. Participation is on a volunteer basis and is open to all students who meet the Baldwin County Board of Education, the State Department of Education and the Georgia High School Association eligibility standards.

**Athletic Programs**

Our Athletic Director can answer any questions you might have about extra-curricular activities and eligibility in our athletic programs.

- The athletic program strives to promote a feeling of team spirit, good sportsmanship, and individual excellence.
- Participation calls for hard work and self-discipline on the part of every team member.

**•All students must maintain a passing grade in the current semester to participate in Athletic/Extra Curricular Activities.**

Baldwin is a member of Region 2-AAAA.

<b>Time Frame</b>	<b>Sports</b>
<b>Fall</b>	<b>Cross Country</b>
<b>Fall</b>	<b>Football</b>
<b>Fall</b>	<b>Softball Girls</b>
<b>Fall</b>	<b>Volleyball</b>
<b>Winter</b>	<b>Basketball-Boys</b>
<b>Winter</b>	<b>Basketball-Girls</b>
<b>Winter</b>	<b>Swimming</b>
<b>Winter</b>	<b>Wrestling</b>
<b>Winter/Spring</b>	<b>Cheerleading</b>
<b>Spring</b>	<b>Baseball</b>
<b>Spring</b>	<b>Golf</b>
<b>Spring</b>	<b>Soccer-Boys</b>
<b>Spring</b>	<b>Soccer-Girls</b>
<b>Spring</b>	<b>Tennis-Boys/Girls</b>
<b>Spring</b>	<b>Track-Boys</b>
<b>Spring</b>	<b>Track-Girls</b>

### **Important Notes:**

- Students in the band and sports programs are eligible to earn letters and jackets. The rules for receiving letters and jackets vary in different fields.
- Because of the nature of the games, cuts may have to be made to limit the squad numbers in all sports.
- **Students must be in good academic standing for the current school year.**
- **Students on hold may not participate in extra-curricular activities.**
- Baldwin High School does not sanction student trips that are not directly related to instruction, a club or an athletic group, such as class trips.
- Cheerleading is a competitive sport and membership on the squad is based on tryouts held in the spring of each year.
- **Students assigned to the Achievement Academy (Alternative Program) will not be allowed to participate in extra-curricular activities.**

### **Homecoming Queen / King and Court**

- During the week of homecoming, the entire student body will vote for the senior candidates. The four boys and four girls with the most votes will be selected as candidates to represent the senior class.
- The girl and boy with the most votes will be the Homecoming Queen and King.
- Candidates for Homecoming Queen and King are judged on the following qualifications and must:
  - **Meet extracurricular activities eligibility requirements.**
  - **Must not be on financial hold to the school.**
  - **Must be passing all courses in the current academic year.**
  - **Must not have a fight or disruption of school discipline infraction on their discipline record for the current and previous academic year.**
- Each grade level nominates candidates for the homecoming court. Four boys and four girls from each grade 9th, 10th and 11th with the most votes will be selected to represent their respective class on the court.

### **Dances**

- Clubs or organizations may have dances or socials after the close of the school day if the event has been put on the calendar and approved by the club sponsor and principal or designee.
- The rules of good conduct and grooming are to be observed for school social affairs. Guests will be expected to observe the same rules as students attending the event; the person inviting the guest will share responsibility for the conduct of the guest.
- Students attending a dance or social may be asked to sign out when leaving before the event ends; anyone leaving before the end of the dance or social will not be readmitted.

### **Student Council/Student Government/Class Officers**

- Student Council is for the purpose of representation for the students and for consulting with the administration on matters concerning the student body. The administration, in turn, may also consult the Student Government about matters relating to the school.
- Each grade elects a president, vice president, secretary, and treasurer through nominations by homeroom. These officers represent the entire class. It is most important that they be chosen for their leadership abilities and qualifications. All officers must meet extracurricular activities eligibility requirements.

### **Senior Class Information**

- Junior class members are eligible to order a class ring during the fall of the year.
- Senior Superlatives - The entire senior class votes on Senior Superlatives. Nominations for each honor come from a vote in first period. The Yearbook Sponsor and staff handle this.
- Superlatives must meet extracurricular eligibility requirements.
- Senior Class Officers will commit to be at BHS for two semesters and will participate in ALL senior class promoted functions.
- The number of privileges determines the amount for senior dues
- Senior Dues – These dues provide the following privileges and finance the following events or items:
  - Senior ID, senior lunches, senior picnic & senior reception
  - Senior night at a football game (free admission)

- Senior night at a basketball game (free admission)
- Class gift

**Note: Seniors on financial hold may not participate in ANY senior class activities.**

### Clubs / Organizations

#### Academic Games – Staff

Academic Games is a competition squad in which students compete with other academic teams from around the district in math, English, science and social studies.

#### Band of the Braves – Ryan Murrell

The Band of the Braves provides students with a full instrumental music education through rehearsal, performance, teaching, testing, and listening; provides students with proper rehearsal and storage areas, music, methods, and other equipment and/or instruments as is considered necessary to aid in developing the student's musical ability and good citizenship habits; and encourages all students to strive for musical and personal excellence through a healthy hobby or avocation, which can be useful throughout life. The Band of the Braves has appeared in Thanksgiving Day parades in Chicago, New York, and Hollywood.

#### Beta Club –Staff

The Beta Club aims to promote the ideals of character, service and leadership among secondary school students, to reward meritorious achievement, and to encourage and assist students in continuing their education after high school. Students must have an 85 or above average to be considered for membership; members must maintain an 85 average, earn service points, and display exemplary behavior in order to remain active. Members participate in community service projects and leadership development activities.

#### BHS Theatre-Anna Brock

BHS Theater is a student organization made up of dedicated drama students who have a desire to participate in the development of up to three main stage plays per year. Auditions are held in the Fall for Baldwin's GHSA One Act play and in the Spring for the annual musical.

Students may participate in every aspect of theatre production—acting, stage management, lighting and sound, publicity, and promotions. Students with a desire to further their theatre training may participate in the International Thespian Society by earning points for participation in the Georgia Thespian Conference in February of each year. All students are invited to participate in BHS Theatre.

#### Brigade-Band Staff

The Baldwin Brigade is an organization of girls who perform dance and marching routines at school functions, including football games and pep rallies. Members must audition, attend summer camp, and spend many hours practicing. The Brigade accompanies the Band of the Braves on trips and competitions.

#### Chorus – Kathleen Carroll

The Baldwin High Chorus is a vocal performance group that performs in concerts and district/state competitions. Participation is open to any student. The group performs for the public and at civic organizations.

#### Cultural Coalition-Debbie Wilbon

The Cultural Coalition promotes cultural awareness, cultural sensitivity, and cultural diversity through speakers and performances. Participation is open to any student.

#### Debate Team – Staff

The Debate Team prepares students to think critically and to communicate strategically in forensic competition with other high schools.

#### DECA – Katherine Godwin

DECA (Distributive Education Clubs of America) is designed to further develop education in marketing and distribution and to promote understanding and appreciation for the responsibilities of citizenship in a free, competitive enterprise system. DECA members compete in regional and state competitions, manage the school store, and produce fashion shows.

#### FBLA –Marilynn Skinner

FBLA (Future Business Leaders of America) provides opportunities for students to develop vocational and career competencies and to promote civic and personal responsibilities. Members develop strong, aggressive leadership skills through participation in group discussions, committee assignments, conferences, and competition. FBLA sponsors Diabetes Awareness Month and the annual car show for Relay for Life.

## *Baldwin High School*

### **FCA – Cody Williams**

FCA (Fellowship of Christian Athletes) is an athletic ministry that uses athletics as its platform, with athletes and coaches as its role models and spokespersons. FCA meets weekly and is open to all students.

### **FCCLA-Valerie Rodgers**

FCCLA (Family, Career and Community Leaders of America) is designed to promote personal growth and leadership development through family and consumer sciences education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, and practical knowledge. Members participate in regional and state competition.

### **FFA – Katherine Throne**

FFA (Future Farmers of America) is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

### **Foreign Language Club--Staff**

The Foreign Language Club is designed to help students gain a better understanding of other cultures. Members watch foreign films, dine at foreign restaurants, and take field trips. The Foreign Language Club celebrates Cinco de Mayo, travels to museums in Atlanta, and discusses foreign cultures.

### **History Club – Staff**

The History Club offers students the opportunities to explore and expand areas of interest in social studies with guest speakers and field trips.

### **HOSA – Wilhelmenia Wade**

HOSA (Health Occupations Students of America) promotes career opportunities in the health care industry and enhances the delivery of quality health care to all people. HOSA provides a unique program of leadership development, motivation and recognition exclusively for students enrolled in Healthcare Science and Technology Education.

### **Key Club – John Stone**

The Key Club is an international student-led organization which provides its members with opportunities to provide service, build character, and develop leadership. Members host steak dinners for faculty and staff, sponsor annual blood drives, and volunteering.

### **Literary --Staff**

The Literary team allows students to extend work done in the classroom by competing in a variety of events with other students in the region. Events include: spelling, extemporaneous speaking, girls trio, boys quartet, vocal solo, and dramatic interpretation. Students compete at the region and state level.

### **Math Club – Jack Shepherd**

The Math Club consists of any BHS students who have an interest in mathematics or mathematics related areas such as engineering, as an area of interest for personal and career purposes. The Math Club meets monthly and competes in local mathematics competitions sponsored by other high school, colleges, and educational associations such as PAGA.

### **Mock Trial – Iris McRee**

The Mock Trial helps students develop useful knowledge about the law questioning techniques, critical thinking, and oral advocacy skills.

### **NJROTC – Lt. Commander Steven Domoslay/MSGT Randy Griffin/Master Chief Mark Brown**

NJROTC (Naval Junior Reserve Officer Training Corps) is a leadership program that develops the self-confidence, self-discipline, and leadership skills that help students successfully meet life's challenges. Cadets study lessons such as naval history, oceanography, and citizenship. Cadets participate in community service project such as Relay for Life, present the colors at athletic events, and compete in regional, state and national competitions.

### **Quiz Bowl – Stephen Turner**

The Quiz Bowl team competes on the varsity and junior varsity levels. Members answer questions that are based on all aspects of human knowledge.

### **SADD – Crawford Finley**

Students Against Destructive Decisions (founded as Students Against Driving Drunk) is a chapter of a nation-wide organization of students helping students to make positive decisions about challenges in their everyday lives. We seek highly motivated students who want to make a difference.

### **Science Club – Susan McGill**

The Science Club offers students the opportunities to explore and expand areas of interest in science through participation in science fair and field trips. The Science Club also provides recycling of plastic and aluminum for the school.

## *Baldwin High School*

### **Skills USA – Latonia Walker**

Skills USA is a national organization serving teachers and secondary school students who are preparing for careers in trade, technical, and skilled service occupations. It is a partnership of students, teachers, and industry representatives working together to ensure America has a skilled workforce.

Activities are related to personal growth, community understanding, safety, teacher recruitment, vocational youth cooperation, and good public relations.

### **Yearbook – Cody Williams**

The yearbook class plans, designs, and produces the school yearbook. Students must apply for the class. Experience is gained in layout, writing copy, photography, selling ads, and fundraising.

## **CODE OF STUDENT CONDUCT AND DISCIPLINE:**

### **Why Obeying the Rules is Important**

The Baldwin County Board of Education recognizes that self-discipline promotes learning and that a safe, secure learning environment is an essential component of effective schooling.

The School System's primary goal is to educate, not to discipline. However, when the behavior of an individual student conflicts with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. In this regard, a system-wide discipline code has been established. This code is applicable in each school, on school grounds, on property being used by the school, on the school bus, at school sponsored activities away from school, on the way to or from school. This Code also applies to any off campus non-school related actions by students, at any time of year which have a direct and immediate impact on school discipline, the educational function of the school, or the welfare of the students and staff.

Students in all grades are expected to abide by all applicable policies. Continuous disruptive behavior and insubordination will not be tolerated. The frequency of occurrence and magnitude of the situation, as well as the age of the child and the severity of the offense will influence the decision of an administrator in determining an appropriate consequence.

**The School System also reserves the right to punish behavior that is contrary to good order and discipline even though such behavior is not specifically addressed in the Student Code of Conduct.**

In light of the intent of these policies and with the express purpose of preventing rather than punishing disruptive behavior, the Baldwin County Board of Education shall reserve the right to install and to use metal detectors and other electronic devices as well as canine investigators for the purpose of providing a safe environment for students, employees and visitors.

The Principal, or their designee, shall be authorized to search individual students whenever reasonable suspicion exists that the student may be in violation of an applicable policy.

### **WORKING TOGETHER TO MAINTAIN A SAFE AND SECURE LEARNING ENVIRONMENT**

This Code of Conduct recognizes that, in order to create an environment where students not only respect themselves, but those around them, the student, parents, educators and the community must work together to produce that result. A good relationship among these stakeholders is vital to the good order and discipline of each school. This relationship is exemplified as follows:

#### **Parents/Guardians who:**

- Keep in regular contact with the school concerning their child's conduct and progress and offer assistance as necessary.
- Insure that their child is in daily attendance and report and explain any absence to the school.
- Assist their child in being well groomed, neat, following the dress code.
- Bring to the attention of school authorities any problems or conditions which may affect their child or other children as members of the school community.
- Discuss report cards and work assignments with their child.
- Support the school by keeping the child in school throughout the entire school day.
- Inform the child of the school's rules and support the administration of discipline for violations of the Code of Student Conduct.

## *Baldwin High School*

### **Students who:**

- Attend all classes daily and are on time.
- Are prepared to come to class with appropriate working materials.
- Conduct themselves in a safe and responsible manner.
- Are well groomed, neat and follow the dress code.
- Abide by the rules and regulations set forth by the school and individual classroom teachers.
- Participate in appropriate discipline procedures.
- Strive daily to take advantage of the education provided to them.

### **A Responsible School that:**

- Supports the teacher's plan for classroom control.
- Encourages the use of good guidance procedures.
- Maintains an atmosphere conducive to good behavior.
- Exhibits an attitude of respect for students.
- Plans a flexible curriculum to meet the needs of all students.
- Promotes effective training on discipline based on fair and impartial treatment of all students.
- Develops a good working relationship among staff and with students.
- Endeavors to involve the community in order to improve the quality of life within the school.
- Supports and participates in community activities.

### **A Responsible Community that:**

- Assumes responsibility, in part, for developing positive attitudes among children and youth.
- Offers programs and activities that reinforce positive behavior and meaningful use of leisure time.
- Participates in the enforcement of the rules in the Code of Student Conduct as appropriate.

## **INTRODUCTION**

The offenses and disciplinary actions apply to all situations which occur on school campuses, during school activities, during school related functions, traveling to and from school and to off campus, non-school related actions by students which have a direct and immediate impact on student discipline, the educational function of the school or the welfare of the students and staff. The school has the flexibility to implement the plan to best address the needs of the school and student. The age of the child and the severity of the offense will be taken into consideration in the administrator's decision on discipline. Repeated episodes of misconduct will result in increasingly severe disciplinary actions.

Notwithstanding the recommended dispositions contained in these rules, the Principal, acting through and with the concurrence of the Superintendent, may refer a student to a hearing officer for disciplinary actions arising out of the violation of any of these rules. Upon such referral, the hearing officer may take such action, after proper notice and hearing, as it shall deem appropriate, including suspension and/or expulsion.

The rules set forth in this document are directed toward the entire student body.

## **TYPES OF DISCIPLINE**

- (A) **INFORMAL DISCIPLINE** : A major consideration in the application of the Code of Student Conduct is that the most appropriate disciplinary action taken by school officials be the least extreme measure (as circumstances permit) that can resolve the discipline problem. Teachers and administrators strive to use a variety of informal discipline/guidance steps prior to formal disciplinary action. Early parent contact and involvement is expected. The informal discipline method includes:
- Combinations of teacher, parent, counselor, administrator conferences
  - student program adjustment
  - referral to student services, i.e. counselor, social worker
  - in class disciplinary action
  - timeout
  - referral to student support team
  - school chores; or work details.



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- (B) **FORMAL DISCIPLINE:** The Code of Student Conduct recognizes many strategies which may be used as alternatives to home suspension, or as follow-up to suspension or temporary removal from class:
- (1) **Corporal Punishment Not Allowed:** The Baldwin County School District does not authorize the use of Corporal Punishment in our schools.
  - (2) **Detention:** The school may elect to provide detention during, before or after the school day as an alternative to suspension for certain conduct. A maximum of ten (10) days of detention may be assigned for any one conduct violation. It should be emphasized that due to problems of transportation, supervision or special circumstances, detention may not be offered in all schools. Students must have a minimum of one day's notice if kept after normal school dismissal time.
  - (3) **Expulsion:** Expulsion means the removal of a student from a public school beyond the current school semester. In cases in which a student has been expelled, the student is prohibited from entering upon any buildings, facilities or properties owned or used by the School District.
  - (4) **In School Suspension:** (ISS) ISS provides students with a more structured and supervised environment while allowing students the opportunity to continue in a classroom assignment for up to a ten (10) day duration. ISS is provided in an isolated area to assure minimal distraction. ISS is used to address behavior that is disruptive to the normal school day and for those students who are repetitive rule violators. **Once a student is assigned to ISS, the school will notify the parent(s) by phone or mail.** It is important to remember that the Principal has discretion to restrict any and all school activities for students assigned to ISS. **You may NOT substitute work detail or out of school suspension (OSS) for ISS.**
  - (5) **Law Enforcement Involvement:** Law enforcement agencies may be contacted at the discretion of the school if criminal activity occurs on campus, or if the disruption is excessive or if chronic truancy is a problem. Law enforcement agencies may be notified in situations involving weapons, alcohol, drugs and/or fighting/violence.
  - (6) **Long Term Suspension:** Long term suspension means the suspension of a student from public school for more than ten (10) school days. In cases in which a student has received a long term suspension, the student is prohibited from entering upon any buildings, facilities or properties owned or used by the School District.
  - (7) **Out of School Suspension:** (OSS) Refers to any period of suspension where the student may not return to school.
  - (8) **Parental Suspension:** Students may be placed on parental suspension in lieu of Out of School Suspension or other discipline action. The parent will be required to bring the student in for a conference with the administrator. Students who return without a parent will be assigned out of school suspension.
  - (9) **Referral to Alternative Program:** When a severe, corrective action may not be effective or when all school strategies have been exhausted, a Principal may refer a student to an alternative program, if grade appropriate. This is in lieu of the recommendation for expulsion. The student must demonstrate consistent, positive behavior changes prior to returning to regular school. Misbehavior at alternative programs may result in recommendations for expulsion.
  - (10) **Referral to Intervention Programs:** Certain intervention programs may be recommended in lieu of five (5) to ten (10) day ISS or home suspension assignments. Documentation of successful participation must be presented in order for credit to be granted for participation.
  - (11) **Saturday School:** Saturday School is designed to help students remain in class rather than be suspended and is an option in Middle and High School levels. Students with excessive insubordination, skipping or disruptive problems are subject to Saturday School assignment. Saturday School begins promptly at 8:00 a.m. (no late admittance) and ends at 12:00 noon. **NOTE:** Students who do not report to Saturday School will receive original consequences.
  - (12) **Short Term Suspension:** Short term suspension means the suspension of a student from public school for ten (10) school days or less.
  - (13) **Student Center:** This program allows students the opportunity to gain skills in the area of conflict resolution in an effort to assist them in managing and facilitating better peer-to-peer relationships on a daily basis. The Center will be staffed by faculty members who will have a number of behavior modification strategies to assist the troubled student or students.

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- (14) **Student Contract**: Any student involved in a violation that warrants suspension as outlined in the Student Code of Conduct and Discipline, may be placed on a contract in addition to suspension from school. The student contract may deny participation in extracurricular activities and outline certain behavior expectations.
- (15) **Time Out**: Temporary removal from the situation/activity where the student is having a problem. The time out period varies from a few minutes to the length of the school day, depending on the infraction and the student's response to the disciplinary action. Time out areas are monitored. Parent notification is recommended.
- (16) **Removal by Teacher from Class**: a Teacher may remove a student from his/her class and refer the student to the principal for alternative placement and discipline in accordance with the procedures set forth in Board Policy JCDA.

**(C) THE DISCIPLINE OF STUDENTS WITH DISABILITIES:**

Students served through the Program for Exceptional Children under the Individuals With Disabilities Education Act will comply with this Code of Conduct unless otherwise specified in an individual education program (IEP).

A student with disabilities may be subject to a series of removals for disciplinary reasons up to ten (10) days in a year for different acts of misconduct. So long as the series of removals does not constitute a change of placement, the disciplinary consequences are the same as those applied to non-disabled students and the student's IEP committee does not have to determine if the misconduct is a manifestation of the student's disability.

A student with a disability who receives special education services may not be placed in an alternative education program solely for educational purposes if the student does not meet the criteria for placement under this code.

Following a manifestation determination, students with a disability who commit serious offenses which could otherwise result in removal, suspension or expulsion may be brought before the Hearing Officer for a determination as to whether the student is guilty of the offense charged.

Manifestation Determination: Students with a disability who are accused of any misconduct warranting an evidentiary hearing shall be immediately referred to a manifestation determination.

The educational placement of a student with a disability may be changed for disciplinary reasons if a placement committee determines that the misbehavior is not a manifestation of the student's disability, in which case regularly disciplinary consequences, including long term removal to a disciplinary setting or expulsion, may be applied through the student evidentiary hearing process. A student with a disability will continue to receive educational services that enable the student to continue to appropriately progress in the general curriculum and advance toward achieving the goals in the student's IEP.

**(D) OFFENSES AND CONSEQUENCES:**

The offenses and consequences listed below establish the Baldwin County School District's expectation that the students will behave themselves in such a way so as to facilitate a positive learning environment for themselves and other students, respect each other and school employees, obey student behavior rules established by their schools and refrain from engaging in the below listed offenses. **The Baldwin County School District reserves the right to discipline acts of misconduct that may not otherwise appear in the following list of offenses.**

Reasonable attempts to notify parents of misbehaviors may be made by the school. Such attempts include but are not limited to: office discipline referrals, phone calls, meetings, notes, letters, email or other written/electronic means.

Regardless of the method of communication, any perceived failure to contact the parent does not negate the need for appropriate disciplinary measures to be taken when and if necessary.

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The School District considers a wide range of factors in deciding upon the appropriate consequences for a student who engages in misconduct and ultimately the school administration has the authority to assign or recommend to the Hearing Officer, the consequences they believe are appropriate.

### **The age of the child and severity of the offense will be taken into consideration in the administration of these rules.**

(1) **Disruption/Interference with School:**

Students shall not disrupt nor interfere with the learning environment and normal operation of a classroom or school. This includes, but is not limited to, classroom disturbances, blocking pedestrian or vehicular traffic, refusal to identify himself/herself, trespassing on school property or any act of violence, play or any other conduct causing the disruption of any function of the school.

**Consequences:**

**Penalty may range from, at the discretion of the Principal/Designee, warnings to short term suspension. If the act is determined to be extremely disruptive and/or offensive, the student may be suspended for up to ten (10) school days and referred to a Hearing Officer which may result in long term suspension, referral to alternative program or expulsion. Possible notification of a law enforcement agency, if applicable.**

- (2) **Classroom Disturbances:** Students shall not disrupt nor interfere with the learning environment and normal operation of a classroom. This includes, but is not limited to, classroom disturbances, refusal to identify himself/herself, play or any other conduct causing the disruption of any function of the classroom.

**Consequences:**

- a. **First Violation** – 1 to 3 days ISS
- b. **Second Violation** – 1 to 3 days OSS
- c. **Third Violation** – 10 days OSS with referral to Hearing Officer

(3) **Student Dress Code Violations:**

All students are expected to adhere to the expectation of appropriate dress as indicated in this handbook and any additional requirements listed in local school regulations. Shirttails not being tucked in, pants sagging below natural waistline and other inappropriate wearing of clothing shall also constitute violations of the dress code.

**Consequences:**

- a. **First Violation** – Warning – Correct the violation or remove the student from the general population. The student may report to ISS until a change of clothing is available. If unable to obtain a change of clothing, the student may remain in ISS for the remainder of the school day or be suspended for the balance of that day.
- b. **Second Violation** – ISS from 1 to 3 days with administrator's contact of parent.
- c. **Third Violation** – ISS for the remainder of the school day and student is placed on parental suspension.
- d. **Fourth Violation** – 3 days OSS

(4) **Bus Misbehavior:**

Any behavior which disrupts or distracts a bus driver or causes a dangerous situation for a bus driver and/or students, or that disturbs the orderly operation of a bus or that creates a dangerous situation for vehicles operating near a bus. Any misbehavior that occurs on a bus or at a bus stop may be punished as if it had taken place at school.

**Consequences:**

- a. **First Violation** – Parent Conference may be held with the Principal/Designee before the student can continue to ride the bus. Required signature of student and parent on

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behavior contract. Depending on the severity of the incident, the student may be suspended up to ten (10) days.

- b. **Second Violation** – Up to three (3) days suspension from the bus may be imposed. A conference may be held with the Principal/Designee before the student can continue to ride the bus. Required signature of student and parent on behavior contract. Depending on the severity of the incident, the student may be suspended up to ten (10) days.
- c. **Third Violation** – Up to five (5) days suspension from the bus may be imposed. Depending on the severity of the incident, the student may be suspended up to ten (10) days.

A student may also be referred to a Hearing Officer for Code of Conduct offenses that occur on school bus and may receive punishment ranging from school based discipline such as ISS or OSS, referral to an alternative program or expulsion.

**(5) Rude/Disrespectful Behavior and/or Refusal to Carry Out Instructions**

- a. **Rude or Disrespectful Behavior:** Discourteous or inappropriate language and/or behavioral gestures including vulgar/profane language towards teachers, administrators, bus drivers, other school personnel, other students or persons attending school or school related functions.
- b. **Refusal to Carry Out Instructions of Faculty Staff Member or Other School Personnel:** Refusal to follow the instructions of teachers, school administrators or other staff members (e.g. refusing to follow class/school rules, refusing to follow directions of school employees, refusing to participate in classroom activities, refusing to leave an area, refusing to stop aggressive behavior, refusing to stop disruptive behavior, failure to wear ID badge, etc.)

**Consequences:**

**First Violation** – Consequences range from verbal warning to administrative action

**Second Violation** – Consequences may range from verbal warning to short term OSS up to five (5) days.

**Third Violation** – Consequences may range from administrative consequences to short term OSS up to ten (10) days.

**(6) Profanity (Language)/Obscenity/Racial-Ethnic Religious Harassment**

- a. **Profanity/Obscenity/Vulgarity:** Such use includes, but is not limited to: profane, vulgar, obscene words, pictures or gestures; the practice of sexting in any form. Such offenses include displays on clothing or other items.

**Consequences:**

**Penalty may range from, at the discretion of the Principal/Designee, warnings to short term suspension. If the act is determined to be extremely disruptive and/or offensive, the student may be suspended for up to ten (10) school days and referred to a Hearing Officer which may result in long term suspension, referral to alternative program or expulsion.**

- b. **Racial-Ethnic Religious Harassment:** Such action includes, but is not limited to: intentionally spitting on another student, possession of profane, vulgar or obscene material; profane, vulgar, obscene or insulting/hateful racial, ethnic or religious comments or actions and harassment relative to the person's disability.

**Consequences:**

**The Baldwin County School District will not tolerate harassment and therefore, reserves the right to punish students for the first incident based upon the**

findings of the investigation. Penalties may range from detention to suspension for up to ten (10) school days. If the act is determined to be extremely disruptive and/or offensive, a student may be referred to a Hearing Officer which may result in long term suspension, a referral to an alternative program or expulsion.

**(7) VIOLENCE AGAINST STUDENTS, SCHOOL PERSONNEL, SCHOOL VISITORS**

- a. **Verbal/Non-verbal Threats/Bullying:** Violation of this provision includes:
- Verbal/non-verbal action or behaviors which are threatening and/or intimidating to teachers, administrators, bus drivers, other school personnel, other students or persons attending school or school related functions without actual physical contact;
  - Any willful attempt or threat to inflict injury or harm on another person, without physical contact, when accompanied by an apparent, present ability to do so; or
  - Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm

**NOTE:** Threatening witnesses who provide information regarding violation of the Code of Conduct may result in expulsion.

**Consequences:**

**Penalties may range from in school suspension to expulsion. Based upon the findings of the investigation, a student may be suspended for up to ten (10) school days and referred to a Hearing Officer which may result in long term suspension and referral to an alternative program or expulsion.**

Sixth through twelfth graders who commit three bullying violations will result in an assignment to an alternative school as required by O.C.G.A. § 20-2-751.4(b).

**The Baldwin County School District will not tolerate bullying and other forms of harassment, therefore reserves the right to punish students after the first incident upon findings of the investigation.**

b. **Verbal/Non-verbal threats/Cyberbullying:**

The use of any information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), personal web sites, online personal polling web sites, social networking web sites (such as MySpace, Facebook, etc.) to support deliberate, repeated, or hostile behavior by an individual or group that is intended to harm others. Cyberbullying includes but is not limited to: (1) harassing; (2) teasing; (3) defaming; (4) intimidating; (5) threatening; (6) sexting or (7) terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, website postings or blog postings.

- **Authority to discipline for cyberbullying that occurs on campus or through the use of School District technology:** Any cyberbullying that occurs or is distributed through the use of School District technology or on campus will be disciplined.
- **Authority to discipline for cyberbullying that occurs off campus and not through the use of School District technology:** Cyberbullying that occurs off campus, not through the use of School District technology, will be disciplined when it is determined that such misconduct severely and substantially disrupts the educational process, the educational environment, interferes with the safety rights of another, or is a true threat to the orderly operation of school.

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**Consequences:**

**Penalties may range from in school suspension to expulsion. Based upon the findings of the investigation, a student may be suspended for up to ten (10) school days and referred to a Hearing Officer which may result in long term suspension and referral to an alternative program or expulsion.**

c. **Fighting:**

Making physical contact of an insulting, offensive or provoking nature with teachers, administrators, bus drivers, other school personnel, other students or persons or causing physical harm to another (including bullying or hazing). This includes physical contact with a staff member who is intervening in any physical confrontation even if contact is accidental.

**Consequences:**

**First Violation:** Immediate suspension (minimum of three (3) days). Possible referral to a Hearing Officer which may result in long term suspension, a referral to an alternative program or expulsion. Possible notification of a law enforcement agency, if applicable.

**Second Violation:** Immediate suspension (minimum of five (5) days). Possible referral to a Hearing Officer which may result in long term suspension, a referral to an alternative program or expulsion. Possible notification of a law enforcement agency, if applicable.

d. **Physical Violence/Battery:**

Causing substantial or visible bodily harm such as, but not limited to, substantially blackened eyes, substantially swollen lips or other facial or body part, intentionally spitting on someone, bruises to parts or other injury to teachers, administrators, bus drivers, other school personnel, other students, persons attending school or school related functions.

**Consequences:**

**Student may be suspended for up to ten (10) school days and will be referred to the Hearing Officer, which may result in long term suspension, a referral to an alternative program, or expulsion.**

**This offense may possibly result in the notification of a law enforcement agency, if applicable.**

e. **Physical Violence/Assault**

Attempting to injure another or committing an act which causes another to fear that they are about to be injured. This shall include but is not limited to attempts to strike another, use of a deadly weapon or object or device which when used offensively is likely to cause serious bodily injury to teachers, administrators, bus drivers, other school personnel, students or other persons attending school related functions.

**Consequences:**

**Student may be suspended for up to ten (10) school days and will be referred to the Hearing Officer, which may result in long term suspension, a referral to an alternative program, or expulsion. This offense may possibly result in the notification of a law enforcement agency, if applicable.**

f. **Physical Violence Against Teachers, Bus Drivers, School Officials or Other School Employees**

• **Physical Violence**

Any student alleged to have committed an act of physical violence as defined in this Code of Conduct against a teacher, school bus driver, school official, or other school employee shall be suspended pending a Student Evidentiary Hearing.

**Consequences:**

Based upon the findings during the school-based investigation, the student may be suspended for up to ten (10) school days and will be referred to the Student Evidentiary Hearing Office, which could result in long-term suspension, a referral to an alternative program, or expulsion.

- **Physical Violence Causing Harm**

A student alleged to have committed an act of physical violence as defined in this Code of Conduct against a teacher, school bus driver, school official or other school employee which causes physical harm to another unless such physical contact or physical harm was in defense of himself/herself.

**Consequences:**

Based upon the findings during the school based investigation, the student shall be suspended for up to ten (10) school days and will be referred to the Student Evidentiary Hearing Office. A student found by a Hearing Officer to have committed an act of physical violence which causes harm to teachers, school bus drivers or other school officials or employees shall be expelled from the public school system. The expulsion shall be for the remainder of the student's eligibility to attend public school. The Board of Education, at its discretion, may permit the student to attend public school or an Alternative Education Program for the period of the student's expulsion. The student shall be referred to the Juvenile Court with a request for a petition alleging delinquent behavior. If the student is in kindergarten through grade eight, the Hearing Office may permit such a student to reenroll in the regular public school program for grades nine through twelve. Additionally, if the student is in kindergarten through grade six and there is no alternative educational program available, the Hearing Office at its discretion may permit the student to reenroll in school. (O.C.G.A. § 20-2-751.6) District Level Administration and Campus Police must be notified.

- **Hazing/Initiations**

Any activity which endangers or is likely to endanger the physical health and safety of a student. Hazing for initiations and club activities or for any reason is not allowed.

**Consequences:**

**First Violation** – Immediate suspension for up to ten (10) days

**Second Violation** – Immediate suspension for up to ten (10) days

**Third Violation** – Immediate suspension and referral to school disciplinary Hearing Officer. Any student found guilty of a third offense shall be assigned to an alternative placement program.

**(8) REPEAT VIOLATIONS/CHRONIC MISBEHAVIOR**

This offense includes, but is not limited to, behavior which repeatedly or chronically disrupts or disturbs the learning environment, the orderly operation of school or school-related functions, or school buses. In addition, students that violate their Student Contracts may be subject to this offense.

**Consequences:**

Administration, at its discretion, may refer students to a school counselor, social worker, and/or other appropriate support personal. Parents/guardians will be contacted regarding any repeated/chronic misconduct.

In addition, if the situation warrants, students that continuously engage in repeated/chronic misconduct may be suspended for up to 10 days by school administration,

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or referred to a Student Evidentiary Hearing, which may result in long-term suspension, expulsion or a referral to the alternative program.

**(9) INAPPROPRIATE BODILY CONTACT OF A SEXUAL NATURE; SEXUAL MISCONDUCT AND SEXUAL HARASSMENT**

Inappropriate bodily contact that is sexual in nature whether welcomed or unwelcomed on school property or during a school sponsored function is prohibited.

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

**Consequences:**

**Immediate suspension (up to ten (10) days).**

**Possible referral to disciplinary Hearing Officer.**

**1. Sexual Harassment**

Sexual harassment is prohibited under this Student Code of Conduct. The District's definition of sexual harassment and prohibitions against it are found in Appendix B of this handbook.

**Consequences:**

Immediate suspension (up to ten (10) days)

Possible referral to the disciplinary Hearing Officer.

**(10) INAPPROPRIATE PHYSICAL CONTACT NOT OF A SEXUAL NATURE**

Inappropriate physical contact that is NOT sexual in nature but considered as "horseplay" whether welcomed or unwelcomed on school property or during a school sponsored function is prohibited.

**Consequences:**

**Based upon the findings during the school-based investigation, the student may be suspended for up to ten (10) school days and will be referred to the Student Evidentiary Hearing Office, which could result in long-term suspension, a referral to an alternative program, or expulsion.**

**(11) WEAPONS AND/OR EXPLOSIVES AND/OR OTHER DEVICES**

IT IS UNLAWFUL FOR ANY PERSON TO CARRY, POSSESS OR HAVE UNDER CONTROL ANY WEAPON AT A SCHOOL BUILDING, SCHOOL FUNCTION OR ON SCHOOL PROPERTY OR ON A BUS OR OTHER TRANSPORTATION FURNISHED BY THE SCHOOL. THE TERM "WEAPON" MEANS AND INCLUDES ANY PISTOL, REVOLVER, OR ANY WEAPON DESIGNED OR INTENDED TO PROPEL A MISSILE OF ANY KIND, OR ANY DIRK, BOWIE KNIFE, SWITCHBLADE KNIFE, BALLISTIC KNIFE, ANY OTHER KNIFE, STRAIGHT-EDGED RAZOR, RAZOR BLADE, SPRING STICK, METAL KNUCKS, BLACKJACK, OR ANY FLAILING INSTRUMENT CONSISTING OF TWO OR MORE RIGID PARTS CONNECTED IN SUCH A WAY TO ALLOW THEM TO SWING FREELY, WHICH MAY BE KNOWN AS A NUN CHUCK, OR FIGHTING CHAIN, THROWING STAR OR ORIENTAL DART, OR ANY WEAPON OF LIKE KIND, ANY STUN GUN OR TASER, VIOLATION MAY RESULT IN EXPULSION AND CRIMINAL PROSECUTION. (O.C.G.A. § 16-11-127.1; 15-11-37; PL 103-227) LEGAL REF.: O.C.G.A. § 16-11-127.1)

**For the purpose of this policy the term "firearm" includes:** any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, which weapon is loaded or unloaded; the frame or receiver of any such weapon; any firearm muffler or silencer; or any destructive device including any explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, or similar device. Destructive device also includes any weapon by whatever name known which will,



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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 one-half inch in diameter.

- **For the purposes of this policy the term “other weapon” includes without limitation:** a machete, dirk, sword cane, bowie knife, switchblade knife, ballistic knife, or any other knife, a straightedge razor, razor blade, ice pick or box cutter, a sprint stick, metal knucks, or blackjack; any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chankha, nun chuck, nunchaku, shiriken, or fighting chain; any disk, of whatever configuration, having a least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any other martial arts device; an explosive device or compound, including bullets, ammunition of any type, fireworks of any type and size, smoke bomb, paint bomb, stink bomb, any type of homemade bomb, or item which by virtue of its shape or design gives the appearance of any explosive device, any pistol or rifle designed to propel objects by air pressure or spring action, including pellet or BB guns; any blank pistol, signal pistol, starter pistol, stun gun or look-alike firearm; any item or device which effects or releases a spray, foam, gas, spark, fire, smoke or odor. Any weapon of like kind or any tool or instrument capable of inflicting bodily injury and which could reasonably be concluded as being a violation of the intent of this section (for example: blackjack, chain, club, metal/brass or artificial knuckles, night stick, rings, pipe, studded or pointed bracelets, ax handle, seam ripper, metal nail file).

**Consequences:**

- (a) **Possession of firearm:** Immediate suspension (10 days); referral to the Student Disciplinary hearing Officer with recommendation that the student be expelled from school and to the appropriate law enforcement authority for prosecution under O.C.G.A. § 16-11-127.1. Under O.C.G.A. § 20-2-751.1, any student found in violation of this policy shall be expelled from school for a minimum of 365 days from the date of the tribunal. However, if such items are not used inappropriately and depending on the age of the student, the Superintendent may modify such expulsion on a case-by-case basis.
- (b) **Possession of other weapons:** Immediate suspension (5 to 10 days) and referral to the Student Disciplinary Hearing Officer with possible recommendation that student serve long term suspension or be expelled. The student may also be referred to the appropriate law enforcement authority for prosecution.

- Any employee who has reasonable cause to believe that a student is in violation of this policy shall immediately report the violation and the name of the student suspected to the administrator in charge of the school or facility. The principal or other school administrator at which any violation of this policy takes place shall make an investigation of the alleged violation. If said administrator is thereafter satisfied that there is sufficient evidence of a violation, he/she shall, within twenty-four hours, make an oral and written report of the violation of the Superintendent, the appropriate law enforcement authority and the district attorney.

**(12) THE DRUG FREE ZONE ACT O.C.G.A. § 16-13-32.4**

The Act makes it illegal for a person to engage in illegal drug activity in, on or within 1,000 feet of any real property owned or leased by a public or private elementary or secondary school. A person convicted will be guilty of a felony and will be punished by imprisonment for up to 20 years and/or a fine of not more than \$20,000 for a first offense. Violators will be prosecuted. Please contact the school principal or campus security if you see drug activity on or near school property. If you request, your report will be confidential.

**ANONYMOUS TIP LINE (478)453-1855**

(13) **DRUGS/ALCOHOL/TOBACCO**

Use of alcohol, tobacco and other drugs by students is illegal and harmful. For the purpose of this handbook, the terms “drugs” shall mean all substances including, but not limited to, alcohol and alcoholic beverages, prescription drugs, over the counter drugs, look alike drugs, inhalants, pills, tablets, capsules, tobacco and all tobacco related products and all other legal and/or illegal drugs or substances. Any student required to take medication while at school will follow the procedures provided by a school administrator prior to possessing and using medication on school property or on a school bus. Students with health conditions may carry and use their medication as needed based upon the school’s receipt of a doctor’s prescription and the parent’s written permission. A student may be subject to disciplinary action if he/she uses or allows someone else to use medication other than as prescribed.

**a. Possession/Use/Under the Influence of Drugs**

A student is in violation of this section if the student is in possession of drugs or under the influence of (or using) drugs or has used or attempted to use drugs or substances, thought to be drugs or represented to be drugs by the student.

**Consequences:**

**First Violation** – Immediate suspension (10 days)

Possible referral to Student Disciplinary Hearing Officer

Possible notification of law enforcement

**Second Violation** – Immediate suspension (10 days)

Referral to Student Disciplinary Hearing Office

Possible notification of law enforcement

**b. Possession and/or Distribution of Drugs and/or Drug Paraphernalia (including lighters and matches)**

A student is in violation of this section when he/she sells, attempts or intends to sell and/or distributes drugs, substances represented to be drugs or thought to be drugs and/or drug paraphernalia.

**Consequences:**

**Immediate suspension (10 days)**

**Referral to Student Disciplinary Hearing Officer, which may result in long term suspension, referral to an alternative education program or expulsion.**

**Notify parent/guardian immediately**

**Notify appropriate law enforcement officials**

**Notify local drug/alcohol abuse rehabilitation agencies as appropriate**

(14) **GANGS AND UNAUTHORIZED GROUPS**

The Baldwin County Board of Education shall strive to provide all students and all employees with an environment that is free of physical, mental, or emotional harm, so that working and learning may be maximized throughout the school system. The Baldwin County Board of Education will not condone the behavior of groups or gangs in the schools or outside of the schools that disrupts or attempts to interfere with classroom instructions, learning processes, or normal school operations.

**Definition** – A gang is any group of two or more persons, whether formal or informal, who associate together to advocate, conspire, or commit (A) one or more criminal acts, (B) acts which threaten the safety or well-being of property or person including, but not limited to harassment or intimidation, or (C) acts which in any way disrupt the school environment. Any group of students conducting themselves like a “gang” or an organized group that has formed a gang for the purpose of carrying out “gang-like” activities at school sponsored functions shall be in violation of this policy.

1. Any gang or unauthorized group of students wearing or displaying special pins, caps, shirts, jackets, symbols, flags, etc., for the sole purpose of identifying themselves as members of a gang/group shall be in violation of this policy.

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2. Students who have been identified as gang or unauthorized group members will not be allowed to conduct any activities related to non-school sponsored organizations on the school grounds or at school related functions.
3. Acts of intimidation or violence by gangs or unauthorized groups toward other students or staff members will not be tolerated under any condition.
4. Any group of students in violation of items #1, 2, or 3 above, should be dealt with fairly, firmly and immediately through the disciplinary process.

**The administration of the school shall have the authority to:**

- Call local law enforcement officers and file charges against said students
- Suspend one or all students involved for a maximum of ten (10) days, or
- Make a recommendation to the Superintendent for students involved to go before the Student Discipline Hearing Officer for short-term suspension, long-term suspension, or expulsion from the Baldwin County School System.

**(15) PROPERTY RELATED OFFENSES**

**a. Destruction of School/Personal Property**

Destruction, damage, vandalizing of property belonging to the School District or others is prohibited.

**Consequences:**

**Immediate suspension (up to 10 days)**

**Possible referral to Student Disciplinary Hearing Officer, which may result in long term suspension, referral to an alternative education program or expulsion.**

**Possible notification of law enforcement agency if applicable**

**The student must make restitution for destruction, damage, vandalism of property.**

**b. Theft/Attempt/Possession**

Theft and/or attempted theft or theft by deception of public or private property; extortion or attempted extortion; possession of stolen property or missing property; possession and/or distribution of counterfeit money, checks, money orders or selling meals to others and/or receiving or eating on free/reduced ID's when not eligible.

**Consequences:**

**First Violation** – 5 days home suspension, reimbursement for items taken, reimbursement and/or restitution to affected individual.

**Second Violation** – 10 days home suspension, reimbursement and/or restitution to affected individual.

**(16) USE OF CELL PHONES, PERSONAL COMMUNICATION DEVICES AND OTHER ELECTRONIC DEVICES**

- **Use of Electronic Devices Prohibited during School Day.** Students shall not be permitted to use any personal electronic devices during the school day. A student will be considered to have used an electronic device during the school day if the electronic device is visible; if it rings, vibrates or makes a sound(s); or if a student uses an electronic device during class. All electronic devices must be turned off during the school day, with the exception of before school in the commons/cafeteria area, and after school. In addition, no student shall photograph videotape, record or reproduce, via any audio or video means, another student or staff member while on district property, without the express prior permission of the student or staff member. For the purpose of this policy, the school day begins when the first bell rings at 7:45 a.m. for elementary school students and at 8:15 a.m. for middle/high school students to report to class, until final dismissal bell at 2:45 p.m. for elementary school students and 3:15 p.m. for middle/high school students and includes fifth block.

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- **Definition of Electronic Devices.** The term “electronic devices” includes, but is not limited to, the following: cell phones, video and musical devices, cameras, Bluetooth, or other electronic devices.
- **Exception for Use of Personal Communication Devices.** For educational purposes only, teachers may make specific exceptions for the classroom use of electronic devices by students, but under no circumstances will there be an exception for the use of cell phones in the classroom.
- **Violations of this Policy:** School administrators shall handle violations of this policy in accordance with the rules specified in the Student & parent Guide and the appropriate disciplinary action will be taken for the violation of this policy. Additionally, the following will apply to the violation of this policy:

**Consequences:**

All offenses – The principal, or his/her designee, will confiscate the electronic device and hold it at school. **The electronic device will only be released to the student’s parent/guardian. Any electronic device not picked up by the student’s parent/guardian within two (2) weeks from the date it was confiscated, will be discarded or turned over to local law enforcement. THE SCHOOL DISTRICT IS NOT RESPONSIBLE FOR THE LOSS, THEFT OR DAMAGE OF ANY ELECTRONIC DEVICES.**

**First Violation** – Student will receive a warning and the electronic device will be held until the next school day.

**Second Violation** – 1 day In School Suspension (ISS) and electronic device will be held 3 days; \$10 fee will be charged to retrieve the electronic device.

**Third Violation** – 3 days ISS and electronic device will be held 5 days; \$20 fee will be charged to retrieve the electronic device.

**Fourth Violation** – 3 days ISS and electronic device will be held 10 days; \$30 fee will be charged to retrieve the electronic device.

- **Refusal by Student to Surrender Electronic Device:** Any student that refuses to surrender an electronic device upon the request of a school official will immediately be subject to up to ten (10) days of out-of-school suspension and/or confiscation of the electronic device. If the electronic device is confiscated, the electronic device will be held five (5) days and a \$30 fee will be charged to retrieve the electronic device.

(17) **INCITING OR ADVISING OTHERS TO ENGAGE IN PROHIBITED ACTS**

This offense includes, but is not limited to, such acts of enticing or coercing other students to engage in inappropriate acts, or misconduct, as provided in this handbook, as well as engaging in gang-like activity or bullying.

**Consequences:**

Consequences may range from a warning to short-term suspension.

(18) **PROVIDING FALSE INFORMATION**

This offense includes, but is not limited to, such acts as falsifying school records, forging signatures, making or providing false statements, **cheating/academic dishonesty**, bribery, using an unauthorized computer, user ID or password, failing to cooperate during an investigation, etc. Students are prohibited from falsifying, misrepresenting, omitting or erroneously reporting information regarding instances of alleged inappropriate behavior by a student, teacher, administrator or other school employee.

**Consequences:**

**First Violation** – 1 day OSS suspension

**Second Violation** – 2 days OSS suspension

**Third Violation** – 3 days OSS suspension

**Fourth Violation** – Principal review and possible parental suspension, or long term suspension

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(19) **GAMBLING**

Acts such as betting money or items on card games, dice games, the outcome of games or activities and/or possession or gambling materials or paraphernalia. Proceeds of any such gambling and accompanying paraphernalia or subject to confiscation.

**Consequences:**

**First Violation** – 1 day ISS

**Second Violation** – 3 days ISS

**Third Violation** – 1 day OSS and principal’s review

(20) **UNEXCUSED ABSENCES AND/OR TRUANCY**

Lawful absences are defined by Georgia law as follows: personal illness, serious illness or death of a family member, religious holiday, instances which attendance could be hazardous as determined by the Baldwin County School System, registering to vote, voting in a public election, service as a page in the legislature. Georgia law provides up to 5 days excused absences for students whose parents are in the armed forces who are called to duty or home on leave from overseas deployment in a combat zone.

**Students 15-17 years of age are reminded that excessive, unexcused absences could result in suspension of their ability to operate a motor vehicle under the Teenage and Adult Driver Responsibility Act.**

State law requires that any parent/guardian who does not comply with compulsory attendance mandates (O.C.G.A. § 20-2-690.1(a) shall be guilty of a misdemeanor and upon conviction thereof shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed thirty (30) days, community service or any combination of such penalties at the discretion of the court having jurisdiction.

After the student’s school system notifies the parent/guardian of five (5) unexcused days of absence. Each day’s absence from school in violation of this provision shall constitute a separate offense (O.C.G.A. § 20-2-690.1(c) State law also requires unemancipated minors 16-17 years of age to have written permission from their parent or guardian to withdraw/drop-out of school. Be reminded that dropping out of school could result in the suspension of the ability to operate a motor vehicle.

**Consequences:**

**Consequences for truancy or skipping all day are at the discretion of the principal and may include one or a combination of the following: parental suspension, ISS, OSS.**

(21) **CUTTING CLASSES OR OUT OF PLACE**

This includes leaving class without permission or being more than six minutes late to the Student Center or cafeteria or failure to report to class for the entire period.

**\*Students leaving campus without permission will be subject to penalty at the discretion of the Principal/Designee which could include verbal warnings up to short term suspension 10 days or less.**

**Consequences:**

**First Violation** – 1 day OSS

**Second Violation** – 1 day OSS

**Third Violation** – 1 day OSS

**Fourth Violation** – 3 days OSS

**Fifth Violation** – 10 days a OSS and referral to the Student Disciplinary Hearing Office

(22) **RETURN TO VEHICLE WITHOUT PERMISSION/SPEEDING ON CAMPUS/IMPROPER PARKING WITHOUT CURRENT DECAL**

Students who have obtained their drivers license and drive their cars to school are subject to

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the following rules: Students do not return to cars or the parking area during the day except with permission of an administrator or security. Students included in the work study program or with off campus school are expected to leave the campus immediately after their last academic class.

**Consequences:**

**First through Third Violation** – 3 days ISS

**Fourth Violation** – 6 days ISS and loss of parking privileges for a semester

**(23) FAILURE TO ACCEPT DISCIPLINARY ACTIONS**

Refusing or failure to serve detention, in-school suspension or any other disciplinary action imposed by a teacher or administrator.

**Consequences:**

**First Violation** – parental contact and reschedule original day of discipline plus one extra day

**Second Violation** – 1 day OSS

**Third Violation** – 3 days OSS

**(24) OFF-CAMPUS MISCONDUCT**

**Jurisdiction:**

The administration’s authority to take disciplinary action also extends to any off-campus, non-school related actions by students, at any time of the year, which have a direct and immediate impact on school discipline, the educational function of the school or environment, or the welfare and safety of students and staff.

**Consequences:**

A student involved in off-campus misconduct or who has committed a criminal act while off campus and whose presence on school property may endanger the welfare and/or safety of other students or staff, or whose presence may cause substantial disruption at school, is subject to disciplinary action including but not limited to in-school suspension, assignment to an alternative education program, or expulsion.

**(25) FELONY MISCONDUCT:**

Any student who has been indicted, adjudicated, convicted, or had information filed for the commission of any felony or any delinquent act which would be a felony if committed by an adult may be automatically placed by the Superintendent (or designee) in an alternative education program **without** a hearing. In addition, such student may also be recommended for expulsion or long-term suspension at a Student Evidentiary Hearing.

The School District can also refuse to readmit or reenroll a student that has been expelled or suspended because the student has been convicted of, adjudicated to have committed, indicted for, or having information filed for the commission of any felony or any delinquent act which would be a felony if committed by an adult.

**(E) PROCEDURES FOR ADMINISTERING DISCIPLINE**

**(1) Authority to Administer Short-Term Suspension and School-Based Discipline**

A short-term suspension (10 days or less) or other school-based discipline for serious misconduct may be imposed by a principal or assistant principal. **The decision of the principal to impose short-term suspension or other school-based discipline is final.**

**(2) Authority to Administer Long-Term Suspension or Expulsion:**

**Decision to implement Long-Term Suspension (more than 10 school days) or Expulsion:** If, after the principal has investigated a student’s misconduct and decides that a penalty more severe than any within the principal’s authority is warranted, the principal shall prepare a notice and shall schedule and conduct a student evidentiary hearing as explained in Policy JDD/JDE.

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### **(3) Transfer To The Alternative Program**

In lieu of recommending long-term suspension or expulsion for a serious violation of rules prohibiting student misconduct (but excluding any mandatory hearing offenses required above), a principal may offer the option of transferring to an Alternative Program. Such transfers shall be in accordance with Policy JDD/JDE.

### **(4) Appeals of Student Discipline Hearing Officer Decisions to the Baldwin County Board of Education**

Students may appeal any disciplinary action of the Hearing Officer to the Board of Education. Any appeal to the Board of Education shall be (1) in writing; (2) shall specifically set forth the reasons for requesting review by the Board; and (3) should designate in what respects the Hearing Officer erred in his/her findings and recorded punishment. The Notice of Appeal **shall** be received by the Superintendent within twenty (20) days of the date of the decision by the Hearing Officer. The Board of Education shall consider any appeal at its next regularly scheduled meeting or at a called Board meeting but in no event shall such appeal be heard and decided later than ten (10) days (excluding weekends and holidays) from the date on which the Superintendent received the written notice of appeal.

The appeal shall be considered by the Board of Education solely on the record made before the Hearing Officer and no new testimony or evidence shall be received by the Board.

### **(5) Appeals to the State Board of Education:**

Any party may appeal the action of the Baldwin County Board of Education to the Georgia State Board of Education. Any such appeal shall be in accordance with O.C.G.A. § 20-2-1160 and the policy of the State Board governing appeals.

### **(6) Meetings and Records:**

All student discipline proceedings and hearings conducted by either the Hearing Officer or the Board of Education are confidential and are not subject to the open meetings law. Any written records, transcripts, exhibits or other documents assembled and used in any manner with regard to the conduct of student discipline hearings are not public records and are not subject to public inspection.

## **APPENDICES**

### **APPENDIX A**

*Compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Family Educational Rights and Privacy Act, the Hatch Amendment, the Vocational Education Guidelines, and the Gender Equity in Sports Act. It is the intent of the Baldwin County School District to comply with the above referenced federal and state statutes and regulations adopted pursuant thereto, in terms of employment, programs and other related activities in the school district. Part of our compliance effort is to periodically apprise, parents and students of the existence of these statutes and regulations, and our intent to carry out the mandates thereof.*

#### ***Coverage***

*The final regulations cover all operations of the Baldwin County School District with the exception that the Vocational Education Guidelines cover vocational and Career, Technical, and Agricultural Education (CTAE) programs only.*

#### ***Treatment***

*All schools must treat students without discrimination on the basis of race, sex, color, national origin, religion, age, or disability. The regulations cover the following areas:*

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*Access to and participation in course offerings and extracurricular activities, including campus organizations and competitive athletics.  
Eligibility for and receipt or enjoyment of benefits and services.  
Use of facilities.*

*A recipient school district may not participate with single-sex organizations other than the following: Boy Scouts, Girl Scouts, Y WCA, YMCA; and certain voluntary youth services organizations that meet the provisions of Title IX.*

### ***Health Education***

*Classes in health education may not be offered separately on the basis of sex except that separate sessions for boys and girls are permissible during times when materials and discussion deal exclusively with human sexuality.*

### ***Physical Education***

*Sex segregated physical education classes are prohibited. The regulations allow separation by sex within physical education classes during competition in wrestling, boxing, basketball, football, and other sports involving bodily contact.*

### ***Athletics***

*Where selection is based on competitive skill or the activity involved is a contact sport, athletics may be provided through separate teams for males and females, or through a single team open to both sexes. If separate teams are offered, they must provide equal opportunity-comparable facilities, equipment, etc.-but equal aggregate expenditures are not required.*

### ***Gender Equity in Sports: Grievance Procedure***

*It is the policy of the Baldwin County Board of Education ("Board") to prohibit discrimination based on gender in its elementary and secondary school athletic programs. In accordance with the Georgia Equity in Sports Act, the following grievance procedures are hereby adopted to provide for prompt and equitable resolution of written student complaints, including those brought by a parent or guardian on behalf of his or her minor child who is a student, alleging any action which would be a violation of the Georgia Equity in Sports Act.*

- 1. The student, parent, or guardian must submit a complaint on the Exhibit 1 form provided by the school office and submit the completed form to the sports equity coordinator. The sports equity coordinator shall affix the date of the complaint when received.*
- 2. The sports equity coordinator shall take all reasonably necessary steps to ascertain the essential facts regarding the circumstances surrounding the complaint. The sports equity coordinator may obtain additional information from the complainant and/or other individuals that may have knowledge of the circumstances surrounding the alleged violation. The confidentiality of any information obtained shall be maintained in accordance with federal and state law and the school district's policies on confidentiality of students and employee information.*
- 3. The sports equity coordinator shall render a decision in writing within thirty (30) working days after receipt of the complaint, and such decision shall set forth the essential facts and rationale for the decision.*
- 4. A copy of such decision shall be provided to the complainant within five (5) working days of the date of the decision, either by certified mail or hand delivery to the address provided by the complainant on the complaint form.*
- 5. A complainant shall have the right to appeal such decision to the Board within thirty-five (35) working days of the date of the decision. The request for appeal must be submitted in writing to the Superintendent by the complainant when it is received.*
- 6. The Board shall review all materials related to the matter and render a decision in writing no later than thirty (30) working days or at the next regularly scheduled Board meeting after receipt of the appeal, whichever is later, and such decision shall set forth the essential facts and rationale for the decision.*



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7. *A copy of such decision shall be provided to the complainant within five (5) working days of the date of decision, either by certified mail or hand delivery to the address.*
8. *A complainant may appeal a decision of the Board to the State Board of Education in accordance with the procedures specified in O.C.G.A. §20-2-116.*

### **Organizations**

*The school district may not provide significant assistance, in connection with its education program or activity, to any organization, agency, or person which discriminates on the basis of race, sex, color, national origin, religion, age or disability.*

### **Counseling Materials**

*Counseling materials developed and disseminated in keeping with these regulations must exclude references which portray biases toward race, sex, color, national origin, age, religion or disability.*

### **Student Records**

*The Family Educational 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. They are:*

*The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Baldwin County School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.*

*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 district 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 district has contracted to perform a special task, (such as an attorney, auditor, medical consultant, or therapist); or 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 District discloses education records without consent to officials of another school in which a student seeks or intends to enroll. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.*

*The name and address of the office that administers FERPA is:*

*Family Policy  
Compliance Office U.S.  
Department of  
Education 400  
Maryland Ave, SW.  
Washington, DC 20202-4605*

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The school district has designated the following types of personally identifiable information about students as "Directory Information." Directory information may be released by the school district without the consent of a parent or student.

*Student's name, address and telephone listing;*  
*Date and place of birth;*  
*Dates of attendance;*  
*Participation in officially recognized activities and sports;*  
*Weight and height of members of athletic teams;*  
*Photographs;*  
*Video and audio images and recordings*  
*Diplomas and awards received;*  
*Major field of study; grade level;*  
*The name of the most recent previous educational agency, institution, or school attended by the student.*

A parent or eligible student who desires that the school district not release any or all of the directory information about a student must notify the school district to that effect in writing addressed to Baldwin County School District, Superintendent, 110 North ABC Street, Milledgeville, Georgia 31061 no later than September 1 of each school year.

### **Research and Student Surveys**

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the school's conduct of surveys, collections and use of information for marketing purposes, and certain physical exams.

These include the right to:

- a. *Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:*
  1. *Political affiliations or beliefs of the student or student's parent;*
  2. *Mental or psychological problems of the student or student's family;*
  3. *Sex behavior or attitudes;*
  4. *Illegal, anti-social, self-incriminating, or demeaning behavior;*
  5. *Critical appraisals of others with whom respondents have close family relationships;*
  6. *Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;*
  7. *Religious practices, affiliations, or beliefs of the student nor parents; or*
  8. *Income, other than as required by law to determine program eligibility.*
- b. *Receive notice and an opportunity to opt a student out of:*
  1. *Any other protected information survey, regardless of funding;*
  2. *Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and*
  3. *Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.*
- c. *Inspect, upon request and before administration or use:*
  1. *Protected information surveys of students;*
  2. *Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and*
  3. *Instructional material used as apart of the educational curriculum.*

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Parents of eligible students should submit to the school principal a written request that identifies which items set forth above that they wish to inspect. The principal will make arrangements for access and notify the parents or the eligible student of the time and place where the materials may be inspected. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collections, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify, such as through U.S. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- a. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- b. Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- c. Any non-emergency, invasive physical examination or screening as described above. Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

### **Complaints**

Students who believe that they have been discriminated against because of their sex, race, color, national origin, age, religion, or disability, or have been subjected to sexual harassment should contact:

Director of Personnel  
Baldwin County Board of Education  
110 North ABC Street  
Milledgeville, Georgia 31061  
(478)453-4176

OR

The Office of Civil Rights  
U.S. Department of Education  
61 Forsyth Street,  
S.W., Suite 19T70  
Atlanta, GA 30303  
(404) 562-6350

Contact should be made in writing stating the nature of the complaint and indicating how you may be reached in order to schedule a conference. After your initial contact, complaints will be handled according to the following procedure:

### **Equal Opportunity Complaint Procedure**

Complaints made to the Baldwin County School District regarding alleged discrimination on the basis of race, color,

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*national origin, sex, or on the basis of handicap, in violation of Title(s) VI, VII, IX or Section 504/ADA, will be processed in accordance with the following procedures:*

- 1. Any student, employee or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, the appropriate coordinator designated below for the school system. If the complaint is oral, the coordinator shall promptly prepare a memo or written statement of the complaint as made by the complainant and shall have the complainant read and sign the memo or statement if it accurately reflects the complaint made.*
- 2. The coordinator shall have fifteen days to gather all information relevant to the complaint made, review the information, and determine the facts relating to the complaint with the complainant and any other persons involved. The coordinator shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant and the Superintendent.*
- 3. If the complaint is not resolved at the conclusion of this fifteen day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools.*
- 4. The Superintendent shall have fifteen days to review the complaint and the response of the coordinator and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either approval of the action recommended by the coordinator or the action to be taken by the system in response to the complaint in lieu of that recommended by the coordinator and the time frame in which such action shall be taken.*
- 5. If the complainant is dissatisfied with the response of the Superintendent, then the complainant shall have the right within five days of the receipt of the written response of the Superintendent to have the complaint referred to the Board of Education. In order to have the Board review the Superintendent's decision, the complainant must file with the Superintendent a written statement setting for the reasons he or she disagrees with the response of the Superintendent and the action the complainant is requesting the system take. The complainant shall also include in the written response a request that the complaint be referred to the Board of Education.*
- 6. Within thirty days of receipt of the written request of the complainant, the superintendent shall present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The Board shall review the original complaint, the response of the coordinator, the response of the Superintendent and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.*
- 7. The Board of Education will either uphold the recommendation of the Superintendent or require the system to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the system.*
- 8. This procedure is not intended to deprive any employee of any right they may have to file a grievance pursuant to any other policy or the Board of Education, specifically including policy GAE, where appropriate. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure mandated by state law or State Department of Education regulations, specifically including, but not limited to, hearings to be conducted pursuant to the Fair Dismissal Act of Georgia, Official Code of Georgia Annotated 20-2-940 through 947. The complainant retains at all times the right to contact the Office of Civil Rights with regard to any allegations that the system has violated the statutes described above.*
- 9. This procedure is available to students, employees and the general public. The School Board Policy Manuals are available in all school offices; media centers; and the central office facilities at Milledgeville, Georgia.*

***Title VI, VII, IX, Section 504 Coordinator:***

*Mr. Allen Martin  
Board of Education  
Assistant Superintendent  
110 North ABC Street  
Milledgeville, GA 31061  
(478) 453-4176*

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### **ADA Coordinator:**

Ms. Traci Kitchens, 504/ADA Coordinator

Board of Education

Special Education Director

110 North ABC Street

Milledgeville, GA 31061

(478) 453-4176

*Note: This Appendix is a review of federal and state laws and regulations cited above. Only those areas related to the Baldwin County School District are reviewed in this summary. The complete implementation plan includes the Regulations, the Baldwin County School District's Policies and Rules related to personnel and students, a Grievance Procedure, and a Title IX record of implementation activities.*

### **APPENDIX B**

#### *Sexual Harassment Policy (GAEA)*

1. It is the policy of the School District to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any member of the District's staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for student's to harass other students or any school employee through conduct or communication of a sexual nature as defined below.
2. Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature, when made by a member of the school's staff to a student or when made by a student to another student or system employee, constitutes sexual harassment when: (a) submission to such conduct is made either explicitly or implicitly, a term or condition of an individual's education; (b) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (c) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creates an intimidating, hostile or offensive academic environment.
3. Sexual harassment as defined above may include, but is not limited to, the following:
  - (a) verbal harassment or abuse
    - i. pressure for sexual activity;
    - ii. repeated remarks to a person with sexual or demeaning implications, unwelcome touching, suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.
4. Sexual harassment is not limited to demands for sexual favors. It also may include such actions as:
  - a. Sexually oriented verbal "kidding", "teasing" or jokes
  - b. Repeating offensive sexual flirtations, advances or propositions;
  - c. Continued or repeated verbal abuse of a sexual nature;
  - d. Graphic or degrading comments about an individual or his or her appearance;
  - e. The display of sexual suggestive objects or pictures;
  - f. Subtle pressure for sexual activity;
  - g. Physical contact or blocking movement
5. Sexual harassment does not refer to occasional compliments of a socially, acceptable nature or consensual personal and social relationships between students. It also does not apply to age appropriate behavior between very young students. Rather, it is behavior which is *not welcome* and which is *personally intimidating*, hostile or offensive.
6. Sexual advances, requests for sexual favors and other conduct of a sexual nature by employees or volunteers toward students is unwelcome by definition, and will not be tolerated under any circumstances.
7. Any student who alleges sexual harassment by an employee or another student in the School District, may complain directly to a Principal, Assistant Principal, Guidance Counselor or other individual designated to received such complaints. (See also Equal Opportunity Complaint Procedure)

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8. Filing a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status, nor will it affect grades or assignments.
9. The right to confidentiality, both of the complainant and the accused, will be respected, consistent with the School District's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.
10. All allegations of sexual harassment shall be fully investigated and immediate and appropriate corrective or disciplinary action shall be initiated. A substantiated charge against a student shall subject that student to disciplinary action.

### **APPENDIX C**

#### **Review of Materials, Media or Equipment**

The Baldwin County School District has adopted a set of guidelines for the selection and purchase of instructional materials, media and equipment. These guidelines are revised and updated periodically as needed. The guidelines have been established to insure that material are appropriate for our educational objectives and to provide parent involvement in reviewing and selecting such materials.

The process of selecting instructional media should be a cooperative one involving the professional staff, students, parents and community representatives. For this reason, each school has a School Media Committee composed of representatives from the previously named categories. This committee is charged with the responsibility of choosing materials to serve the wide range of interests, reading abilities, and mental and emotional maturities of the students within that school. Further, it welcomes any suggestions or comments from parents and students.

Should a school patron wish to register a complaint regarding instructional materials used in the School District, he/she should present it in writing to the building principal. Complaints must include the author, title, publisher and objections listing pages and items. The form, *Citizen's Request for Reconsideration of Material, Media and Equipment* should be used for this purpose. If the complaint involves other than printed materials, written information specifying the precise nature of the objection should be provided to the principal.

When a principal receives a complaint, receipt shall be acknowledged and appropriate School District administrators shall be notified, as well as the department person, teacher or other staff members involved. A review committee shall then take the matter under consideration.

Although an individual student may be excused from using challenged materials after the parent or guardian has filed a written complaint, the use of the materials by class, school or school system shall NOT be restricted until final disposition has been made by the review committee.

It is the sincere desire of the Board of Education that parents be involved in the activities of the public schools. Such involvement makes for better communication between the schools and the community and enables the school system to meet the needs of its patrons more effectively.

**APPENDIX D**

**STATE MANDATED PROCESS FOR STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT**

(a) Any student (*or parent or friend of a student*) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

(b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.*

(c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report **immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.**

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

- Pursuant to Baldwin County procedures, upon receipt of a report under this policy, the principal shall immediately contact the Office of Student Safety, which will initiate an investigation into the allegations.
- When it is determined that reports should be made to various outside agencies, the Office of Student Safety will contact appropriate police authorities; will coordinate with the Office of School Social Services to make a report to the appropriate child welfare agencies; and will coordinate with the Department of Human Resources to make a report to the Professional Standards Commission.

**APPENDIX E**

**Unsafe School Choice Option**

Students found by official action to have committed an offense in violation of a school rule, while at school or at a school-related function, that involved one or more of the following criminal offenses under Georgia law: drug and weapon offenses; terroristic threats; aggravated battery; aggravated child molestation, aggravated sexual battery; armed robbery; arson; kidnapping; murder; rape; and voluntary manslaughter, may result in the school being designated as an Unsafe School pursuant to State Board of Education Rule 160-4-8-.16.

Any student that is the victim of one of the following violent criminal offenses that occurs on the property of the school in which the student is enrolled, while attending a school-sponsored event that occurs on the property of a

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public school, or while attending an event under the jurisdiction of a public school, shall be entitled to transfer to a safe public school (including charter school) to the extent required by State Board of Education Rule 160-4-8-.16: aggravated battery, aggravated child molestation, aggravated sexual battery, aggravated sodomy, armed robbery, first degree arson, felony weapons charge, kidnapping, rape, or terroristic threats. Such student victim will be entitled to transfer within ten school days of the commission of the violent criminal offense, and to the extent possible, the student victim will be allowed to transfer to a school that is making adequate yearly progress and that has not been identified as being in school improvement, corrective action, or restructuring.

### **APPENDIX F**

#### **Baldwin County School District**

##### **Notice of Parent/Student Educational Rights under Section 504**

If it is determined that a student has a physical or mental impairment that substantially limits a major life activity and, as a result, requires instructional or other appropriate accommodations within the school environment, that student is disabled under Section 504 of the Rehabilitation Act of 1973. In addition, if a student does not have a disability but has a record of a disability or is considered disabled by school personnel, that student is protected from discrimination under Section 504. If a child is disabled or a parent believes that his or her child is disabled or has been discriminated against because of a disability, that parent is entitled to certain rights. This notice is designed to provide Baldwin County School District's parents and students with information about those rights.

While services provided to qualified students are not required to produce identical results or levels of achievement with non-disabled peers, services must be designed to offer an equal opportunity to gain the same benefit within the least restrictive environment with non-disabled peers to the maximum extent appropriate.

Under Section 504, a student has the right to:

1. Participate in all school activities without discrimination solely on the basis of disability;
2. Be educated in facilities and receive services that are comparable to those provided to non-disabled students;
3. Receive an education designed to meet the student's individual educational needs as adequately as the needs of non-disabled students;
4. Receive 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 School District are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student;
5. To participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to the student's needs;
6. To an evaluation prior to a Section 504 determination of eligibility;
7. If the student is eligible for services under Section 504, the right to periodic reevaluations, including prior to any subsequent significant change of placement; and
8. A student with a disability may not be discriminated against based solely on the basis of disability with regard to the opportunity to compete for participation in nonacademic and extracurricular activities offered by the District.

With respect to the provision of educational services under Section 504, a parent has the right to:

1. Notice with respect to actions regarding the identification/eligibility, evaluation or educational placement for your child;
2. Access all records relevant to decisions concerning identification/eligibility, evaluation or educational placement of your child;
3. Have evaluation, education and placement decisions made based on a variety of information sources, and by persons who know the student and are knowledgeable about the evaluation data and placement options;
4. To ensure that the School District 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;
5. Challenge any action regarding the identification/eligibility, evaluation or educational placement of your child by requesting mediation and/or an impartial hearing;
  - The procedures and forms for the initiation of an impartial hearing regarding the identification, eligibility, evaluation or educational placement of your child may be obtained from the District's Section 504 Coordinator or your child's principal.



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6. To receive a copy of this notice and a copy of the School District's impartial hearing procedures upon request.
7. Participate in any hearing requested;
8. Be represented at your expense by counsel at the requested hearing; and
9. Appeal any decision by the impartial hearing officer to the State Board of Education.
10. With regard to disability discrimination or any other disability issue unrelated to the identification/eligibility, evaluation or placement of the student, a parent has the right to file a local grievance with the District in accordance with Board Policy JCE-R. Board Policy JCE-R may be obtained from the School District's website, from the District's Section 504 Coordinator or your child's principal.
11. The District may not retaliate against any person who has made a complaint, testified, assisted or participated in any manner in an investigation or proceeding under Section 504 of the Rehabilitation Act of 1973. If a parent contends that he or she is or has been retaliated against because of his or her child's disability or because of asserting any rights under Section 504, that parent should notify the District's Section 504 Coordinator listed below.
12. If a parent believes the School District has not acted in compliance with the law, that parent has the right to file a complaint with the Office of Civil Rights at U.S. Department of Education, 61 Forsyth Street SW, Suite 3B70, Atlanta, GA 30303-8927.

If you think your rights or the rights of your child have been violated, you may contact the Section 504 Coordinator for the Baldwin County School District, Allen Martin, at 110 North ABC Street, Milledgeville, Georgia 31061, for all complaint procedures and forms or at (478) 457-2916 if you have any questions or concerns.

### **APPENDIX G**

#### **Baldwin County School District Section 504 Procedural Safeguards**

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

**2. Hearing Request:** The written 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 of the School District that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the Complainant.
- g. The name and contact information of the Complainant.

Within 10 business days from receiving the Complainant'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 Complainant of the specific information needed and assist in the completion of the Request for Hearing. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

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

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**4. Hearing Procedures:**

- a. The Section 504 Coordinator, with the assistance of the Superintendent, will identify and obtain a Hearing Officer who will conduct a hearing within 45 calendar days from the receipt of the Complainant's Request for Hearing unless agreed to otherwise by the Complainant or a continuance is granted by the Hearing Officer. The Hearing Officer must (i) have knowledge or training in Section 504, (ii) not be an employee of the School District, and (iii) not have a personal or professional interest that would conflict with his/her objectivity in the hearing. It is not required that the Complainant consent to the Hearing Officer who is selected.
- b. Upon a showing of good cause by the Complainant or School District, the Hearing Officer, in 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 Complainant will have an opportunity to examine the child's educational records prior to the hearing.
- d. The Complainant will have the opportunity to be represented by legal counsel at his or her own expense and participate, speak, examine witnesses, and present information at the hearing. If the Complainant 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 Complainant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the 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 District, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the Complainant's testimony and answer questions posed by the Hearing Officer.
- f. The Hearing Officer shall not have the power to subpoena witnesses or require the parties to conduct any discovery. The strict rules of evidence shall not apply to hearings. The Hearing Officer 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 and testify.
- g. The Hearing Officer 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 Request for Hearing.
- j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The Hearing Officer, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses. The Hearing Officer retains the right to set time parameters and restrictions on the hearing and the examination of witnesses and presentation of evidence. Either party may request that the witnesses be sequestered.
- k. Testimony shall be recorded by court reporting or audio recording at the expense of the School District. All documentation related to the hearing shall be retained by the School District.
- l. Unless otherwise required by law, the Hearing Officer shall uphold the action of School District unless the Complainant can prove that a preponderance of the evidence supports his or her claim(s).
- m. Failure of the Complainant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the Hearing Officer or just cause is shown, shall constitute a waiver of the right to a personal appearance before the Hearing Officer.

**5. Decision:** The Hearing Officer shall issue a written determination within 20 calendar days of the date the

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hearing concluded. The determination of the Hearing Officer shall not include any monetary damages or the award of any attorney's fees. The decision of the Hearing Officer is final and binding unless appealed.

**6. Review:** If not satisfied with the decision of the Hearing Officer, 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.

**Please NOTE the following:**

**The School District is responsible for costs directly related to providing impartial hearings described in these procedures, including compensation of the Hearing Officer, transcripts, or recordings of the hearing and other related costs.**

**The School District is not responsible for costs of legal counsel or other representatives of the Complainant, or for the costs of producing or reproducing the evidence presented by the Complainant.**

**Any timelines specified herein may be extended by agreement between the School District and the Complainant, or by order of the Hearing Officer.**

