

WINDER-BARROW HIGH SCHOOL

2017-2018

Improving Minds, Improving Lives

Dr. Al Darby
Principal

Rob McFerrin
Assistant Principal
Athletic Director



Barbara Smith
Assistant Principal

Craig Martin
Assistant Principal

272 North Fifth Avenue
Winder, Georgia 30680

Main Office (770) 867-4519
Attendance Office (770) 867-4519, Ext. 277
Clinic (770) 307-1650
Fax (770) 867-6412

**The Barrow County Board of Education does not discriminate on the basis of race,
color, national origin, sex, or disability.**

PRINCIPAL'S WELCOME

Dear Students and Parents,

Students, each and every day at WBHS, we are committed to Improving minds, Improving lives. During the 2017-18 school year, we hope that you exceed expectations beyond those set by you, your parents, and your teachers. As we work each day to achieve success, you will be able to show your true "GG" effort! The faculty and staff welcome you and look forward to a productive year for you and are prepared to watch you as you grow and mature.

While a student at WBHS, you are required to have this agenda available to you. It will be provided to you electronically and you are responsible for its contents. The handbook will be available to you on our school's website, as well as posted on our Facebook page. If you would like a hard copy of our agenda, please let me know and I will provide one for you.

Parents, I strongly encourage you to monitor your child's academic progress, both by conventional means (phone calls to teachers, regular parent/teacher conferences, email, etc.) and through the use of Parent Portal, an internet based means for you to access your child's school records. This information will allow you to work with the WBHS faculty and staff to ensure your child's success. You can sign up for Parent Portal on the WBHS website.

Welcome to Winder-Barrow High School. I look forward to a successful and memorable school year.

Sincerely,

Dr. Al Darby
Principal

WINDER BARROW HIGH SCHOOL BELIEFS

All students are capable of learning and should be provided with a variety of instructional approaches to support their learning.

All students should be given opportunities to be successful.

All students should be provided with the tools (technology, academic, community service, tolerance) to lead productive, fulfilling lives as citizens of the twenty-first century.

Each student is a valued individual with unique physical, social, emotional, cultural and intellectual needs.

Students learn best in a safe environment that encourages respect, tolerance, trust, and dignity.

Students, teachers, administrators, parents and the community share the responsibility for student success.

The commitment to continuous improvement is necessary to enable students to become confident, self-directed, lifelong learners.

Teachers will continuously reflect on effective practices while investigating opportunities for professional growth.

These beliefs are evident in the Winder-Barrow High School mission statement: Improving Minds, Improving Lives.



Proudly serving all of your class ring,
graduation announcement, and
Cap/Gown
needs!

2955 Horizon Park
Drive, Suite D
Suwanee, GA 30024

John M.
Upchurch &
Todd
Sims

770-614-
9353
Fax: 770-
614-9364

Email:
[SCHOLASTICIMAGES@GA
BALFOUR.COM](mailto:SCHOLASTICIMAGES@GABALFOUR.COM)

Website(s):
www.gabalfour.com



WBHS Bell schedule 2017-2018

7:25 – 7:30	Transition (5 minutes)
7:30 – 8:58	1 st period
8:58 – 9:03	Transition (5 minutes)
9:03-10:30	2 nd period
10:30-10:35	Transition to Advisement/Travel Time to SIMS-students reporting to SIMS walk to the bus loading area (5 minutes)
10:35-10:55	Advisement/Travel Time to SIMS (20 minutes)
10:55 – 11:00	Transition (5 minutes)
11:00 – 11:26	A LUNCH (Science/ SPED/ World Language)
11:26 – 11:51	B LUNCH (MATH)
11:51– 12:16	C LUNCH (Social Studies / LA 7.100 Hall)
12:16 – 12:41	D LUNCH (CTAE / LA 9.100 and 4.100)
12:41 – 1:06	E LUNCH (JROTC / PE/ Fine Arts)
11:00 – 1:06	3 rd period
1:06 – 1:11	Transition (5 minutes)
1:11 – 2:35	4 th period

VISITOR POLICY

Parents are welcome at Winder-Barrow High School. We do ask that an appointment be made to see a teacher or visit a classroom. The principals and counselors of WBHS are on duty from 7:00 am until 3:00 pm. We encourage you to call to schedule an appointment with teachers, counselors, and/or administrators. The school policy is to accept only those visitors who have a legitimate reason to visit the school. All visitors must report to the main office or attendance office immediately to receive a visitor's pass.

WBHS is a closed campus. No student guests are allowed unless they are part of a pre-arranged exchange program with another school. Visitor's passes will not be issued during final examinations or other testing times during which an administrator deems it inappropriate to issue a pass. An administrator may refuse to issue a visitor's pass anytime he/she feels it is in the best interest of the school to do so. To ensure quality and uninterrupted instruction, students will not be called out of class to take messages from parents except during class change.

Any person on campus without permission is trespassing and is subject to arrest by police authorities. All students must leave campus by 3:00 p.m. unless they are under the direct supervision of a teacher, sponsor or coach. Remaining on campus after hours without supervision will be considered loitering.

ABSENCES FROM SCHOOL

Parents/guardians must call the school on the date(s) of a student's absence in order for the student to be excused from school. Parents must call (770) 867-4519, on the day of the absence or the absence will be coded unexcused. If a call is not received, a handwritten excuse or doctor's excuse is required within 3 days of an absence.

In order to participate in school activities, the student must be in attendance for a minimum of two class periods during the school day of the activity. Absence from the other two classes must be excused.

When a student is on a field trip/school activity that requires the student to be out of the building, the student is to be recorded as present in class, but noted that the student was on an activity. All missed work may be made up. These absences do not count against the student for credit purposes.

When the student misses school for a non-school related trip, the absence must be approved by the Assistant Principal for Attendance at least three days prior to the trip for the student to be allowed to make up work missed. For trips of this nature to be approved, the student must be in good standing with academics, attendance and behavior. Since these days are coded Approved/Unexcused, no exception will be made to the exam exemption policy.

COLLEGE / TECHNICAL SCHOOL VISITATION

Seniors in good standing are given the opportunity to miss two school days (one per semester) for the purpose of visiting a college or technical school campus. Absences will be counted as excused absences, but will not affect exemption status or perfect attendance records. Permission forms are available in the guidance office. Completed forms must be turned in to the attendance office at least five days in advance of the visit.

CHECKING OUT OF SCHOOL

In order for a student to be dismissed from school during the school day, a parent/guardian must sign the student out in the attendance office. If a student needs to be dismissed for an appointment, he/she may bring a note from parent/guardian to the attendance office requesting early dismissal. School personnel will call to verify these notes, so a phone number where the parent/guardian can be reached must be included.

The hours of operation of the attendance office will be 7:15 a.m. until 2:45 p.m. A student will not be released by phone call only, unless the parent has completed an Early Dismissal Form (available in the attendance office). The attendance office phone number is (770) 867-4519.

HOSPITAL / HOMEBOUND SERVICES

The services of a hospital homebound teacher are available to students who are under a physician's care and need to be away from school for five or more consecutive days due to long-term illness or injury. Parents should contact the Counseling Office for an application.

ILLNESS AT SCHOOL

If a student becomes ill or injured during the school day and must check out, the student must obtain a pass from the classroom teacher to visit the clinic. Parental contact will be made by clinic personnel to have the student picked up from school. The parent/guardian or person authorized for student pick-up on the official school record will be the only one(s) allowed to pick up students from school. If a signed Early Release Form is on file in the attendance office, school personnel will make phone contact with a parent/guardian, and the child will be released to drive home once permission has been given. In some extreme cases of illness or injury when a parent cannot be contacted, the school will act in place of the parent and call the proper medical authorities and possibly transport the student or have proper medical transportation made available. No student can return to school after an illness until they have been without a fever for 24 hours.

MAKE-UP WORK

It is the student's responsibility to initiate all make-up work within three days of returning to school after an absence. Pre-assigned graded assignments such as reports, papers, and projects are due at the discretion of the teacher. For example, if a student is ill on the day a paper is due, the teacher may ask that someone other than the student, such as a parent or friend, submit the paper.

PERFECT ATTENDANCE

For perfect attendance purposes, students serving as pages of the Georgia General Assembly shall be counted present on the days missed for this purpose. In addition, students who are present for at least two full periods shall be counted present for perfect attendance purposes. The accumulation of 5 or more partial attendance days, in any combination of tardies and early dismissals, within a 9 week grading period shall disqualify a student from perfect attendance recognition. Partial attendance is defined as any day that a student does not attend the full day. Tardies and early dismissals are both considered partial attendance and shall be treated in a similar manner.

SKIPPING/TRUANCY/TARDIES

Skipping is defined as any absence without the prior knowledge and consent of the parent/guardian. Skipping will result in disciplinary consequences. Any child under the age of 16 is required by law to attend school. Repeated absences will be investigated by a school social worker, with possible truancy charges being filed against the student and/or parent.

TARDY TO SCHOOL & CLASS

A student is considered to be tardy when he/she is not in class when the bell rings. The intent of this policy is to provide consistency and structure throughout the school and to have students in their seats and ready to begin the initial activity when the tardy bell rings. Upon the bell ringing, teachers will shut their doors and students will report to various areas, where they will be given a pass to class. Tardies will be accumulative regardless of period. After 3 accumulative tardies, on the 4th – 6th tardy, students will be assigned Silent Lunch. The 7th – 10th tardy will be assigned receive ISS and 11 + tardies a behavior contract will be issued. All tardies will be kept on Infinite Campus.

To School: Students who arrive late to school after 7:45 must report to and sign in at the attendance office. In order for a student to receive an excused tardy, a parent/guardian must call the attendance office number, 770-307-1650, prior to 7:30 A.M A pass will be stamped on the date of the tardiness with the time of arrival. In compliance with the State of Georgia, only the following are excused tardies:

- Personal illness
- Serious illness or death in the immediate family
- required church observance/religious holidays
- Court appointments
- Instances where attendance by students would be hazardous

ACADEMIC GUIDELINES

ADVISEMENT / Remediation

Upon entering WBHS, students will each be assigned a teacher advisor. Students, with the assistance of their advisors and parents, select the program of study that best meets their career goals and abilities. Their advisors will also assist the student in the planning of their academic program of study while in high school with selections based upon their career interests. Appropriate program of study and graduation requirement activities and information will be distributed to all students through advisors.

Students must meet the established graduation requirements based on the graduation rule in effect when the student enters the ninth grade for the first time. Therefore, parents and students are encouraged to work very closely with the school counselor to insure that all program requirements are met. Parent involvement is an integral part of this process. Please contact the Counseling Department for information about the University System of Georgia Freshman Admission Requirements.

Advisement / Remediation Schedule 10:35 – 10:55

Monday	1 st block	Thursday	3 rd block
Tuesday	2 nd block	Friday	4 th block
Wednesday	Advisement		

PROMOTION REQUIREMENTS

Promotion shall be based upon units accumulated as follows:

- 6 units for promotion to 10th grade
- 13 units for promotion to 11th grade.
 - Units required for promotion to the 11th grade must include: English – 2 units; Math – 1 unit; Science – 1 unit; Social Studies – 1 unit.
- 18 units for promotion to 12th grade.

For Students entering 9th grade in school year 2013-2014 or thereafter:

*Required Courses and / or Core Courses

AREAS OF STUDY	Standard Diploma	Diploma with Distinction	Diploma with Highest Distinction
English /Language Arts*	4	4	4
Mathematics*	4	4	4
Science*+	4	4	4
	4	4	4
CTAE or Modern Language / Latin or Fine Arts	3	3	3
Health and Physical Education*	1	1	1
Electives	4	8	12
Total Units (minimum)	24	28	32

+ The 4th science unit may be used to meet both the science and pathway requirement but may only count for 1 unit of credit.

RANK IN CLASS

A student’s rank in class is determined by two factors: the actual grade a student makes in the class and the weight factor (quality points) for that particular course. A student can receive more quality points for the same class by taking the course at a higher difficulty level. Barrow County Schools weight those courses taught at the honors and Advanced Placement levels. Postsecondary courses taken in the required core area are also weighted. Average level classes receive no additional weight. Weighted scores are determined in the following way:

Average courses:	Raw score x 1.00
Honors courses:	Raw score x 1.075
Adv. Placement courses:	Raw score x 1.10
Joint Enrollment/Postsecondary Options	Raw score x 1.10

Both the raw score GPA and the weighted GPA will be reported at the end of each semester. Students do not receive any weight if a grade below 70 is received for a course. The weighted GPA is calculated by totaling the weighted score (see above table) for all courses the student has taken and dividing by the total number of courses the student has taken. The weighted GPAs for each graduating class are then ranked from the highest average to the lowest average. Final class ranking is determined at the end of first semester of the school year.

COUNSELING SERVICES

The WBHS Counseling team offers a variety of services to students, parents, faculty and community. Our team strives to meet each student's emotional/social, academic and career needs. Services available include individual and group counseling, classroom core curriculum, educational planning, parent forums, staff development, middle school and high school transition, some standardized testing coordination (Milestones, AP and PSAT) and community consultations. If needed, students may be referred to outside resources for additional support. The records clerk provides enrollment verification, copies of records (immunizations, social security card, etc.), and good student discount letters for insurance and withdrawal forms.

Please contact records clerk prior to date of withdrawal to insure that paperwork can be completed in a timely manner.

The Counseling Office is open from 7:00 – 3:00 and student appointments can be made online at: bit.ly/wbhscounseling.

Areas of Responsibility:

The counselors serve all grade levels and divide the students alphabetically as follows:

Freshmen	Ms. Boykin	mary.boykin@barrow.k12.ga.us
A- Har (10-12)	Mr. Peppers	cory.peppers@barrow.k12.ga.us
Has- Pa (10-12)	Ms. Hubbard	danielle.hubbard@barrow.k12.ga.us
Pe-Z (10-12)	Dr. Lowe	christina.lowe@barrow.k12.ga.us

Counseling Referral Procedures:

Counselors are available daily between the hours of 7:00 a.m. – 3:00 p.m. Students may make an appointment with a counselor at the following website: bit.ly/wbhscounseling. **When students make an appointment online they need to show up on time to the counseling office.** Students will not be called from class. Parents/Guardians may make an appointment with a counselor via email or phone. Appointments are highly encouraged to ensure counselor availability.

In the event of an emergency, a student may come directly to the counseling office for assistance, or a teacher may refer a student directly to the counseling office. There will be times when an outside agency (DFCS, Law Enforcement, Juvenile Services, etc.) will need to see a student immediately without a scheduled appointment. Students will be called from class to report to the counseling office.

Parent Conferences:

When parents request a conference with individual teachers, the individual teacher should schedule the conference. When parents request a conference with all of the student's teachers, the counselor will schedule the conference with the parents and will send notification of date, time and place to the teachers. Every attempt will be made to give teachers advance notice of the scheduled conference. Parent/teacher conferences (involving all of the student's teachers) will be held before or after school. If a teacher is unable to attend, he/she is asked to notify and provide the counselor with student progress information (current class grade, attendance, behavior, etc.).

Procedures for Schedule Changes:

The master schedule and course offerings are carefully planned based on student/parent course requests during the registration process in the spring. Requests to change your schedule were due on Thursday, March 9th 2017. Schedule change requests will only be honored for the following criteria:

1. You are a SENIOR and need the course to graduate
2. Duplication of course or credit
3. You don't have the pre-requisite for the course
4. Certain extenuating circumstances

Pathway Requirement:

In order to graduate a student must:

- Complete a pathway of study
- Successfully complete required high school coursework

A Pathway consists of three elective units of credit in a coherent sequence that provides a path for students to meet future career and/or post-secondary education goals.

Pathway choices are:

- Career, Technical and Agricultural (CTAE)
- Modern (Foreign) Language
- Fine Arts
- Journalism

An Accelerated Pathway in core academic areas may be earned in addition to, not in lieu of, the required CTAE, Modern (Foreign) Language, Fine Arts or Journalism Pathway. Students should choose a pathway by the sophomore year; allowing them to have the opportunity to complete requirements for several pathways by graduation.

Detailed information on graduation requirements is provided in the teacher advisement materials made available to all advisors.

Honor Graduates:

To qualify as an Honor Graduate, a senior must have a cumulative weighted average of 89.5 or better representing the graduate's total high school experience after seven semesters.

****Note:** This Barrow County Schools GPA calculation includes all courses taken by the student and is a numerical GPA. The HOPE GPA is calculated by the Georgia Student Finance Commission on a 4.0 scale and includes only academic and academic elective courses.

Honor Roll:

The Honor Roll is compiled after each semester. To qualify for the Honor Roll, a student must earn a grade of 90 or above in each course taken.

HOPE GRANT/SCHOLARSHIP ZELL MILLER

The **HOPE Scholarship** program is for students that have demonstrated academic achievement and are seeking a college degree. There are several ways to become eligible for the HOPE Scholarship, either by graduating from high school as a HOPE Scholar or by earning it while in college. For more information, please review the HOPE Scholarship regulations.

The **HOPE Grant** program is for students seeking a technical certificate or diploma, regardless of the student's high school grade point average or graduation date. For more information, please review the HOPE Grant regulations.

The **Zell Miller Scholarship** program is for students who have demonstrated academic achievement and are seeking a college degree. Generally, to become eligible, a student must graduate from an eligible high school with a 3.70 GPA and a minimum score on the SAT/ACT. For more information, please review the Zell Miller Scholarship regulations.

The **Zell Miller Grant** program is for students seeking a technical certificate or diploma, regardless of the student's high school grade point average or graduation date. To be eligible for the Zell Miller Grant, a student must earn and maintain a minimum 3.5 cumulative postsecondary GPA. For more information, please review the Zell Miller Grant regulations.

The **HOPE and Zell Miller Scholarships and HOPE and Zell Miller Grants** pay a certain amount for tuition. The amount of the award depends on the type of school the student is attending, the number of credit hours the student is enrolled, and the specific tuition rate for the college. To view the award amounts, please view the chart found here .

For more details about the program and qualifications please visit:
www.gacollege411.org

Rank in Class:

See Barrow County BOE Policy ICH "Rank in Class".

GPA's for Valedictorian and Salutatorian are calculated at the end of the seventh semester. For a student to be eligible for valedictorian and/or salutatorian for his/her graduating class, he/she must have attended WBHS for four consecutive semesters during the junior and senior years.

Transcript and Records (GPA, Rank, etc.) Requests:

Students should complete a YELLOW request form located in the Career Center. Requested information will be ready for pick-up in 24 hours after the request.

Career Center:

Liz Long , the Career Information Center Coordinator, provides information, on Career Interest Inventories, Job Shadowing Program, SAT/ACT, WIOA, Move On When Ready, Accuplacer, ASVAB testing, ACT/SAT fee waivers, college applications, scholarships and provides transcripts. Ms. Long is also available to assist students in career planning. The Career Center is open to parents, students, and teachers.

MOVE ON WHEN READY (MOWR) Dual Credit Program

MOWR provides opportunities for Georgia high school students to earn high school course credits while taking college courses. Approved courses may be taken during or after school hours on the college campus or online. MOWR provides assistance for tuition, mandatory fees and books. Georgia's MOWR dual-credit program is available to any Georgia student in grades 9-12 enrolled in a public school, private school, or home-study program (operated pursuant to O.C.G.A. 20-2-690 in Georgia).

GEORGIA SCHOLAR

These guidelines are provided as a reference and are subject to change by the governing agency. For current guidelines please visit the guidance office. Students nominated for Georgia Scholar must meet the following criteria:

- A minimum combined score of 1360 on the SAT at one sitting or a composite score of 31 at one sitting on the ACT
- Earned 22 Carnegie units of credit for graduation including:
 - *3 units in science, including one unit in chemistry or physics
 - *4 units in mathematics, including one unit in Algebra II
 - *3 units in social studies, including economics and citizenship, world history and U.S. studies
 - *4 units in English language arts
 - *2 units of a single foreign language
 - *1 unit in fine arts
- A non-weighted, cumulative GPA of at least 3.75 on a 4.0 scale
- Participated in a minimum of 3 different competitive interscholastic activities during grades 9 – 12
- Been appointed by school official or elected to positions of leadership in a minimum of two different activities sponsored by the school.
- Shown evidence of leadership in a minimum of two different youth activities outside the school, including being appointed by an organization sponsor or elected to a position of leadership or role of responsibility in a minimum of one of these activities
- Registered to vote (U.S. citizens) and 18 years old on or before March 1.
- Shown evidence of self-esteem and concern for others in day-to-day activities

GRADING POLICY

There are two semesters in the school year, each consisting of two nine-week grading periods. Progress reports are issued at the end of each nine weeks and at the end of each semester. Report cards should be reviewed by parents. The scale for reporting pupil progress with a word description is:

- 90 –100 Excellent
- 80 – 89 Good, above average
- 70 – 79 Average to below average
- 69 and below Failing

The maximum load of study is eight units for each school year. WBHS requires a student to carry a full course load each semester (4 units). Students participating in a work release program may be authorized to work during a class period.

Final Exams/Milestones

An exam schedule for finals will be distributed each semester. **Finals/GMAs are required in all non-special education classes and may not be given at any time other than the regularly scheduled class period without Dr. Darby's prior approval.**

Exam Policy is as follows (board policy):

*Exams will be given in all courses at the end of the semester

* Final exams/GA Milestone will count 20%

*All grades and exams will be cumulative

No 20% exam can be exempted

Testing:

Georgia Milestone End-of-Course Tests (state-mandated assessment):

- Georgia Milestone End-Of-Course Tests are state-mandated standardized assessments for each of the following eight courses: 9th Literature/Composition, American Literature/Composition, Algebra I, Geometry, US History, Economics, Biology, and Physical Science.
- Georgia Milestone EOC assessments will count 20% of the student's overall grade in the course.
- Students may not exempt Georgia Milestone EOCs.

Final exams in courses that do not have an EOC

- Students in courses that are not subject to an EOC will take a final exam in those courses.
- Final exams will count 20% of the student's overall grade in the course.

- Students may not exempt final exams.

Final Exam Schedule

December 19th (periods 3rd and 4th) **December 20th** (periods 1st and 2nd)

May 22nd (periods 3rd and 4th) **May 23rd** (periods 1st and 2nd)

SENIOR FINAL EXAMS

May 18th (1st and 2nd)

May 21st (3rd and 4th)

DISASTER DRILLS

Fire, tornado and other disaster drills as required by law will be conducted. Procedures for these drills will be posted in each classroom and students will be made aware of appropriate action to be taken in case of a disaster or real emergency.

DRESS CODE

The purpose of this dress code is to assist administrators, teachers, students, and parents in fulfilling the mission of Barrow County Schools to provide all students quality educational opportunities that enable them to become successful, responsible, and contributing citizens. To accomplish this mission, the learning environment must be one that is safe, disciplined, and free of distractions. Therefore, the dress code regulations that follow are not designed to inhibit personal taste but to encourage learning, good behavior, and safety.

1. Any clothing, hairstyle, jewelry, chains, or attire that is distracting or causes a disruption or constitutes a safety issue will not be permitted at school.
2. Shorts, skirts, dresses, and spirit wear must be of reasonable length; e.g., mid-thigh if they are to be worn at school. **(All shirts, dresses, and blouses must have moderate sleeves.) NO TANK TOPS**
3. Clothing such as skirts, pants, trousers, etc., must be worn at the waist. Clothing shall not be poorly fitted or oversized or extremely baggy. Clothing that exposes underclothing or impedes walking will not be permitted. **(Jeans, etc., with holes on the upper thigh are not permitted.) No Pajamas unless on specified spirit days**
4. Clothing and/or jewelry, which advertises or displays any insignia of alcohol, illegal drugs, or tobacco is not permitted.
5. Clothing and/or jewelry with words or symbols which are offensive, insulting, embarrassing, sexually suggestive, obscene, gang-related, or promote violence, terrorism, or abusive behavior will not be permitted at school.
6. Clothing that distracts by exposing or accentuating the body, such as spandex pants, see-through garments, halter or tube tops, backless dresses, muscle shirts, bare midriff outfits, or shirts, blouses, etc., that are tied at or may rise above the waist will not be permitted at school.
7. Sunglasses, caps, hats, and other head-coverings such as bandannas and hoods will not be worn inside the school building.

8. Appropriate shoes must be worn at all times at school. (No Bedroom Slippers)
9. No Blankets

Discretionary Statement:

The Principals/Site Administrators have the authority to interpret the dress code and make a case-by-case determination for appropriateness of dress and appearance, which is or is not covered in these dress code standards. Principals/Site Administrators may make occasional, school-wide exceptions to these standards for such events as "hat days" or "spirit days."

ELECTRONIC DEVICES / CELL PHONES

Cell phones or any other electronic devices are permitted under the direct supervision of teachers as long as it is permitted for instructional purposes. Outside of instruction, PDA (personal digital assistants) are not to be used during the school day (7:30 a.m. – 2:35 p.m.). The inappropriate use of electronic devices is subject to disciplinary actions.

Students are expected to adhere to the cell phone policy set forth by the school and classroom teacher. If a student does not adhere to the policy, the student will be referred to the discipline administrator for insubordination.

Winder-Barrow High School is an active participant in the "Bring Your Own Technology" (BYOT) initiative. As such, students are encouraged to utilize their devices when deemed appropriate by the classroom teacher.

INSURANCE

Accident insurance is available to students. This covers students while they are at school or while participating in school activities. The school assumes no responsibility for accidents other than making insurance available at a reasonable cost. The school will insure that claims are filed. All students who participate in athletics, band, cheerleading, shop and lab classes, Georgia High School Association events, or students who travel while representing the school must show proof of insurance.

LOCKS AND LOCKERS

If you desire a locker to store your books and belongings, you must rent a locker during open house for a \$5 fee. Students are personally responsible for their lockers and the contents thereof. Since lockers are property of the school, they may be subject to search if reasonable suspicion of a violation exists. The sharing of lockers is discouraged. Lockers should always be locked. Do not paste decals on lockers.

LOST AND FOUND

Items found in and around the building will be brought to the office and kept there for a reasonable time. Textbooks will be returned to the appropriate department. WBHS is not responsible for lost or stolen items. It is highly advisable that items of value and sums of money not be brought to school. If you must do so, it is best to keep them with you at all times. If this is impossible, give them to a teacher or the front office for safekeeping. Purses and PDAs (personal digital assistants), especially, should not be left lying around or in the classroom unattended. It is

your responsibility to safeguard your belongings.

MEDIA CENTER

Checking out materials:

All books, equipment, and videos are to be checked out using the name or ID number of the individual staff member. Media Center resources are only checked out directly to WBHS staff members. Do not send students or substitutes to checkout or pick-up these items at any time. Staff members are responsible for all media materials on their media center account. Media Center accounts should be cleared by post-planning as noted on the year end checklist. If any media center item is lost or damaged the staff member is responsible for the cost of replacing the lost or damaged item.

Media Center staff members will assist with any checkout and items can be checked out for two weeks. Items may be returned to the media center early.

Laminating:

Media Staff will be laminating periodically. An email will be sent notifying staff when to send items to the Media Center for laminating.

Technology:

There are Ipad and Chromebook carts, LCD projectors, video cameras, laptops, Netbooks, Chromebooks, DVD players, Ipads, and document cameras available for teacher checkout. Email Ms. Dana Turner to reserve/checkout equipment. The Ipad and Chromebook cart checkout Google Sheet may be viewed in Google Drive.

To reserve you class time in the library:

Collaborate with the Media Specialist by email or stopping by the Media Center. Lessons may be taught on Galileo, Google Apps, Credible Sources, Destiny, or any requested Information Literacy Skill. The Media Center sign-up sheet is located in Google Drive. Teachers may reserve half a period in the Media Center. Teachers please be on time and note rotation of 45 minute sessions per block for optimal use of the Media Center resources. If you need to cancel, please send an email to Media Center staff.

Library hours are 7:00am-3:00pm. There are 20 computers available in the Media Center. Georgia Virtual Students (GAVS) assigned to the Media Center must be given priority for computer access. Students coming to the Media Center during school hours need to have a pass (lanyard or teacher signed pass). Please note only two students may be sent at a time on a pass from the same class to the Media Center.

Printers:

There are two printers in the media center for student and staff use. All staff and students (including visitors/student teachers) needing to print their work will need to pay twenty-five cents

per page for color prints and ten cents a page for the black and white prints. Cash money is due at the time of printing.

Student checkout:

Students are able to checkout two books for two weeks. If they have an overdue book and/or fine they will only be allowed to checkout a non bar-coded paperback book until their account is cleared. Students will be charged fine cents a day per book for an overdue book (no weekend or holiday charges). Media Staff will also periodically send out emails to classroom teachers to help remind students who have overdue books. Students will also be notified of overdue books via monthly Paretlink call and paper notices handed out during advisement meetings. Students may lose privileges such as future checkout, locker rental and/or parking until their media center account is cleared. Seniors must clear accounts before Graduation.

There is no eating and/or drinking in the Media Center. No exceptions!

Copier:

The media center copier is for student use with a charge of ten cents per copy and for teacher use for single copies at no charge. This copier makes transparencies, too. Check with your department head for the location of department transparencies. This copier is on a strictly limited copy count contract and our meeting the payments is the reason for the one copy policy. Staff members will need to bring their department copy paper in order to make single copies.

Copyright:

WBHS is a copyright law abiding school. Supplemental Approval Video Forms for staff owned videos are available in the media center and on the shelf in the faculty mail room. The form must be filled out and approved by the department head before using the video during instruction. A list of videos with a Supplemental Form on file can be found on Google Drive.

Wish List:

The Media Center constantly keeps a purchase wish list. Please email any recommendations for books or videos that will help support our curriculum to Ms. Dana Turner.

Webpage:

The Media Center webpage is linked off our school webpage. Information regarding Media Center resources such as procedures for teachers and students, online resources, booklists, favorite author websites, contest, and more can be found there.

The catalog Destiny is available outside of school at www.destiny.barrow.k12.ga.us.

**Please note any Media Center adjustments may be made depending upon the learning needs of our students. One of our School Media Center goals is to prepare students for life-long learning, informed decision-making, a love of reading, and the use of information

technologies. Media Staff will strive to give faculty and students as much notice for any changes as possible.

TERMS AND CONDITIONS FOR INTERNET USE

This policy is being revised. Please refer to the Barrow County School District policy tab found at <http://www.k12.barrow.ga.us> for the latest updates of this policy.

The district's technology resources are provided for educational purposes that promote and are consistent with the instructional goals of the Barrow County School System. Use of computers and network resources outside the scope of this educational purpose is strictly prohibited.

Winder-Barrow High School is an active participant in the "Bring Your Own Technology" (BYOT) initiative. As such, students are encouraged to utilize their devices when deemed appropriate by the classroom teacher.

MEDICINE AT SCHOOL / CLINIC PROCEDURES

WBHS operates a school clinic, which is used for minor illness, issuing of prescribed student medication (which has been brought to school and checked in properly), and minor first aid treatment. A registered nurse does not operate the clinic. At certain times, however, a school nurse will be available.

If a student must take medication during the school day, the student must leave the medicine at the school clinic. A note with the reason and dosage will be necessary for the clinic to dispense the medication. According to state law, all medication must be in the original container. Students may not carry any kind of medication, including over-the-counter medications, with them while at school. Also, students are not allowed to have diet pills or supplements at school. Any student found in violation of this policy will be subject to disciplinary action.

(Please refer to BCS website to review the head lice procedure)

PROM GUIDELINES

The following students are eligible to attend the WBHS Junior/Senior Prom:

- Students who have met the graduation requirements at the end of the first semester of their senior year (early graduates)
- Students who have earned 13 units prior to the first day of 2nd semester of their third year in high school
- Eligible students must be actively enrolled and meet one of the above criteria.

- Students must not be older than 20 years of age
- Non Winder Barrow High School Students who are attending as a date must complete "a student in good standing" form from their high school and must be signed by an administrator.

SCHOOL RESOURCE OFFICER (SRO)

An SRO is assigned to WBHS during the normal school day and during certain extracurricular activities. As a member of the teaching faculty, the SRO will serve as a role model to students in terms of appropriate attitudes and respect; deter misconduct by remaining highly visible; assist the administration when students or others commit acts of violence or crimes on campus; serve as a liaison between the school and the local law enforcement community; conduct classroom activities on a wide range of topics; assist with the security of the grounds, parking lots and buildings; and improve the safe atmosphere of the school for learning.

SEXUAL HARASSMENT

It is the policy of the Barrow County Board of Education 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 staff to harass a student or for a student to harass another student through conduct or communication of a sexual nature as defined below.

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcome touching
- Suggestive or demeaning sexual involvement accompanied by implied or explicit threats concerning one's grade, job, etc.

Any person who alleges sexual harassment by a staff member or student in the school district may complain to the principal, assistant principal, guidance counselor, or other individual designated to receive such complaints. Four persons (the principal, the superintendent, the assistant superintendent, and a central office administrator) are designated to receive complaints. A Hearing Officer will be appointed with the authority and responsibility of processing all sexual harassment complaints. The Hearing Officer, after reviewing the particulars of the case, may impose any sanctions deemed appropriate, including termination of employment for a school employee or, for a student offender, discipline including but not limited to, expulsion from school. (A complete copy of the B.O.E. policy is located in the Principal's office.)

STUDENT PARKING

Students may park in the school parking lots under the following conditions:

- Possession of a valid Georgia Driver's License
- Proof of adequate insurance coverage of vehicle
- Agreement to park in the assigned parking area only
- Assuming liability for damage to property
- Vehicle must be left alone during the school day
- Parking decal must be purchased (for \$50.00 either at open house or from the clinic after school starts) and displayed in the prescribed manner. Failure to observe these regulations will lead to temporary or permanent loss of parking privileges. Cars may also be towed if in violation of parking rules. Vehicles parked on WBHS are on private property and are therefore subject to search and seizure. Parking is a privilege, not a right, and will be removed if rules and regulations are not followed.

TITLE I

WBHS is a school-wide Title I school starting the 2010-11 school year. Title I is a federal program that provides additional funds to our school for instruction.

TEXTBOOKS, SUPPLIES, AND MATERIALS

Students are responsible for all textbooks, supplies and materials that belong to the school and are checked out or issued to them. All textbooks, library books and materials must be returned or paid for before grades will be given. Fees are charged for lost or damaged textbooks.

YEARBOOK

The school yearbook is published and delivered in the spring. The Panorama is edited and published by the yearbook staff. Yearbooks are ordered to supply those who reserve them by subscription early in the year. Students should purchase theirs early if they desire to have one ordered. Students should retain their receipts for distribution day in the spring.

CO-CURRICULAR / ATHLETIC ACTIVITY GUIDELINES

A student is eligible to represent WBHS in extra-curricular activities when the student:

- Is registered in WBHS and has not exceeded 8 consecutive semesters or 4 consecutive years of enrollment from date of entry into the 9th grade.
- Is taking three or more units of academic work and not more than 1 unit of work-study credit during the year.
- Meets the Eligibility provisions as set by the Georgia High School Association (GHSA).
 - Earns 2.5 credits in the previous semester.
 - 2nd year student has accumulated at least 5 credits in the first year of school.
 - 3rd year student has accumulated at least 11 credits in the first two years.
 - 4th year student has accumulated at least 17 credits in the first three years.
- Has not attained his/her 19th birthday prior to May 1st preceding the year of participation.
- Meets all other eligibility requirements of the Georgia High School Association.

Physicals: A student will not be permitted to participate in any phase of the WBHS athletic program until he/she has been examined and approved by a physician. Physical exams are valid for one (1) calendar year.

Insurance: All athletes must have proof of insurance, and if needed, and are encouraged to purchase the normal student school time coverage at the beginning of the school year. This insurance covers all athletes except varsity football players.

Letter Jacket Qualifications: Each sport has its own lettering policy by which varsity athletes earn letters. The athletes must purchase letter jackets, and the athletic association will purchase letters and patches.

The Sports Equity Coordinator for Barrow County Schools is Dr. Ken Green, at the Barrow County School District Professional Development Center, 678-425-2886.

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PARENT'S RIGHT TO KNOW TEACHER'S TRAINING AND CREDENTIALS

In compliance with the requirements of the Every Student Succeeds Act, the Barrow County School System would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/or paraprofessional(s). The following information may be requested:

- Whether the student's teacher(s) –
 - has met State qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction.
 - is teaching under an emergency or provisional status through which State qualification or licensing criteria have been waived; and
 - Is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's and/or paraprofessional's qualifications, please contact **Dr. Al Darby at 770-867-4519** or Meggan McNally, Barrow County School System Title II-A Coordinator at 770-867-4527.

COMPLAINT PROCEDURES

A. Grounds for a Complaint

Any individual, organization, or agency ("complainant") may file a complaint with the Barrow County School System (BCSS) if that individual, organization, or agency believes and alleges that BCSS is violating a federal statute or regulation that applies to a program under the Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA). The complaint must allege a violation that occurred not more than one (1) year prior to the date the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

B. Federal Programs for Which Complaints Can Be Filed

- Title I, Part A: Disadvantaged Children, Academic Achievement Awards, Schoolwide Programs
- Title I, Part C: Migrant Education Program
- Title II, Part A: Teacher and Leader Effectiveness
- Title III, Part A: English to Speakers of Other Languages
- Title VII, Part B: The McKinney-Vento Homeless Act

C. Complaints Originating at the Local Level

As part of its Assurances within the ESEA program grant applications and pursuant to Section 9306 within the Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA), an LEA accepting federal funds must have local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore, a complaint should not be filed with the Georgia Department of Education until every effort has been made to resolve through local written complaint procedures. If the complainant has tried to file a complaint with the Barrow County School System to no avail, the complainant must provide the Georgia Department of Education written proof of their attempt to resolve the issue with the Barrow County School System.

D. Filing a Complaint

A complaint must be made in writing and signed by the complainant. The complaint must include the following:

- A statement that the Barrow County School System has violated a requirement of a Federal statute or regulation that applies to an applicable program.
- The date on which the violation occurred.
- The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation).
- A list of the names and telephone numbers of individuals who can provide additional information.
- Whether a complaint has been filed with any other government agency, and if so, which agency.
- Copies of all applicable documents supporting the complainant's position.
- The address of the complainant.

The complaint must be addressed to:

Dr. David Beeland, Jr., Federal Programs Director, Barrow County School System, 179 W. Athens Street, Winder, GA 30680.

Once the complaint is received by the BCSS, it will be copied and forwarded to the Federal Programs Director.

E. Investigation of Complaint

Within ten (10) days of receipt of the complaint, the Barrow County School System will issue a Letter of Acknowledgement to the complainant that contains the following information:

- The date the Barrow County School System received the complaint.
- How the complainant may provide additional information.

- A statement of the ways in which the Barrow County School System may investigate or address the complaint.
- Any other pertinent information.

If additional information or an investigation is necessary, BCSS will have sixty (60) days from receipt of the information to complete the investigation and issue a Letter of Findings. If the Letter of Findings indicates that a violation has been found, a timeline for corrective action will be included. The sixty (60) day timeline may be extended if exceptional circumstances occur. The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

F. Right of Appeal

If an individual, organization, or agency is aggrieved by the final decision of the Barrow County School System, that individual, organization, or agency has the right to request review of the decision by the Georgia Department of Education. For complaints filed pursuant to Section 9503 (20 U.S.C. 7883, complaint process for participation of private school children), a complainant may appeal to the Georgia Department of Education no later than thirty (30) days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the Barrow County School System's decision and include a complete statement of the reasons supporting the appeal.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is 18 or older, your own education records.
2. The right to request the amendment of the student's education records to ensure they are not 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 parent or eligible student of the decision and inform them of their right to a hearing.
3. The right to consent to disclosures of personally identifiable information from the student's educational records with certain exceptions. One exception that permits disclosure of personally identifiable information without consent is to school officials with a legitimate educational interest. A school official may be a person employed by the school district, a person or company that the school system has contracted to perform a specific task, or other party to which the school system has outsourced services. 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.

4. In accordance with OCGA §20-2-667 section(g)(1), the Barrow County procedures and process for handling parent complaints in regards to possible violations of rights under federal and state privacy and security laws:
 - a. Barrow County School System will provide the Parent/Eligible Student Complaint form to the Complainant within 3 business days of receiving the request. The complaint form will also be made available on the local school system's website.
 - b. Complaint forms should be sent to Dr. Matt Thompson at the Barrow County Central Offices at 179 West Athens Street, Winder, GA.
 - c. A written response will be provided to Complainant within 10 business days of receipt of complaint.
 - d. The Complainant may file an appeal with the local school superintendent within 10 business days of receiving written response from local school system.
 - e. Parents or eligible student may file an appeal for a final decision to Barrow County Board of Education within 10 business days of receipt of written response from local school system.
 - f. The Barrow County Board of Education will render a decision within 10 business days of receiving an appeal.
5. The Barrow County Schools, in Board Policy JR Student Records, designates the following information as directory information:
 - Student's name;
 - Student's grade level;
 - Student's photograph;
 - Student's participation in officially recognized clubs and sports;
 - Weight and height of student if he/she is a member of an athletic team;
 - Dates of attendance while enrolled in Barrow County Schools; and
 - Degrees, honors, and awards received during the time enrolled in Barrow County Schools

Barrow County Schools may disclose designated "directory information" without written consent. The primary purpose of directory information is to allow Barrow County Schools to include this information in school publications. Unless you, as a parent/guardian or eligible student, request otherwise, this directory information may be disclosed to the public. Any school district receiving ESEA funds must, upon request of military or higher education institutions, provide access to secondary school students' names, addresses, and telephone listings. School districts must notify parents of the option to require prior written parental consent to such disclosure. School districts must provide military recruiters the same access to secondary school students as is provided generally to postsecondary educational institutions or prospective employers. You have the right to refuse to allow 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 your student is enrolled prior to a directory information request being made to the school or school system.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The following guidelines will be followed conducting research-involving students:

1. No individual, including teachers, administrators, other school district employees and college students, shall gather any data or otherwise conduct research on Barrow County students for his or her own personal use, including use for college classes, dissertations, theses or similar purposes, without receiving approval in advance from the Superintendent or his or her designee.
2. Without the prior written consent of the parent or the student, if he or she is an emancipated minor no student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:
 - a. political affiliations;
 - b. mental and psychological problems potentially embarrassing to the student or his family;
 - c. sex behavior and attitudes;
 - d. illegal, anti-social, self-incriminating and demeaning behavior;
 - e. critical appraisals of other individuals with whom the student has close family relationships;
 - f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - g. income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.
3. In order to comply with federal requirements for school systems receiving Title IV funds to collect data on the incidence and prevalence of illegal drug use and violence among youth in school districts, students will be surveyed using the needs assessment survey provided by the Georgia Department of Education. All students in the surveyed grades will be surveyed unless parents complete the Passive Permission form indicating that they do not want their student to participate. Parents will be notified prior to the survey administration and will be given an opportunity to review the survey instrument.

In addition, the Superintendent or his or her designee must approve the use of any such survey, analysis or evaluation before the consent of the parent or student is sought.

*****NON-DISCRIMINATION NOTICES*****

BARROW COUNTY SCHOOLS GENDER EQUITY IN SPORTS

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A.-20-2-315). Students are hereby notified that Barrow County Schools does not discriminate on the basis of gender in its athletic programs. Inquiries or complaints concerning sports equity in this school system may be submitted to Dr. Ken Greene at 179 W. Athens St. Winder, Georgia 30680 - 770-867-4527.

TITLE VI AND TITLE IX NOTIFICATION

The Barrow County School District does not discriminate in its education and employment programs on the basis of religion, age, race, color, national origin, gender, marital or parental status, and disability. This district complies with Title VI of the Civil Rights Act of 1964, Title IX education amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the Perkins CTE Act of 2006. Inquiries may be made to the respective coordinator regarding Title VI (Andrea Pender), Title IX (Dr. Ken Greene) and the Perkins Act (Beth Parks) or Dr. Matt Thompson regarding 504 and ADA at: Barrow County Schools, 179 West Athens St. Winder, GA 30680, 770-867-4527.

SECTION 504 INFORMATIONAL NOTICE

Section 504 is an Act that prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with

a disability as anyone who: Has a mental or physical impairment which substantially limits one or more major life activities (major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working); Has a record of such impairment; Is regarded as having such an impairment. In order to fulfill its obligation under Section 504, the Barrow County School System recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. Any student or parent/guardian may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational

placement under 504. Copies of parental rights of students and parents under 504 can be found on the district website. Our Section 504 Compliance Coordinator for the Barrow County School System is Mr. Matt Thompson - 770-867-4527.

STUDENT COMPLAINTS AND GRIEVANCES

The Barrow County School System is committed to providing an environment free of sexual harassment and all forms of harassment and discrimination on the basis of race, color, religion, gender, age, national origin, or disability. If a student believes he or she is being mistreated on account of race, color, religion, gender, national origin, or disability, the student may utilize the three-step procedure outlined below.

Step I: If a student has a complaint of discrimination or unfair treatment, he or she should report concerns to the Level One Administrator as described in Board Policy GAE, section 2) principal, the local school's Title IX coordinator, teachers, counselors, or other school administrators. If a student is not satisfied that a complaint presented to a member of the school staff has been resolved satisfactorily, the student or his or her parent may request a meeting with the principal, following which, the principal will inform the parent in writing of his or her decision on the complaint.

Step II: If, after meeting with the school principal, the student is not satisfied with the principal's decision, a written appeal may be submitted to the Superintendent's Office within 10 working days of the receipt of the principal's decision. The appeal must give specific reasons for reconsideration, state precisely the reasons for dissatisfaction with the principal's decision, and be limited to the matter under review. The complaint shall include: Mailing address of the complainant, intent of the complainant, reference or description of the statute, policy, rule, contract provision or regulation that is alleged to have been violated, misinterpreted or misapplied, and a brief statement of the facts.

Step III: For assistance with the student complaint or grievance process, you may contact the district Equity Compliance Officer/Title IX Coordinator Barrow County Schools, 179 West Athens St. Winder, GA 30680, 770-867-4527. **Retaliation on account of filing a complaint at any level is strictly prohibited*

SCOPE PROGRAM FOR GIFTED STUDENTS

Barrow County School District endorses the philosophy that education is a means by which each individual has the opportunity to reach his or her fullest potential. Students in grades K-12 who demonstrate a high degree of intellectual, academic, and/or creative abilities may be nominated for evaluation to determine eligibility to participate in the

Program for Gifted Students. Referrals for consideration may be made by teachers, parents or guardians, counselors, administrators, peers, self, and other individuals with knowledge of the student's abilities.

The State Board of Education determines eligibility criteria for placement in the program. For a summary of those criteria or for further information about Barrow County's Program for Gifted Students, please contact the Gifted Program teacher at your child's school or Meggan McNally, Gifted Program Director at 770-867-4527

SCHOOL ATTENDANCE AND GEORGIA'S COMPULSORY EDUCATION LAW

School attendance is a high priority in the Barrow County School System. Regular attendance is vital to each student's academic progress and the development of positive habits for his/her adult life. **Georgia Law O.C.G.A. 20-2-690.1** mandates school attendance for students between the ages of 6 and 16. This law also applies to younger children once they enter school. According to **O.C.G.A. 20-2-690.1** parents are responsible for enrolling and sending their children to school and the school staff is responsible for enforcing this law. Any student who has more than five unexcused absences in a school year is truant. School days missed as a result of an out of school suspension shall not count for the purpose of determining student truancy.

Failure to comply with Georgia's Compulsory Education Law (O.C.G.A 20-2-690.1) may result in consequences for both students and parent/guardians. Consequences for students include, but are not limited to, detention, Saturday school, and referral to juvenile justice for truancy. Consequences for parents/guardians include a fine of not less than \$25.00 and not more than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties at the discretion of the court for each absence. Parents may also be charged with deprivation for failure to comply with this law.

Student absences may be excused for the following reasons:

1. Personal illness and when attendance in school would endanger their health or the health of others.
2. A serious illness or death in the immediate family necessitates absences from school.
3. Absences mandated by other governmental agencies, including pre-induction physical examinations for service in the armed forces, or court ordered.
4. Observing a religious holiday that necessitates an absence from school.
5. Conditions that render attendance impossible or hazardous to their health or safety.
6. Registering to vote or voting, for a period not to exceed one day.

7. A maximum of five (5) school days per school year may be excused for students whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard in order for the student to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment overseas to a combat zone or combat support posting or during the parent's or guardian's leave from such a deployment. *(Note: Students serving as pages for the Georgia General Assembly are counted present on the days serving in the Assembly. In addition, students who are present for at least one-half of the instructional day shall be counted present partial attendance).*

Full-day school attendance is very important to student success. Students who arrive late or leave early miss important segments of classroom instruction.

SCHOOL NUTRITION PROGRAM

BREAKFAST IS OFFERED TO ALL STUDENTS AT NO COST DAILY.

It is our privilege to provide low cost nutritious breakfast and lunch meals to all students and staff of the Barrow County Schools. Nutrition is a very important part of the education process since a hungry child cannot learn. Barrow County School Nutrition meals adhere to the USDA dietary guidelines and requirements. Our menus offered are analyzed to reduce calories from fat while ensuring proper amounts of nutrients and total calorie intake for different age groups. Monthly menus are available on the Barrow County Schools Homepage on the Internet at www.barrow.k12.ga.us for both breakfast and lunch meals.

Children with health issues or allergies (including lactose intolerance) must have a letter signed by a physician stating such on file with the cafeteria manager. These letters must be updated annually.

Meal Accounts: Each cafeteria has a computer program for tracking meals and payments. **ALL Barrow County School students are assigned computer identification (ID) number, which serves as their meal account number. ALL** students are encouraged to **learn their account number to use at the cashier station at the end of the meal line.**

Prepayment for school meals enables the meal line to move more quickly. At all school levels, prepayment may be made weekly or monthly in envelopes provided by the school. The **student's name and account number must be listed on the envelope** in order to credit the proper account. Money not used can be refunded at the end of the school year

or carried over to the next school year even if they will attend a higher level Barrow County School. Parents should call the school nutrition manager's office at the individual school if they have questions about the child's account during the year.

Families with more than one student at the same school should send the cash or check **SEPARATELY** for each student. **Checks** are to be made out to **SNP** with the student's name and account number on the check. Returned Checks are collected through Envision Payment Solutions. Other purchases from the school office or classroom must **NOT** be included with meal payments.

For your convenience, we now offer online prepayments. You may access this service at www.myschoolbucks.com and put money on your child's account. The site will open in July.

Free or Reduced Price Meals: Students automatically qualify for free school meals if they receive SNAP and may qualify for free meals if they receive Temporary Assistance for Needy Families. Families may also qualify for free or reduced price meals based on family income. **Families must complete a new application each year to determine eligibility.** Family applications rather than individual applications are used. Only one application will be needed per family. ALL household members including all children must be listed. School locations are required for all school age children. Please make certain that your application reaches the school nutrition manager at one of the schools your children attend. Applications will be completed at the time of registration at the Barrow County Professional Development Center. **Parents may also fill out the free and reduced meal application online: <https://www.myschoolapps.com/>**

CAFETERIA CHARGE BOARD POLICY (EE)

Payment is required when meals are selected. Elementary students will be allowed to charge up to 10 meals. Middle School students may charge up to 5 meals. High School students are not allowed to charge meals. A written reminder will be given to the student to take home to inform parents about the charge. If the charge amount is not paid in full, students will be offered a replacement meal at lunch consisting of a cheese sandwich and juice. Report cards will be held until charges are paid.

NO charging of any meal allowed after Spring Break. Student debt cannot be written off, and must be resolved before graduation.

IT IS OUR HOPE THAT PARENTS WILL NOT PLACE THEIR CHILDREN IN UNPLEASANT CIRCUMSTANCES BECAUSE OF MEAL CHARGES!

School Meal Prices

	PK-5		6-8		9-12	
	Full Price	Reduced Price	Full Price	Reduced Price	Full Price	Reduced Price
Breakfast 1 Day	No charge	No charge	No charge	No charge	No charge	No charge
Lunch 1 Day	\$ 1.50	\$ 0.40	\$ 1.75	\$ 0.40	\$ 2.00	\$ 0.40
Lunch 5 Day Week	\$ 7.50	\$ 2.00	\$ 8.75	\$ 2.00	\$ 10.00	\$ 2.00
Lunch 20 Day Month	\$ 30.00	\$ 8.00	\$ 35.00	\$ 8.00	\$ 40.00	\$ 8.00

CLUBS AND ORGANIZATIONS

Clubs and organizations are available at **Winder Barrow High School** for student participation. The clubs and organizations that are available are listed below along with the purpose, faculty advisor and a description of past or planned activities. If you **DO NOT WANT** your child to participate in one of these clubs or organizations you must notify the principal in writing by completing the clubs and organizations form signature letter. You may obtain a policy signature letter from the school office. If a club or organization not listed below is started during the school year, students will have to have parental permission prior to participation.

Club or Organization Name	Faculty Advisor
Academic Team	Levi Karas
Anchor Club	Haley Cox Mitchell
Anime Club	Clarissa Brock
Art Club	Miranda Sweeney
Athletics	Rob McFerrin
Band	Jerry Pharr
Baseball	Brian Smith
Basketball Boys	Ron Garren
Basketball Girls	Kimberly Garren
Beta Club	Haley Cox Mitchell
Book Club	Dana Turner
Bulldogg Pride	Kelly Macaw
Color guard	Debra Gilstrap
Cheerleading (JV) Basketball & Football	Christie Glaze
Cheerleading (V) Football	Courtney Sosebee / Khatherynne Little
Cheerleading (V) Basketball	Courtney Sosebee
Cheerleading (Competitive)	Courtney Sosebee/ Kaitlin Mason
Community Leaders of America	Christie Glaze
Creative Writing	
Cross Country	Charlie Sparks
Deca Club	Christie Glaze
Drill Team	Todd Perkins / Kimberly Glenn
FCA	Chris Davis / Russell Spicer
FFA	James Hale / Ashley Best
Football	Heath Webb

French Honor Society	Katelyn Lee
Future Business Leaders	Kelly Macaw / Kathy McDaniel
GG Newsletter	
Golf	Ryan Smith
Hispanic Organization Promoting Education (HOPE)	Lori Barron / Levi Karas
HOSA	Elisa Bradberry
Interact Club	Katie Van Rooyen / Ashley Freeman
International Club	Catherine Spachmann
Junior Class	Haley Mitchell
JROTC	Todd Perkins / Kimberly Glenn
Key Club	Jared Melton
Literary Coordinator	Shannon McCarty
Model UN Club	Brad Hunt
National Honor Society	Tricia Trapp
One Act Play	Sherelle Patisaul
Partnership for Success	Becky Phillips
Prom	Haley Mitchell
Raider/ Rifle Team	Todd Perkins / Kimberly Glenn
Senior Class	Vonda Woodall / Tricia Trapp
Science National Honor Society	Cris Cook
Skills USA	Sonya Baker
Soccer	Levi Karas / Angela Powell
Softball	Lee Smoak
Spanish Honor Society	Rob Stover
Student Council	Kathy McDaniel / Michelle Harris
Swim Team	Maddie Teale
Technology Students Association	Kimberly Garren
Tennis	Heather Lundy / Coach McDougald
Thespians Society	Sherelle Patisaul
Track Boys & Girls	Charlie Sparks

Volleyball	David Rows / Rob Stover
Wrestling	Matthew Patton / Shane Lancaster
Yearbook	Tara Stuart

PTO/PTA, BOOSTER CLUBS, SUPPORT ORGANIZATIONS, AND FUNDRAISING

Booster clubs are an important part of the athletic and extracurricular program in the Barrow County School System. Booster clubs play an important role in supporting, encouraging, and in advancing these programs. The following rules and regulations are basic and broad guidelines for the establishment and operation of all booster clubs that support our schools in Barrow County.

- The principal of each individual school must approve all booster clubs, and questions about individual booster clubs will be addressed to the principal of each school.
- Booster clubs exist only to support the school and its program.
- A copy of each booster club’s constitution, by-laws, and annual budget must be submitted to the principal before club activities each year. Each booster club will have a written operational philosophy with clear-cut objectives to be carried out by the club.
- Each booster club will have in its constitution procedures for an annual financial report.
- The principal has the right and the authority to audit booster club financial records.
- Each booster club will develop an annual budget with input from the coach or sponsor, and submit it to the principal for approval prior to the start of the season. A final annual financial report will be submitted to the principal at the conclusion of the season.
- The booster clubs will provide a written copy of their treasurer’s report to each member present at each meeting.
- The principal or his/her designated representative will approve all booster club meeting dates, the meeting site, and the time of the meeting.
- Coaches or sponsors of each individual activity will attend booster club meetings.
- All fundraisers and projects conducted by a booster club must have prior written approval of the principal or his/her designee. Booster clubs must follow all Barrow County School System guidelines and policies pertaining to fundraising activities and facilities usage.
- *The Georgia Sales and Use Tax Regulations Prohibit Booster Clubs Access to the School’s Sales Tax Exemption Form.*

- Booster clubs must abide by all guidelines, rules, policies, and regulations set forth by Barrow County Board of Education (Policy LEB, LEB-R, & JK), State Board of Education, Georgia High School Association and all local, state, and federal laws.
- All gifts or donations given to the school by the booster club will be accepted by the principal with a signed statement indicating that they will become the property of the school.
- The principal has the discretion to disband or dissolve any booster club, if he/she determines the guidelines above are not being followed.
- If the booster club is dissolved for any reason all associated funds immediately are to be transferred to the school.

MEDICAL POLICY

The health, welfare and safety of your child are of utmost importance. At times, it may be necessary for your child to take medication. The school nurse or principal's designee shall be permitted to assist students in taking medication during the school day only if it is not possible for the parent, guardian, child's physician, or some other adult authorized by the parent or guardian to administer the medication. In the event a student must take medicine during school hours, the guidelines set forth below shall direct the proper handling of all medications at school:

1. All medicines, prescription or otherwise, brought to school shall be carried to the school office immediately upon arrival at school and must be accompanied by written permission from the parent/guardian stating what the medication is, why the student is required to take it during the school day, the number of pills in the bottle, the dosage to be taken by the student and at what times. The parent/guardian should also state any potential adverse reaction the student may experience. Any student not complying with this policy and possessing any medication on the school campus shall be subject to discipline as set forth in the school district drug policy (JCDAB) and the Student Code of Conduct.
2. Any medication brought to school must be contained in its original container with the nature of the medication and instructions for use clearly indicated. All prescription medication must be contained in the original prescription-labeled container with the student's name, date, name of the prescribing physician, name of the medication, instructions for administering the medication and the name of the pharmacy filling the prescription stated on the label.
3. The parent or guardian shall authorize the school nurse or principal's designee to speak or correspond directly with the child's physician in the event the nurse or designee

deems it appropriate or necessary. In an emergency situation, the school nurse or principal's designee may call for emergency medical services (911). The parent will be notified of the emergency and their child's condition as soon as possible.

4. Written parental permission must be given on at least a yearly basis or when changes in medication occur. Parents must immediately notify the school of any changes in medication. No medication shall be given contrary to label instructions, regardless of parent permission, without specific written instructions from the child's physician.

5. Medications that are out-of-date or discontinued will be available for parent/ guardian to pick-up. Medications not picked up within one week of expiration or by the end of the school year will be properly disposed of in the presence of a witness.

6. Other than topical first aid ointments, no medicine shall be bought or supplied by the school or any employee. The school nurse or principal's designee may use first aid topical ointments, approved by the school nurse, for first aid purposes such as insect bites, abrasions, poison ivy etc., unless a parent/guardian requests in writing that first aid topical ointments not be administered.

7. Nurses or other school employees are authorized to administer auto-injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer auto-injectable epinephrine to a student in such circumstances shall be immune from civil liability.

8. The major responsibility for a student taking medication at school rests with the student's parents. Barrow County Schools will not be responsible if a student misses a dose of medication.

9. If a student requires frequent doses of over counter medication, a doctor's order may be required.

For Additional Information see Board Policy - Medicines – Board Policy JCGD

PROHIBITION AGAINST BULLYING

The Barrow County School District prohibits conduct which may be construed as bullying. Bullying may be defined as an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is : Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: Causes another person substantial physical harm as defined in law or visible bodily harm as defined in law; has the effect of substantially interfering with a student's education; is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.

Possible disciplinary actions include warning/counseling, notification of parents, parental conference, detention, in-school suspension, short-term suspension, referral to a hearing officer, and referral to law enforcement officials. Upon finding that a middle or high school student has committed the offense of bullying for the third time in a school year, the student shall be assigned to the alternative school.

STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT

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.

MEDIA AND INTERNET PUBLICATION RELEASE NOTICE

The Barrow County School System and any of its schools may develop, participate in, or be the subject of media-based presentations and events that highlight various educational activities that take place during the course of the school year and/or during school system sponsored summer activities. Those presentations may include but are not limited to:

1. First Name and/or photograph of your child and/or their work
2. Slide/tape presentation of your child and/or their work
3. Video of your child and/or their work

4. Computer generated presentations, which may incorporate photographs and video of your child and/or their work.

These media-based presentations may be used in, but are not limited to, the following activities or publication platforms:

1. Faculty professional learning
2. Classroom activities/projects
3. Parent programs
4. Media festivals and/or competitions (local, state and international)
6. Public relations/radio broadcasts /podcasts/newsletters/newspapers
7. TV presentations
8. Barrow County School System Internet web pages
9. School, teacher, and/or classroom project-based web pages

NEWS MEDIA RELEASE NOTICE

Your student may also be photographed, videotaped or interviewed by the news media at school or some school activity or event. As a parent/guardian, if you do not want your child videotaped, photographed, or any of your child's creations, such as writing, artwork or multimedia to be used or publicly published with limited identifying information for any of the outlined purposes above, whether by the Barrow County School System or by the news media, you may object in writing. If you wish to exercise this right, objections should be sent to the principal of the school where your student is enrolled in writing within **10 days from the date of enrollment.**

BARROW COUNTY SCHOOLS INTERNET SAFETY, TECHNOLOGY RESPONSIBILITY, AND ACCEPTABLE USE POLICY

The Barrow County Board of Education believes the use of school district technology supports curricular and administrative objectives and has the potential to promote 21st Century skills such as creativity, collaboration, and

communication. Technology can significantly enhance both the teaching and learning process and help prepare students for their roles in a technical society. This technology includes computer hardware, software, local and wide area networks and access to the Internet, the use of which is to be encouraged within guidelines that protect students and the rights of others.

Using Technology at School

We live in a global and digital world -- a world changed by technology and new ideas about how we communicate with one another and exchange information. As a result, students must develop the research, information fluency, and technology skills that will allow them to be successful, safe, and ethical in this digital world. For this reason, students are provided computer access privileges at school, as well as access to the Internet, email, digital communication and collaboration tools, online learning spaces, and electronic educational resources. In addition to these resources, tools, and equipment, which are essential to teaching and learning, the Barrow County School System also fully supports responsible, learning-centered use of personal devices to provide as many pathways to understanding as possible for our students.

The guidelines for responsible use of these tools, student-owned devices and the protection measures in place are outlined in the following documents:

- ***Barrow County School System Student Responsible Use of Technology Resources*** (<https://goo.gl/VMOTlu>)
- ***Barrow County School System Bring Your Own Technology (BYOT) Regulation and Student Agreement*** (<https://goo.gl/vMMOcC>)

Students are expected to follow all classroom/school rules online just as they do in class and will be held accountable for misconduct, which includes violations of the district's Internet Acceptable Use Policy and its established guidelines and the Student Code of Conduct.

Parents are always encouraged to review the online activities of their children and can access student accounts. Parents are also encouraged to speak with teachers when questions or concerns arise about the use of web-based tools in the classroom.

Standard applications and accounts that are configured for student use include (but are not limited to):

- **Barrow County School System's G Suite for Education Environment:** This [education-focused Google Apps environment](#) is hosted by Google, and managed by the district. This collection of online applications provides students with a Google email account, calendar, and access to Google Drive, where students can create, share, and publish documents, spreadsheets, presentations, and other artifacts of their learning. The district creates and manages user accounts; manages access to applications and email based on grade level organizations; and manages permissions. For example, email accounts the district creates can only communicate with other email accounts created by the district or a limited set

of explicitly approved, academically oriented, external email systems such as Governor’s Honors Program, College Board etc. (Note that G Suite for Education accounts are covered by more restrictive data privacy practices than “regular” Google accounts, including a restriction on advertising and the use of student data for advertising purposes. G Suite for Education also was an early signatory to the [Student Privacy Pledge](#).)

- **Web 2.0 Tools for Educational Use:** These are web-based tools that are considered an extension of the class and may require students to have a unique account created for them to access and save content. Products students create using these tools may also be published for a global audience. Under the supervision of a classroom teacher, students may engage in some of the following types of activities:

<ul style="list-style-type: none"> • Compiling research • Online classroom discussions • Teacher-led video conferences • Multi-media projects 	<ul style="list-style-type: none"> • Video production • Research reporting • Individual / collaborative projects • Reading/ writing / peer review
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- **BYOT (Bring Your Own Technology) Program:** This program permits students to bring their technology devices to school for academic use at the discretion of teachers and staff, using Internet access provided by the district and filtered in compliance with the Children’s Internet Protection Act (CIPA). Parents and students who participate in this program are bound by rules and conditions found in the BYOT regulation (IFBG-R3) (<https://goo.gl/vMMOcC>)
- **Online Curriculum Systems:** Most of the curriculum adopted in the district is accompanied by or depends on access to an online system where content and assessments are stored. Many of these systems require students to have a unique account created for them which allows them to access supplemental video content, take quizzes, and strengthen their understanding about the ideas in a content area. For district-wide curriculum, the district creates and manages these accounts. In these cases, the terms of use and privacy policies are reviewed thoroughly before providing any student account data to the vendor.

Parents who would like to read more about G Suite for Education, Web 2.0 Tools and the BYOT program can access these documents at the links below or you can request a hard copy from your school.

- BCSS G Suite for Education - (<https://goo.gl/JoOuom>)
- Web 2.0 Tools for Educational Use - (<https://goo.gl/ZRBYMH>)
- Bring Your Own Technology Regulation and Student Agreement - (<https://goo.gl/vMMOcC>)

Given all of these factors, parents or guardians still do have the right to terminate their student’s access to electronic tools and resources by signing and returning the District Technology Opt-Out form, which is available at your school. (El formulario también está disponible en español.)

If you do not want your student to use district technology resources or participate in the BYOT program, please be aware that your decision to eliminate access to these tools may significantly affect your student’s ability to work collaboratively with his or her peers on class assignments and projects, and may impact the development of skills necessary to live and work in this increasingly digital world.

Only complete the form if you choose for your student NOT to use the technology resources outlined above or participate in the BYOT program. Parents /guardians should return the signed form to your school’s principal within a reasonable amount of time after

school begins. The Opt-Out request will remain in effect for one school year, and expires at the end of this school year. To keep this Opt-Out in effect, you must complete a new form every school year.

If no documentation is on file, it will be assumed that permission has been granted for access to the Internet, G Suite for Education (including email), online curriculum services, Web 2.0 Tools, BYOT and other online applications and services that have been selected for use by the district, your child’s school, or your child’s teacher.

Questions about the Opt-Out request can be directed to your school’s principal.

Internet Safety

Due to the complex nature of these systems and the magnitude of information available via the Internet, the Barrow County Board of Education believes guidelines regarding acceptable use are warranted to serve the educational needs of students.

It shall be the policy of the Barrow County Board of Education that the school system shall have in continuous operation, with respect to any computers or mobile devices having access to the Internet via the Barrow County School System (BCSS) network:

1. A qualifying “technology protection measure,” as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel:
 - a. Which provide for monitoring the online activities of users; and
 - b. The use of technology protection measure to protect against access to visual depictions that are:
 1. obscene, as the term is defined in section 1460 of title 18, United States Code;
 - i. child pornography, as the term is defined in section 2256 of title 18, United States Code; or
 - ii. harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children’s Internet Protection Act of 2000.
 - c. Such procedures or guidelines shall be designed to:
 1. Provide for monitoring the online activities of users to prevent, to the extent practicable, access to inappropriate matter on the Internet and the World Wide Web;
 2. Prevent unauthorized access, including so-called “hacking,” and other unauthorized activities by users online;
 3. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding students;

4. Restrict minors' access to materials "harmful to minors," as that term is defined in Section 1703(b)(2) of the Children's Internet Protection Act of 2000;
5. Educate users about their safety and security when using electronic mail, chat rooms, and other forms of direct electronic communication (including instant messaging);
6. Educate users about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms; and
7. Educate minors about cyberbullying awareness and response as required by the Children's Internet Protection Act.

Technology Use

The district's technology resources are provided for educational purposes that promote and are consistent with the instructional goals of the Barrow County School System. Use of computers, mobile devices, and network resources outside the scope of this educational purpose is strictly prohibited.

Students and employees accessing network services or Internet through any device, or accessing any school computer shall comply with the district's Internet and technology acceptable use guidelines. User privacy is limited with regard to the use of the system network and technology. The district reserves the right to monitor, access, and disclose the contents of any user's files, activities, or communications, including content sent/received through secure connections.

It must also be understood that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable tool for educational research, there are sections that are not commensurate with community, school, or family standards. It is the belief of the Board that the Internet's advantages far outweigh its disadvantages. The Barrow County Board of Education will, through its administrative staff, provide an Internet screening system, which blocks access to a large percentage of inappropriate content. It should not be assumed, however, that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.

Additionally, access to network services, the Internet, and computer resources is a privilege, not a right. Therefore, users violating the Barrow County Board of Education's Internet safety and technology acceptable use policy shall be subject to revocation of these privileges and potential disciplinary action.

Student Responsible Use of Technology Resources

The Barrow County School System (BCSS) supports and encourages the use of technology resources to enhance and facilitate learning and expects responsible and respectful behavior from technology users. Technology use (whether personal or school owned) is a privilege, not a right, and inappropriate use may result in a loss of those privileges as well as other disciplinary actions outlined in the student code of conduct.

This regulation was established by the Barrow County School System's [Internet safety and Acceptable Use policy \(IFBG\)](#) and outlines guidelines and procedures defining responsible use of district-owned technology, and personally owned technology connected to district resources, network resources, G Suite for Education tools, and Web 2.0 / social networking tools (for education) by its students.

Respect and Protect Yourself	<ul style="list-style-type: none">• I will take responsibility for my actions when posting/viewing information and images online.• I will not reveal personal information such as my age, address or phone number, or those of other individual(s) with any online service or person.• I will only use accounts created for my use.• I will not share passwords for accounts created for my use.• I will remember that anything I say online is public and usually permanent.• I will follow school and BCSS policies, regulations and behavior standards.
Respect and Protect Others	<ul style="list-style-type: none">• I will not use technologies to degrade or defame others.• I will obtain permission of the individual(s) involved and a school staff member before photographing, videoing, publishing, sending or displaying their image or likeness.• I will obtain permission from individual(s) when sharing commonly created electronic data.• I will not share or forward inappropriate materials or communications.• I will always act with integrity and respect.

<p>Respect and Protect Intellectual Property</p>	<ul style="list-style-type: none"> • I will have an understanding of the rules and laws applying to: <ul style="list-style-type: none"> ○ copyright ○ intellectual property ○ fair use • I will ask permission before I post/publish content and media created by others. • I will use correct citation when I use content and media created by others in my own work. • I will only download, save or use either full or portions of any music, movies, images, or other digital content in accordance with copyright laws. <hr/>
<p>Respect and Protect Property</p>	<ul style="list-style-type: none"> • I will take full responsibility for, and respectfully use, any technology available to me at school. • I will use network bandwidth, file storage space and printers reasonably and responsibly. • I will report abuse of technology to a staff member. • I will report any material that may be deemed inappropriate to a staff member. • I will report security or network problems to a staff member. <hr/>
<p>Student use of Personal Technology Devices</p>	<p>All of the above guidelines apply to the use of any personal electronic devices brought to school for learning purposes, in addition to those outlined in the <i>Barrow County School System Bring Your Own Technology (BYOT) Regulation</i>. Students and parents must agree to the guidelines in the BYOT regulation prior to their use in school.</p> <hr/>
<p>Student use of Web 2.0 / Social Networking Tools for Education and G Suite for Education (Grades 6 -12)</p>	<p>Students are expected to follow all classroom/school rules online just as they do in class and will be held accountable for misconduct, which includes violations of the district's Internet Acceptable Use Policy and its established guidelines and the Student Code of Conduct.</p> <p>Parents are always encouraged to review the online activities of their children and can access student accounts or be provided a parental account, when available. Parents are also encouraged to speak with teachers when questions or concerns arise about the use of web-based tools in the classroom.</p>



Effective Date: 8/1/2017

Barrow County School System Student Code of Conduct

The Barrow County Student Code of Conduct is based on the philosophy that discipline is a tool that is used to teach students to become responsible for their own behavior. Since our students live in a society in which citizens are expected to obey laws and abide by commonly accepted standards of behavior, we must teach them to be self-disciplined. This Student Code of Conduct is built upon those commonly accepted standards of behavior sometimes called character traits. These character traits include: citizenship, cheerfulness, cleanliness, compassion, cooperation, courage, courtesy, creativity, diligence, fairness, generosity, honesty, kindness, loyalty, patience, patriotism, perseverance, punctuality, respect for others, respect for the creator, respect for the environment, sportsmanship, school pride, self-respect, self-control, tolerance, and virtue.

In order to educate students to become productive citizens as adults, we must create a safe, non-threatening and orderly school environment that enables teachers to teach and students to learn. We expect students to “behave themselves in such a way so as to facilitate a learning environment for themselves and others, respect each other and school district employees, obey student behavior policies adopted by the local board of education, and obey student behavior rules established by individual schools (O.C.G.A. 20-2-735).” This Code of Conduct establishes expectations for the maintenance of a positive learning environment at school. Major offenses, including, but not limited to, drug and weapon offenses, may lead to a school being labeled as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option.

The Student Code of Conduct is effective during the following times and in the following places:

1. At school or on school property at any time;
2. Off the school grounds at any school-related or school-sponsored activity, function or event and while traveling to and from such events;
3. On vehicles provided for student transportation by the school system and school bus stops where groups of students gather for the purpose of getting on or off the school bus.
4. Off school property provided a student’s behavior poses a threat to the safety of students, staff or visitors at school or has the potential to disrupt the safe and orderly operation of a school.

Parental Involvement: Parental involvement is key to the success of students in school. Therefore, it is important that parents have opportunity to know what is happening with their children on a regular basis. Parents can stay informed about their child’s progress through regular progress reports and report cards, weekly folders at the elementary school level and daily agendas at the middle and high school

level. Parents are encouraged to review these materials with their children regularly. Additional notices will be sent home with students when they are referred to the principal or assistant principal for a violation of the code of conduct. When notices of disciplinary action are sent home it is the responsibility of the parent to sign and return the notice to school. More direct contact such as a mailed letter or phone call may be made for Class II or III offenses. Class IV offenses require a more formal parental notification such as a mailed letter or phone call and a conference with the parent. At any time, a parent may request a conference with the principal, assistant principal or teacher to discuss issues related to discipline and the code of conduct. This code was developed with input and review by parents and suggestions for improvement from parents, students, teachers and staff are always welcome.

The Barrow County School System encourages parents and guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult. The superior court shall have exclusive jurisdiction over the trial of any child 13 to 17 years of age who is alleged to have committed any of the following offenses: (i) Murder; (ii) Voluntary manslaughter; (iii) Rape; (iv) Aggravated sodomy; (v) Aggravated child molestation; (vi) Aggravated sexual battery; or (vii) Armed robbery if committed with a firearm.

Positive Behavior Intervention & Supports (PBIS): Barrow County School System is an active participant in the Georgia PBIS program. Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety and support improved academic outcomes. The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety and learning. PBIS schools apply a multi-tiered approach to prevention, using disciplinary data and principles of behavior analysis to develop school-wide, targeted and individualized interventions and supports to improve school climate for all students.

Student Supports: If a student needs support whether they have violated this Student Code of Conduct or not, there are members of the school community to assist them and navigate any issues/process in which they need help. Those supports include: the district's school counselors, school social workers, school psychologists and a variety of community agencies in which students may be connected through school counselors, social workers and others. If any member of the school community needs assistance, they are encouraged to begin with their classroom teacher, school counselor, or school administrator and they can be referred for additional supports as needed.

Cooperation: Cooperation is essential to a successful discipline program. Every person has an important role to play. Students must know the rules and accept responsibility for the choices they make and the consequences, positive or negative, that result from these choices. Teachers and administrators must enforce the rules

consistently and fairly.

Parents must be aware of situations affecting their child and provide support for correcting problematic behavior. Everyone must be a role model by setting a positive example. When parents, teachers, administrators and students work together, our students can become fully prepared for life beyond school.

Teacher Authority to Remove a Student from Class: Under Georgia law (O.C.G.A. § 20-2-738) and Barrow County Board of Education policy JD – Student Discipline, a “teacher shall have the authority, consistent with local board policy, to manage his or her classroom, discipline students, and refer a student to the principal or the principal’s designee to maintain discipline in the classroom.” A teacher also has the authority to remove from his or her classroom a student who repeatedly or substantially interferes with the teacher’s ability to communicate effectively with the students in the class or with the ability of the student’s classmates to learn, where the student’s behavior is in violation of the Code of Conduct.

Student Searches: Student cars brought on campus, student book bags, school lockers, desks and other school property shall be subject to random inspection and search by school authorities at all times without further notice to students or parents. Such searches may be conducted using "drug-sniffing" dogs or hand-held metal detectors. An individual student may be searched if there is a reasonable suspicion that the student is in possession of an item that is illegal or in violation of school rules.

The Barrow County School System reserves the right to use "walk-through" and "hand-held" metal detectors and "drug-sniffing" dogs at any school function, including activities which occur outside normal school hours or off the school campus. Students are notified that these metal detectors will be used in the discretion of administrators.

Targets of Inappropriate Behavior: The code of conduct shall be enforced when a student commits acts of verbal or physical assault or acts of disrespectful conduct against school personnel, other students or any persons attending school related events (O.C.G.A. 20-2-751-.5).

Firearms at School: Students who possess a firearm on campus will be subject to a minimum of a one-calendar year suspension/expulsion and will be referred to law enforcement officials (JCD). See Explanation of Terms for an explanation of what is considered a firearm.

Chronic Disciplinary Students: Any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference with the principal or the teacher or both to devise a disciplinary and behavioral correction plan (O.C.G.A. 20-2-765). Before any chronic disciplinary problem student is permitted to return from an expulsion or suspension, his/her parent will be expected to attend a conference with the principal to develop a disciplinary and

behavioral correction plan. Documentation of this conference shall be placed in the student's permanent file.

Acts of Physical Violence: Any student who commits an act of physical violence against a teacher, school bus driver, or other school official or employee will be referred to a disciplinary hearing and may be expelled and referred to Juvenile court depending on the findings of the disciplinary hearing. Physical violence against a teacher, or other school official or employee shall be either: (1) *intentionally making physical contact of an insulting or provoking nature with the person of another or* (2) *intentionally making physical contact which causes harm to another unless such physical contacts or physical harms were in defense of himself or herself as provided in Code Section 16-3-21.*

Any student who commits any act of violence against a *teacher, school bus driver, or other school official or employee* shall be referred to a disciplinary hearing.

Disciplinary Hearings: The Superintendent shall convene a disciplinary hearing when a student has committed an alleged incident of Assault and Battery upon a teacher, school official or employee, when a student intentionally causes substantial damage to personal property of a teacher, school official or employee or when a student engages in any other act which the student's principal determines should be punished by long-term suspension or expulsion including assault and battery on other students or destruction of property belonging to other students.

Students with Disabilities: Students with disabilities receiving special education services under the *Individuals with Disabilities Education Act* (1997) have certain due process rights under both Federal and State law. Therefore, **only** the IEP/Placement Committee has the authority to change the placement of an IDEA covered student.

Students covered under *Section 504 of the Rehabilitation Act of 1973* (and therefore the *Americans with Disabilities Act*) are to be referred to the 504 team in order to determine if their disability had a causal effect on the behavior (manifestation). Prior to any change in placement, an evaluation is to be conducted within 10 school days. If the committee determines there is no manifestation, the student can receive the same consequences as students without disabilities.

School Attendance: School attendance is a high priority in the Barrow County School system. Regular attendance is vital to each student's academic progress and the development of positive habits for his/her adult life. ***Georgia Law O.C.G.A. 20-2-690.1*** mandates school attendance for students between the ages of 6 and 16. This law also applies to younger children once they enter school. According to O.C.G.A. 20-2-690.1 parents are responsible for enrolling and sending their children to school and school staff are responsible enforcing this law. Failure to comply with Georgia's Compulsory Education law may result in consequences for both students and parents/guardians. Consequences for students include, but are not limited to, detention, Saturday school, revocation of driving privileges and refer to Juvenile court on truancy charges. Consequences for parents/Guardians include a fine of not less than \$25.00 and not more than \$100.00, imprisonment not to exceed 30 days, community service or any combination of such penalties at the discretion of the court for each absence in violation of this policy. Parents may also be charged with deprivation for failure to comply with this law.

Mitigating Circumstances: The corrective actions described in the Code of Conduct are those expected under normal circumstances. However, mitigating circumstances may dictate a course of corrective action different from that described in the code. Mitigating circumstances include, but are not limited to, the following factors: age, health, maturity and academic placement of the student, prior conduct, attitude of the student, cooperation of the parents, willingness to make restitution and the seriousness of the offense. An administrator shall take into consideration all mitigating circumstances in recommending a corrective action. *The school administration reserves the right to exercise discretion in applying corrective actions.*

The Code of Conduct is subject to change. Check www.barrow.k12.ga.us for the most current versions.

Pre-K Offenses and Corrective Actions	
Class I Minor Offenses	Corrective Actions
<ul style="list-style-type: none"> -Disrupting class/school -Inappropriate language -Not following directions -Lunchroom/bathroom misconduct 	<p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> -Counseled and warned (1st offense only) -Loss of privileges -Natural consequences -Notification of parent or guardian -Principal's Time-out -Referral to counselor or other school services -Response to Intervention referral -Other at discretion of administrator
Class II Intermediate Offenses	Corrective Actions
<ul style="list-style-type: none"> -Repeated or severe violation of Class I offenses -Bullying -Damaging or destroying school property -Hitting/Biting/Kicking another student or teacher 	<p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> -Conference with law enforcement officer -Counseled and warned (1st offense only) -Long-term Suspension* -Notification of parent or guardian -Parent/guardian conference -Parental sign-out -Principal's Time-out -Referral to counselor or other school service -Response to Intervention referral -Restitution -Short-term Suspension* -Other at discretion of administrator

Elementary School Offenses and Corrective Actions	
Class I – Minor Offenses	Corrective Actions
<ul style="list-style-type: none"> - Academic Dishonesty Level 1 & 2 - Attendance Related Infractions - Computer Trespass Level 2 - Disorderly Conduct Level 1 - Dress Code Violations - Student Incivility Level 1 - Unapproved Item Level 1 & 2 - Annoying classmates* - Encouraging a student to violate the code of conduct* - Electronic device infractions* - Horseplay* - Inappropriate public display of affection* <p><i>* Items marked with an asterisk are minor and not required to be reported to DOE</i></p>	<p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> - Counseled and warned (1st offense only) - Detention - Extra-curricular activities denied - Notification of parent(s)/guardian(s) - Parent/guardian conference - Principal’s probation - Principal’s Time-out - Reflective Writing Assignment - School service - Response to Intervention referral -Other at Discretion of the Administrator
Class II – Intermediate Offenses	Corrective Actions
<ul style="list-style-type: none"> - <i>Repeated or severe violation of Class I offenses</i> - Academic Dishonesty Level 2 & 3 - Battery Level 1 & 2 - Computer Trespass Level 3 - Disorderly Conduct Level 2 - Fighting Level 1 & 2 - Gang Related Activity Level 2 - Larceny/Theft - Serious Bodily Injury Level 3 - Sexual Harassment - Sex Offenses Level 1 & 2 - Student Incivility Level 2 - Terroristic Threat Level 2 - Tobacco Level 1 & 2 - Trespassing Level 2 & 3 - Unapproved Item Level 3 - Vandalism Level 2 & 3 	<p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> - Conference with law enforcement officer - Counseled and warned (1st offense only) - Detention - Long-term suspension* (Board Policy JD) - Loss of privileges - Principal’s Probation - Refer to Law Enforcement - charges filed* - Reflective Writing Assignment - Short-term suspension* (Board Policy JD) -Notification of parent(s)/guardian(s) -Parent/guardian conference -Principal’s Time-out -Restitution -School service -Response to Intervention referral -Other at Discretion of the Administrator
Class III – Major Offenses	Corrective Actions

<ul style="list-style-type: none"> - Repeated or severe violation of Class II offenses - Alcohol - Arson Level 2 & 3 - Battery Level 3 - Breaking & Entering - Bullying - Disorderly Conduct Level 3 - Drugs - Fighting Level 3 - Gang Related Level 3 - Robbery - Sexual Battery - Sex Offenses Level 3 - Terroristic Threat Level 3 - Weapons Infractions 	<p>School administrators will use one or more of the following corrective actions in any combination:</p> <ul style="list-style-type: none"> - Long-term suspension* (Board Policy JD) - Principal's Probation - Refer to Law Enforcement - charges filed* - Referral to disciplinary hearing for Expulsion* (Board Policy JD) - Short-term suspension* (Board Policy JD) - Response to Intervention referral - Other at Discretion of the Administrator
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Middle School Offenses and Corrective Actions

Class I – Minor Offenses	Corrective Actions for Class I
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<ul style="list-style-type: none"> - Academic Dishonesty Level 1 & 2 - Attendance Related Infractions - Computer Trespass Level 2 - Disorderly Conduct Level 1 - Dress Code Violations - Student Incivility Level 1 - Unapproved Item Level 1 & 2 - Encouraging a student to violate the code of conduct* - Electronic device infractions* - Annoying Classmates* - Excessive or loud talking* - Food/drink/gum* - Horseplay* - In unauthorized area* - Misuse of pass or agenda* <p><i>* Items marked with an asterisk are minor and not required to be reported to DOE</i></p>	<p>School administrators will use one or more of the following corrective actions in any combination:</p> <ul style="list-style-type: none"> - Cafeteria duty - Confiscation of item - Conflict resolution - Counseled and warned (1st offense only) - Detention - Disciplinary probation - Extra-curricular activities denied - In School Suspension* (Board Policy JD) - Loss of privileges - Notify parent - Parent conference - Peer mediation - Principal's Probation - Referred for counseling - School service - Separation from group - Silent lunch - Response to Intervention referral - Other at discretion of the administrator
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Class II – Intermediate Offenses	Corrective Actions for Class II
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<ul style="list-style-type: none"> - Repeated or severe violation of Class I offenses - Academic Dishonesty Level 2 & 3 - Battery Level 1 & 2 - Computer Trespass Level 3 - Disorderly Conduct Level 2 - Fighting Level 1 & 2 - Gang Related Activity Level 2 - Larceny/Theft - Serious Bodily Injury Level 3 - Sexual Harassment - Sex Offenses Level 1 & 2 - Student Incivility Level 2 - Terroristic Threat Level 2 - Tobacco Level 1 & 2 - Trespassing Level 2 & 3 - Unapproved Item Level 3 	<p>School administrators will use one or more of the following corrective actions in any combination:</p> <ul style="list-style-type: none"> - Behavior Correction Plan - Confiscation of item - Disciplinary probation - Early release - Extra-curricular activities denied - In School Suspension* (Board Policy JD) - Loss of privileges - Notify parent - Parent conference - Principal's Probation - Referral to AEP for Placement - Referred for counseling - Reinstatement conference - Restitution - School service
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<ul style="list-style-type: none"> - Vandalism Level 2 & 3 	<ul style="list-style-type: none"> -Separation from group -Short-term Suspension* (Board Policy JD) -Response to Intervention referral -Other action at the discretion of the administrator
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Class III – Major Offenses	Corrective Actions for Class III
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<p><i>-Repeated or severe violation of Class II offenses</i></p> <ul style="list-style-type: none"> - Alcohol - Arson Level 2 - Battery Level 3 - Breaking & Entering - Bullying - Disorderly Conduct Level 3 - Drugs - Fighting Level 3 - Gang Related Level 3 - Off Campus Criminal Charges - Robbery - Sexual Battery - Sex Offenses Level 3 - Terroristic Threat Level 3 - Weapons/Knife Level 1 & 2 - Weapons/Other Level 2 	<p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> -Behavior Correction Plan -Disciplinary probation -ISS - In-School Suspension* (Board Policy JD) -Long-term Suspension* (Board Policy JD) -Loss of privileges -Parent conference -Refer to Law Enforcement - charges filed* -Referral to AEP for Placement -Referral to disciplinary hearing for Alternative School* (Board Policy JD) -Referral to disciplinary hearing for Expulsion* (Board Policy JD) -Referred for counseling -Reinstatement conference -Restitution -Short-term Suspension* (Board Policy JD) -Response to Intervention referral -Superintendent’s Probation -Other at the discretion of the administrator
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Class IV – Disciplinary Hearing Offenses	Corrective Actions for Class IV
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<p><i>-Repeated or severe violation of Class III offenses</i></p> <ul style="list-style-type: none"> -Arson Level 3* -Homicide* -Kidnapping* -Weapons/Knife Level 3 -Weapons/Firearm* 	<p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> - Response to Intervention referral -Refer to Law Enforcement - charges filed* -Referral to disciplinary hearing for Alternative School* (Policy JD) -Referral to disciplinary hearing for Expulsion* (Policy JD)
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High School Offenses and Correction Actions	
Class I – Minor Offenses	Corrective Actions for Class I

<ul style="list-style-type: none"> - Academic Dishonesty Level 1 & 2 - Attendance Related Infractions - Computer Trespass Level 2 - Disorderly Conduct Level 1 - Dress Code Violations - Student Incivility Level 1 	<p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> -Cafeteria duty -Counseled and warned (1st offense only)
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<ul style="list-style-type: none"> - Unapproved Item Level 1 & 2 - Annoying classmates* - Electronic device infraction* - Encouraging a student to violate the code of conduct* - Excessive or loud talking* - Failure to attend assigned detention* - Food/drink/gum* - Horseplay* - Inappropriate public display of affection* - Misuse of pass/agenda* - Parking violation* <p><i>* Items marked with an asterisk are minor and not required to be reported to DOE</i></p>	<ul style="list-style-type: none"> -Detention -Disciplinary probation -ISS – In-School Suspension* (Board Policy JD) -Loss of privileges -Restitution -Saturday school -Response to Intervention referral -Other at the discretion of the administrator
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Class II – Intermediate Offenses	Corrective Actions for Class II
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<ul style="list-style-type: none"> - <i>Repeated or severe violation of Class I offenses</i> - Academic Dishonesty Level 2 & 3 - Battery Level 1 & 2 - Computer Trespass Level 3 - Disorderly Conduct Level 2 - Fighting Level 1 & 2 - Gang Related Activity Level 2 - Larceny/Theft - Serious Bodily Injury Level 3 - Sexual Harassment - Sex Offenses Level 1 & 2 - Student Incivility Level 2 - Terroristic Threat Level 2 - Tobacco - Trespassing Level 2 & 3 - Unapproved Item Level 3 - Vandalism Level 2 & 3 	<p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> - Loss of privileges - Response to Intervention referral -Assignment to Short-term Alternative School -ISS – In-School Suspension* (Board Policy JD) -Refer to Law Enforcement - charges filed* (Board Policy JD) -Referral to AEP for Placement -Restitution -Short-term Suspension* (Board Policy JD) -Other at the discretion of the administrator
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Class III – Major Offenses	Corrective Actions for Class III
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<p><i>-Repeated or severe violation of Class II offenses</i></p> <ul style="list-style-type: none"> - Alcohol - Arson Level 2 - Battery Level 3 - Breaking & Entering - Bullying - Disorderly Conduct Level 3 - Drugs - Fighting Level 3 - Gang Related Level 3 - Off Campus Criminal Charges - Robbery - Sexual Battery - Sex Offenses Level 3 - Terroristic Threat Level 3 - Weapons/Knife Level 1 & 2 - Weapons/Other Level 2 	<p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> - Loss of Privileges - Referral to Magistrate Court for criminal warrant -Assignment to Short-term Alternative School -Long-term Suspension* (Board Policy JD) -Principal’s probation -Refer to Law Enforcement - charges filed* -Referral to AEP for Placement -Referral to disciplinary hearing for Alternative School or Expulsion (Board Policy JD) -Restitution -Short-term Suspension* (Board Policy JD) -Response to Intervention referral -Superintendent’s probation -Other at the discretion of the administrator
Class IV – Disciplinary Hearing Offenses	Corrective Actions for Class IV
<p><i>Repeated or severe violation of Class III offenses</i></p> <ul style="list-style-type: none"> -Arson Level 3* -Homicide* -Kidnapping* -Weapons/Knife Level 3 -Weapons/Firearm* 	<p><i>School administrators will use one or more of the following corrective actions in any combination:</i></p> <ul style="list-style-type: none"> - Response to Intervention referral -Refer to Law Enforcement - charges filed* -Referral to disciplinary hearing for Alternative School* (Policy JD) -Referral to disciplinary hearing for Expulsion* (Board Policy JD) -Referral to disciplinary hearing for Permanent Expulsion* (JD) - Other at the discretion of the disciplinary hearing

Codes & Definitions for Disciplinary Infractions

Infraction Type	Level	Code	Definition
Academic Dishonesty	Receiving or providing unauthorized assistance on classroom projects, assignments or exams		
	1	32(a)	Intentional receiving or providing of unauthorized assistance on classroom projects, assessments and assignments
	2	32(b)	Intentional plagiarism or cheating on a minor classroom assignment or project
	3	32(c)	Intentional plagiarism or cheating on a major exam, statewide assessment or project or the falsification of school records (including forgery)
Alcohol	<i>Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol.</i>		
	1	1(a)	Unintentional possession of alcohol
	2	1(b)	Under the influence of alcohol without possession

	3	1(c)	Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol.
Arson	<i>Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary devices</i>		
	2	2(b)	Attempt to commit arson or use of matches, lighters or incendiary devices at school; includes but not limited to the use of fireworks and trashcan fires without damage to school property .
	3	2(c)	Intentional damage as a result of arson- related activity or the use of an incendiary device
Attendance Related Infractions	Repeated or excessive unexcused absences or tardiness; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions		
	1	30(a)	Repeated or excessive unexcused absences or tardiness; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions
Battery	<i>Intentional touching or striking of another person to intentionally cause bodily harm. (Note: The key difference between battery and fighting is that fighting involves mutual participation.)</i>		
	1	3(a)	Intentional physical attack with the intent to cause bodily harm resulting in no bodily injuries. Includes pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations.
	2	3(b)	Intentional physical attack with the intent to cause bodily harm resulting in mild or moderate bodily injuries. Includes pushing, hitting, kicking shoving, pinching, slapping and other physical confrontations that result in mild or moderate injuries.
	3	3(c)	Intentional physical attack with the intent to cause bodily harm resulting in severe injuries or any physical attack on school personnel; Level 3 may be used for students that violate the school policy on battery three or more times during the same school year.
Breaking & Entering	<i>Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft). (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.)</i>		
	3	4(c)	<i>Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft)</i>
Bullying	<i>A pattern of behavior, which may include written, verbal, physical acts, or through a computer, computer system, computer network, or other electronic technology occurring on school property, on school vehicles, at designated school bus stops, or at school related functions that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm or visibly bodily harm</i>		
	1	29(a)	First Offense of bullying as defined in Georgia Code Section 20-2-751.4. Includes teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, and social exclusion, spreading of rumors or falsehoods, gossip, stalking, or other electronic means to harass or intimidate.

	2	29(b)	Second incident of bullying as defined in Georgia Code Section 20-2-751.4
	3	29(c)	Repeated acts, as defined in Georgia Code Section 20-2-751.4, occurring on school property or school possession that is a willful attempt or threat to inflict injury, or apparent means to do so, any display of force that puts victim at fear of harm, any written, verbal or physical act that threatens, harasses, or intimidates; causes another person physical harm; interferes with a student's education; so severe and pervasive intimidated or threatens educational environment.
Computer Trespass	<i>Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s) or data</i>		
	2	5(b)	Unauthorized use of school computer for anything other than instructional purposes. Includes compute misuse, using computer to view or send inappropriate material, and violation of system computer use policy.
	3	5(c)	Unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, obtaining confidential information or in any way causing the malfunction of the computer, network, program(s) or data; includes disclosure of a number, code, password, or other means of access to school computers or the school system computer network without proper authorization. Includes computer hacking
Disorderly Conduct	<i>Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others. (Includes disruptive behaviors on school buses)</i>		
	1	6(a)	Creating or contributing to a moderate disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others. Includes general bus misbehavior, spitting on persons or property, and encouraging disruptive behavior.
	2	6(b)	Creating or contributing to a severe disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others; may represent a repeat action. Includes general bus misbehavior, spitting on persons or property, and encouraging disruptive behavior. My include clothing or items containing depictions of vulgarity or obscenity.
	3	6(c)	Creating or contributing to a severe disturbance that substantially disrupts the school environment or poses a threat to the health and safety of others. Level 3 may be used for students that violate the school policy on disorderly conduct three or more times during the same school year. Includes disruptive behavior on school bus and misbehavior during fire drill or other safety exercise.
	<i>Violation of school dress code that includes standards for appropriate school attire. See Barrow County Policy JCDB for Dress Code.</i>		

Dress Code Violations	1	31(a)	Non-invasive and non-suggestive clothing, jewelry, book bags or other articles of personal appearance.
	2	31(b)	Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance
	3	31(c)	Level 3 may be used for students that violate the school dress code policy three or more times during the same school year.
Drugs, except Alcohol & Tobacco	<i>Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics; or any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school</i>		
	1	7(a)	Unintentional possession of prescribed or over the counter medication. Does not include the possession of narcotics or any illegal drugs
	2	7(b)	Any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school
	3	7(c)	Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics
Fighting	<i>Mutual participation in a fight involving physical violence where there is no one main offender and intent to harm (Note: The key difference between fighting and battery is that fighting involves mutual participation.)</i>		
	1	8(a)	A physical confrontation between two or more students with the intent to harm resulting in no bodily injuries.
	2	8(b)	A physical confrontation between two or more students with the intent to harm resulting in mild or moderate bodily injuries. Mild to moderate bodily injuries include, but are not limited to, scratches, bloody noses, bruises, black eyes, and other bodily marks.
	3	8(c)	A physical confrontation between two or more students with the intent to harm resulting in severe bodily injuries. Level 3 may be used for students that violate the school policy on fighting three or more times during the same school year. Level three fighting typically results in injuries requiring medical attention.
Gang Related Activity	<i>Any group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in criminal gang activity (O.C.G.A. § 16-15-3)</i>		
	2	35(b)	Wearing or possessing gang-related apparel; communicating either verbally or non-verbally to convey membership or affiliation with a gang
	3	35(c)	The solicitation of others for gang-membership, the defacing of school or personal property with gang-related symbols or slogans, threatening or intimidating on behalf of a gang, the requirement or payment for protection or insurance through a gang. Level 3 should be used for students who display a pattern of violating the school policy related to gang activity.
Homicide	<i>Killing of one human being by another</i>		
	3	9(c)	Killing of one human being.
Kidnapping	<i>The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will</i>		

	3	10(c)	The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will.
Larceny/Theft	<i>The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence or bodily harm. (Note: The key difference between larceny/theft and robbery is that the threat of physical harm or actual physical harm is involved in a robbery.)</i>		
	1	11(a)	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$25 and \$100
	2	11(b)	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$100 and \$250
	3	11(c)	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value exceeding \$250. Level 3 may be used for students that violate the school policy on larceny/theft three or more times during the same school year.
Motor Vehicle Theft	<i>Theft or attempted theft of any motor vehicle</i>		
	3	12(c)	Theft or attempted theft of any motor vehicle including, but not limited to, cars, trucks, ATVs, and golf carts.
Repeat Offenses	<i>Collection of offenses not previously assigned a state reportable action that occurs on a single or across multiple school days that leads to a state reportable disciplinary action.</i>		
	1	36(a)	Collection of minor incidents
	2	36(b)	Collection of moderate incidents
	3	36(c)	Collection of severe incidents
Robbery	<i>The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. (Note: The key difference between robbery and larceny/theft is that the threat of physical harm or actual physical harm is involved in a robbery)</i>		
	2	13(b)	Robbery without the use of a weapon. Taking something by force or threat of force.
	3	13(c)	Robbery with the use of a weapon. Weapons may include but are not limited to guns, knives, clubs, razor blades, etc.
Serious Bodily Injury	<i>The term "serious bodily injury" means bodily injury that involves a substantial risk of death, protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.</i>		
	3	27(c)	Infliction of "bodily harm" that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death. Any behavior that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death
Sexual Battery	<i>Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent</i>		
	3	14(c)	Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent
	<i>Non-physical and unwelcome sexual advances, lewd gestures or verbal conduct or communication of a sexual nature; requests for sexual favors; gender-based</i>		

Sexual Harassment	<i>harassment that creates an intimidating, hostile, or offensive educational or work environment</i>	
	1	15(a) Comments that perpetuate gender stereotypes or suggestive jokes that are not directed towards specific individuals. Includes but not limited to insensitive or sexually suggestive comments or jokes.
	2	15(b) Comments that perpetuate gender stereotypes, suggestive jokes or lewd gestures that are directed towards specific individuals or group of individuals. Includes but not limited to insensitive or sexually suggestive comments or jokes; leering.
3	15(c) Physical or non-physical sexual advances; requests for sexual favors; Level 3 may be used for students that violate the school policy on sexual harassment three or more times during the same school year.	
Sex Offenses	<i>Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual</i>	
	1	16(a) Inappropriate sexually-based physical contact including but not limited to public groping, inappropriate bodily contact, or any other sexual contact not covered in levels 2 or 3. Public groping or inappropriate bodily contact.
	2	16(b) Inappropriate sexually-based behavior including but not limited to sexting, lewd behavior, possession of pornographic materials; simulated sex acts. Sexting; lewd behavior, possession of pornographic materials; simulated sex acts.
3	16(c) Engaging in sexual activities on school grounds or during school activities	
Student Incivility	<i>Insubordination or disrespect to staff members or other students; includes but is not limited to refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth</i>	
	1	33(a) Failure to comply with instructions or the inadvertent use of inappropriate language. May include but is not limited to general disrespect for school staff or students; profanity; failure to follow instructions
	2	33(b) Blatant insubordination or the use of inappropriate language directed towards school staff or peers; intentional misrepresentation of the truth. Profanity or obscene language directed towards school staff; issuing false reports on other students; insubordination
3	33(c) Blatant and repeated insubordination or intentional misrepresentation of the truth; Level 3 should be used for students who display a pattern of violating the school policy related to student incivility. Issuing false reports on school staff; Level 3 may be used for students that violate the school policy on student incivility three or more times during the same school year.	
Terroristic Threats /Intimidation	<i>Any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to harm or violence without displaying a weapon and without subjecting the victim to actual physical attack</i>	
	2	17(b) Physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack. Physical, verbal, or electronic threats.
	3	17(c) School-wide physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack; Note: Students

			<i>that display a pattern of behavior that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm, threat of harm or visibly bodily harm may be coded as bullying.</i>
Tobacco	<i>Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school</i>		
	1	18(a)	Unintentional possession of tobacco products
	2	18(b)	Use of or knowledgeable possession of tobacco products
	3	18(c)	Distribution and/or selling of tobacco products; Level 3 may be used for students that violate the school policy on tobacco three or more times during the same school year.
Trespassing	<i>Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.)</i>		
	2	19(b)	Entering or remaining on school grounds or facilities without authorization and with no lawful purpose
	3	19(c)	Entering or remaining on school grounds or facilities without authorization and with no lawful purpose. Refusing to leave school grounds after a request from school personnel; Level 3 may be used for students that violate the school policy on trespassing three or more times during the same school year.
Vandalism	<i>The willful and/or malicious destruction, damage, or defacement of public or private property without consent</i>		
	2	20(b)	Participating in the minor destruction, damage or defacement of school property or private property without permission
	3	20(c)	Participation in the willful/malicious destruction, damage or defacement of school property or private property without permission; Level 3 may be used for students that violate the school policy on vandalism three or more times during the same school year.
Weapons – Knife	<i>The possession, use, or intention to use any type of knife</i>		
	1	22(a)	Unintentional possession of a knife or knife- like item without intent to harm or intimidate
	2	22(b)	Intentional possession of a knife or knife-like item without intent to harm or intimidate
	3	22(c)	Intentional possession, use or intention to use a knife or knife-like item with the intent to harm or intimidate
Weapons – Other	<i>The possession, use, or intention to use any instrument or object that is used or intended to be used in a manner that may inflict bodily harm (does not include knives or firearms)</i>		
	2	23(b)	Unintentional possession of a weapon, other than a knife or firearm, or simile of a weapon that could produce bodily harm or fear of harm. Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, tasers, etc.
	3	23(c)	Intentional possession and use of any weapon, other than a knife or firearm, in a manner that could produce bodily harm or fear of harm. Includes but is not limited to razor blades, straight-edge razors, brass knuckles,

			blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, tasers, etc.
Weapons – Handgun	<i>Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. NOTE: This definition does not apply to items such as toy guns, cap guns, bb guns and pellet gun [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]</i>		
	3	25(c)	Intentional or unintentional possession or use of a handgun in a manner that could produce bodily harm or fear of harm pistols or revolvers
Weapons- Rifle/Shotgun	<i>The term "rifle" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term "shotgun" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger. [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]</i>		
	3	26(c)	Intentional or unintentional possession or use of a rifle or shotgun in a manner that could produce bodily harm or fear of harm.
Weapons-Other Firearms	<i>Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921. Includes any weapon (including started gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks). [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]</i>		
	3	28(c)	Intentional or unintentional possession or use of any firearms other than rifle, shotgun, or handguns (including starter pistols) and any other destructive device which includes explosives
Unapproved Item	<i>The use or possession of any unauthorized item disruptive to the school environment. (Note: The use of fireworks or incendiary devices must be coded as Arson.)</i>		
	1	34(a)	The possession of any unauthorized item. Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous. Includes but is not limited to possession of toys, mobile devices, gadgets, personal items, gum, candy, etc.; includes possession of pepper spray
	2	34(b)	The use of the any unauthorized item (i.e. toys, mobile devices, or gadgets). Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous. Includes but is not limited to use of toys, mobile devices, gadgets,

			personal items, etc.; includes the use of pepper spray without injury.
	3	34(c)	The use or possession of unauthorized items including but not limited to toy guns or other items that can be construed as dangerous or harmful to the learning environment; Includes the possession of matches, lighters, incendiary devices or fireworks. The use of matches, lighters, incendiary devices or fireworks should be coded as Arson; Level 3 should be used for students who display a pattern of violating the school policy related to unapproved items. Includes matches, lighters, fireworks, bullets, stink bombs, CO2 cartridges and use of pepper spray with injury.

Miscellaneous Definitions

Bullying (Extended Definition): An act that is:

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

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

Chronic: The term chronic refers to any action that continues for a long period of time or that occurs frequently. For instance, five or more tardies or early release days within a 9-week grading period will be considered chronic.

Confiscation of Item: A teacher or administrator may take up inappropriate materials or other items used by students at inappropriate times such as snacks and drinks. Lunch items will be returned to the student during lunch. Personal items may be returned to the student at the appropriate time or a parent may be required to come to school to pick up the confiscated item.

Conflict Resolution: An adult facilitated process to bring the parties of a conflict together to solve a problem through communication and compromise.

Detention: A student assigned to detention by administrator must report to a designated location and teacher or administrator for the purpose of extra work and behavior management. In the discretion of the school administration, this detention may be during break, on Saturday or before or after school. Transportation will be the responsibility of the student and parent(s).

Early Dismissal: Early Dismissal is defined as leaving school or class before the designated end time. See also partial attendance. The accumulation of five or more early dismissals in a 9 week grading period shall cause a student to be disqualified from Perfect Attendance recognition.

Electronic Devices: This includes cell phones, pagers and other communication devices, as well as, cameras, recorders, wireless devices, electronic media, laser pointers, and multimedia devices when not being used with permission of school officials. Laptops, electronic Personal Digital Assistants (PDA) and other technology devices specifically used for instruction or personal organization may be allowed provided they do not interfere with instruction.

Expulsion: Expulsion shall mean the permanent denial to the student of the right of continuing school in Barrow County. This corrective action will be imposed only after appropriate due process, including a disciplinary hearing as outlined in Barrow County Board of Education policies. Students may not attend or participate in extracurricular or other school related activities on any day they are expelled.

Firearm: Firearm is defined by Federal law in Title 18 Section 921 U.S.C. Firearms include but are not limited to 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 or any destructive device such as any explosive, incendiary, or poison gas - bomb, grenade, or rocket.

In-School Suspension (ISS): This program is one to which a student may be assigned for violation of the Student Code of Conduct as an alternative to out-of-school suspension. A student assigned to ISS will be required to maintain his/her regular classroom work and to abide by the administrative regulations of the school's ISS program. Students may not attend or participate in extracurricular or other school related activities on any day they are in ISS.

Long-Term Suspension: Long-term suspension shall mean denial to a student of the right to attend school and take part in any school function for any period of more than ten (10) school days. This corrective action will be imposed only after appropriate due process, including a disciplinary hearing as outlined in Barrow County Board of

Education policies. Students may not attend or participate in extracurricular or other school related activities on any day they are suspended.

Off-Campus Criminal Charges: A student who has been arrested, charged or convicted in a court with a felony or an offense which would be considered to be a felony if the student were an adult, or is charged with an assault upon another student, a violation of drug laws or sexual misconduct of a serious nature and whose presence at school is reasonably certain to endanger other students or staff or cause substantial disruption to the educational climate.

Partial Attendance: Partial attendance is defined as any day or class period that a student does not attend the full period/day. Tardies and early dismissals are both considered partial attendance and shall be treated in a similar manner. Therefore, the accumulation of five or more partial attendance days, in any combination of tardies and early dismissals, within a 9 week grading period shall disqualify a student from Perfect Attendance recognition.

Probation: A trial period during which a student violating school and/or school system rules is subject to further disciplinary action.

Reflective Writing Assignment: The writing assignment is generally an essay that the student writes on a topic related to the offense and how to avoid that offense in the future.

Response to Intervention(RTI): RTI: Response to Intervention (RTI) is a tiered system of support provided to all students enrolled in a school district. As students show signs of academic or behavioral difficulty, research-based interventions are systematically applied and progress is measured. Based on how the student responds to these interventions he/she may receive more intense intervention or be considered for specialized support programs.

Restitution: A student may be required to pay for or restore any damages caused by his or her actions.

School Service: A community service project that occurs at school and is approved by the school administrator or designee. The project is designed to allow the student to practice desired character traits such as responsibility, citizenship, cleanliness, cooperation and school pride. School service must occur outside of class time.

School-sponsored Activity: An activity or event sponsored by the Barrow County School System or participated in by officially recognized teams, clubs, or groups of students of Barrow County Schools. This includes events that occur on a Barrow County School System campus, and field trips, athletic, band or academic competition events off campus.

Short-Term Suspension: Short-term suspension shall mean the denial to a student of the right to attend school and take part in any school function for a period not exceeding ten (10) days. A conference with the student must precede any suspension from school. Parents must be notified of the suspension and be provided an opportunity to discuss their student's conduct. Students may not attend or participate in extracurricular or other school related activities on any day they are suspended.

Tardy: Tardy is defined as arriving to school or class after the designated start time. For perfect attendance and other recognition purposes five or more tardies within a 9 week grading period shall disqualify a student from Perfect Attendance recognition.

POSITIVE BEHAVIOR INTERVENTION SYSTEM (PBIS)

PBIS is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school’s sense of safety and support improved academic outcomes. More than 16,000 U.S. schools are implementing PBIS. The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety and learning.

Students will be awarded **BULLDOGG BUCKS** for exemplifying any of the behaviors listed below. **BULLDOGG BUCKS** may be cashed in for various items. Teachers will have Matrix of Items inside their classrooms

All Barrow County Schools participate in PBIS.

W-BHS “GG” Expectations

	Be Respectful	Be Responsible	Be Focused
Common Areas (i.e. hallway, Café, restrooms, bus lanes, parking lots, media center)	<ul style="list-style-type: none"> - Use appropriate tone of voice - Positive language - Limit PDA to hand holding, consider others - Look for opportunities to assist others - Consider others in surrounding areas 	<ul style="list-style-type: none"> - Leave areas tidy - Walk on right side of hallway or aisle - Keep hands to self - Have pass readily available if not during transitions 	<ul style="list-style-type: none"> - Go directly to destination - Pay attention to others and surroundings
Extracurricular Activities	<ul style="list-style-type: none"> - Use only positive statements about participants - Look for opportunities to assist others - 	<ul style="list-style-type: none"> - Leave areas tidy - Stay in designated locations - Know your method of transportation 	<ul style="list-style-type: none"> - Encourage fellow classmates - Pay attention to others and surroundings

Classroom	<ul style="list-style-type: none"> - Use appropriate tone of voice - Positive language - Follow directions 	<ul style="list-style-type: none"> - Have all necessary materials - Arrive to class before bell rings - Leave workspace clean 	<ul style="list-style-type: none"> - Stay alert - Participate - Use time efficiently
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BUS DISCIPLINE

Students who ride the school bus may do so as long as they display safe and reasonable behavior. Choosing not to follow the bus behavior guidelines may result in suspension or loss of bus service. The bus driver is responsible for the safety and well-being of the students on the bus. The school administrator will determine consequences of misbehavior and the reinstatement of bus service for the offending students should a suspension become necessary. **A suspension applies to all buses** unless otherwise designated by school officials. The responsibility for student supervision by the school shall begin when the student boards the bus in the morning and is retained until the child leaves the bus at the end of the day. **Riding the school bus is a privilege not a right**, and may be revoked for safety and discipline infractions.

I. PARENT/GUARDIAN RESPONSIBILITY

Parents and guardians will be responsible for ensuring their child follows all rules and guidelines outlined by this notice, driver, and administrator. If the student violates the behavior guidelines resulting in a bus suspension, the parent will provide transportation for their child. Students will be picked up and dropped off at their designated stop. Exceptions will require a written request from the parent as outlined below. In an emergency a phone call by the parent to the principal and subsequent written approval from the principal to the bus driver will be acceptable.

The school bus ride is an extension of the school day and as such, is subject to all school policies and procedures. Bus Conduct Reports will be recorded in accordance with all other school record keeping procedures.

II. TRANSPORTING OF SCHOOL RELATED/NON-RELATED ITEMS

No animals or any items that may be deemed objectionable in nature will be transported on any bus. If necessary, the bus driver may confiscate these items and turn them in to the school administrator. Any item that may be considered a weapon (per Ga. Law) or dangerous to others in any way will not be allowed on the bus. (This may include sports equipment, laser pointers, toys, etc.) Band

instruments that will be allowed on the bus are those that are small enough to be held in the student's lap. Instruments may not be in the aisle or take the space of a student if that space is needed to sit down. Damage to personal items is not covered by the school bus insurance coverage.

III. BEHAVIOR GUIDELINES

Each infraction of class I and II offenses shall be reported by the driver to the respective school administrator.

A. Class I Offenses

1. Eating or drinking on bus
2. Out of seat while bus is in motion
3. Horseplay, yelling out bus window, loud noise (should be classroom behavior)
4. Possession of unacceptable material, objects, or obscene gestures
5. Profanity
6. Riding unassigned bus without signed note from parent and signed by school administrator
7. Checking mailbox while bus is still in sight (Area is in danger zone.)
8. Use of electronic devices during the operation of a school bus, including but not limited to cell phones; pagers, audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.
9. Using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.
10. Other offenses as reported by the driver or principal

B. Class II Offenses

1. Profanity, verbal abuse, and harassment (directed at student or driver)
2. Body parts out of window (i.e. head, hands, arms, and legs)
3. Throwing/shooting of any object (i.e. paper, pencils, paper clips, etc.)
4. Physical aggression or use of any object as a weapon
5. Use of tobacco, inhalants, or any controlled substance
6. Destruction of school property (vandalism - suspended until restitution is made)
7. Loading or unloading buses improperly or tampering with any portion of bus
8. Lighting of matches, fireworks, or any flammable object or substance
9. Riding of any bus after being suspended from one
10. Fighting (of any kind)
11. Other offenses as reported by driver or principal

As previously stated, the school bus ride is an extension of the school day and is subject to all school policies and procedures. Riding the school bus is a privilege (not a right) for students as long as they display safe and reasonable behavior. Riding privileges may be revoked for safety and discipline infractions at which time parents must provide transportation for their child.

Bus Rules

- 1.** Students will follow the directions of the driver.
- 2.** Students will be at the bus stop 5 minutes before the bus arrives. Students will wait in an orderly line.
- 3.** Students will help keep bus clean and in safe condition.
- 4.** Students will cross the roadway in front of the bus, only after receiving hand signal from driver.
- 5.** Students will go directly to an available or assigned seat when entering the bus. Keep aisles and exits clear.
- 6.** Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
- 7.** Students will not eat, drink, chew gum, or bring tobacco, alcohol or drugs on the bus.
- 8.** Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus.
- 9.** Students may only bring approved objects on the bus that can be held on their lap.
- 10.** Students will refrain from using loud voices, profanity and/or obscene gestures, and respect the rights and safety of others.
- 11.** Students will not extend head, arms, or objects out of the bus windows and will refrain from yelling out windows.
- 12.** Students will be totally silent at railroad crossings.
- 13.** Students will stay seated until time to get off the bus.
- 14.** Students will respect themselves, others and property.
- 15.** Students must provide a written note, signed by a parent or guardian and a school official, giving permission to ride a different bus, get on or off the bus at a special bus stop location.
- 16.** New Bus Riders or students that move to a new physical address must provide their bus driver and school administrator a note stating the new address. Attending school should provide the bus driver student information showing change in Infinite Campus.

BCSS STUDENT BUS TRANSPORTATION CHANGES PROTOCOL

Note: This protocol is for short-term (daily) changes only. For any long-term change in transportation, please use the appropriate Transportation Change Form available in your school's front office.

Student must have a written note from a parent or guardian that is dated and signed referencing that particular day or days affected. This will apply even if the parent makes the request in person at the school.

In the event of a change in transportation, school office personnel will:

- Have appropriate school administrator (or designee) sign the note
- Make a copy of the note with both signatures
- Send the original note with the student or the student's teacher to be given to the appropriate bus driver – this will be the student's pass to get on the bus.
- File the copy of the note in a specified place in the front office where it can be easily accessed in case of emergency.

Bus drivers will not allow a student to exit the school bus at a place that is not the student's normal stop unless the written note signed by both the parent/guardian and the school administrator (or designee) is in his or her possession.

No bus transportation changes will be accepted over the telephone.

Changes may be accepted via fax or email attachment if parent/guardian picture ID is included with the request, at the school administration's discretion. Change requests must be received by the front office staff prior to noon on the day of the change.

Note: There are now set bus stops along all the bus routes and BCSS buses cannot stop at each individual house.

TEENAGE AND ADULT DRIVER RESPONSIBILITY ACT (TAADRA) (MS/HS only)

Georgia's Teen-age and Adult Driver Responsibility Act (TAADRA) of 1997, requires that local school systems certify that a student is enrolled and not under expulsion in order for the student to be eligible to have a Georgia learner's permit or driver's license.

Please visit Mrs. Crystal Hackett in the clinic before or after school to receive your Certificate of Enrollment.

ANNUAL AHERA\ASBESTOS NOTIFICATION REQUIREMENTS TO: PARENT/LEGAL GUARDIANS/TEACHERS EMPLOYEES/ORGANIZATIONS

This notification is provided pursuant to the requirements of the Asbestos Hazardous Emergency Response Act (AHERA) of October 1986; EPA Rule 40 CFR 763, Asbestos Containing Material in Schools, subpart E, et seq. effective December 14, 1987. These regulations are defined by the United States Environmental Protection Agency. Specifically, 40 CFR §763.84 (c) which requires that the Barrow County Board of Education notify you at least once a year of asbestos inspections, response actions, and any post response action activities, including periodic re-inspections and surveillance activities that are planned or in progress at our schools and administrative facilities.

The Barrow County Board of Education has documented through a comprehensive asbestos survey, conducted by an AHERA accredited asbestos inspector, where asbestos containing, suspect asbestos containing and/or assumed asbestos containing building materials are located on our schools and administrative facilities. The Asbestos Management Plan documents a plan of action for managing and maintaining the asbestos containing building materials in-place and/or removal activities. The reports associated with the asbestos inspection, 3-year re-inspections, periodic surveillances, and the recommendations from operations and maintenance, are all documented in the Asbestos Management Plan. A copy of said plan is available at each school, Board Office, and the Maintenance Department.

Should you have any questions or desire further information, please contact the Maintenance Department at 770-867-5711.

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STUDENT/PARENT POLICY UNDERSTANDING ACKNOWLEDGEMENT

The **Winder-Barrow High School** Student Handbook/Agenda includes some very important information about the upcoming school year. Please take time to read this information now and refer to it frequently. If you have questions, contact the school office at **770-867-4519**. We will be happy to talk with you.

Each school is required to document that every parent and student has been given a copy of the Student Code of Conduct along with other required information, including notification of possible consequences and penalties for truancy, and has been given a chance to ask questions about anything he or she doesn't understand.

A completed and signed form must be on file for all students. Parents/Guardians and students age ten years or older by September 1st are required to sign this acknowledgement form in the space below. Please return the form to your child's teacher as soon as possible.

Students who are unable to read or fully understand this information are not required to initial or sign this document. However, parents are expected to explain the information to their children in terms that they can understand. Failure to sign and return this form will not excuse a student from the requirements of the policies. To complete this form, students and parents should each initial each item that you have read and understand and then sign the form in the space provided.

Parent Student

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Student Code of Conduct and School Bus Behavior Guidelines |
| _____ | _____ | 2. School Attendance and Georgia's Compulsory Education Law |
| _____ | _____ | 3. Cafeteria Charge Board Policy (EE) |
| _____ | _____ | 4. Medication Policy |
| _____ | _____ | 5. Parent's Right to Know Teacher's Training and Credentials |
| _____ | _____ | 6. Barrow County School System Internet Safety, Technology
Responsibility, and Acceptable Use Policy |

I have read and understand the 2017 - 2018 **Winder-Barrow High School** Student Handbook/Agenda. **I understand that I am responsible for following the guidelines set forth in this document.**

Student Signature: _____ **Date:** _____

I have reviewed the student handbook with my child:

Parent Signature: _____ **Date:** _____

SCHOOL CLUBS AND ORGANIZATIONS

2017 - 2018

If you do **NOT** want your child to participate in a particular club or organization at school please complete the information requested below and return to your child's school. For a complete list of school clubs and organizations for any particular school, please contact the school.

Student Name: _____ Grade: _____

My child, identified above, **may not** participate in the club or organization listed below:

By completing this form I am declining permission for my child to participate in the club or organization listed above.

Parent Signature: _____ Date: _____

Other additional items that should be included in your handbook/agendas (depending on grade level), but do not require a parent's signature.

Procedural Information, such as admission and withdrawal, automobile use, checkout, cell phones, electronic devices other than cell phones, media center, head lice policy, weather and school closing information,

Dress Code

Eligibility for Extracurricular or Athletic Activities

Graduation Requirements

Hospital Homebound

School Calendar and/or Daily Schedule

Guidance/Counseling Program

Athletic Rules and Regulations such as No Pass/No Participate

Grading/Honors

RTI and SST procedures

Promotion, Placement and Retention Policies

****Please be sure any discipline procedures you add at the school level are firmly based in the Code of Conduct. If there are questions please let me know!**



Barrow County School System

Required Notifications for Student Handbooks/Agendas

SY 2016-2017