

Baldwin County Elementary School Student Handbook

2026-2027



Baldwin County Elementary Schools:

Lakeview Primary (K-2)

372 Blandy Road
Milledgeville, GA 31061
Phone: (478) 457-3301
Fax: (478) 457-3340

Lakeview Academy (3-5)

220 N. ABC Street
Milledgeville, GA 31061
Phone: (478) 457-2967
Fax: (478) 457-2924

Midway Hills Elementary (K-5)

101 Carl Vinson Road
Milledgeville, GA 31061
Phone: (478) 457-2440
Fax: (478) 387-4680

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The Baldwin County School District does not discriminate on the basis of race, color, religion, national origin, genetics, disability, or sex in its employment practices, student programs and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all accompanying regulations.

BALDWIN COUNTY SCHOOLS

MISSION

The mission of the Baldwin County School District, in collaboration with families and community, is to educate students who will graduate college career ready and become contributing members of our local and global communities.

VISION

Our Vision is to empower students to achieve their maximum potential for lifelong success.

BELIEFS

- 1. We believe all students can learn.**
- 2. We believe that students are unique and have individual learning differences.**
- 3. We believe effective, engaging teachers have a positive effect on increased student achievement.**
- 4. We believe learning is a lifelong process.**
- 5. We believe that learning is a shared responsibility--home, school, and community.**
- 6. We believe collaboration creates accomplishments greater than the sum of individual efforts.**
- 7. We believe data analysis leads to informed decisions.**
- 8. We believe our efforts on student learning should be focused, aligned, and responsive to the social and economic wellbeing of our community.**
- 9. We believe a safe, positive, and innovative learning environment is essential to the success of our community.**
- 10. We believe that it is essential to provide students with a rigorous and relevant curriculum while building and fostering positive relationships.**

BALDWIN COUNTY BOARD OF EDUCATION BOARD MEMBERS

District 1	Dr. Gloria Wicker - Board Chair
District 2	Ms. Shannon D. Hill
District 3	Mr. Dylan Amerson
District 4	Mr. John Jackson, Board - Vice Chair
District 5	Mr. Wes Cummings
Superintendent	Dr. Kristina Brooks

BALDWIN COUNTY BOARD GOALS

Focus Area I - Student Achievement

Focus Area II - School and Community Partnerships

Focus Area III - Recruitment and Retention of High Performing Staff

~Committed to Excellence~

The Baldwin County School District is Accredited by the Southern Association of Colleges and Schools/AdvancEd and the Georgia Accrediting Commission.

Baldwin County School District 2026-2027 Academic Calendar



July 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2nd Staff Holiday
4th Independence Day
27th-28th New Employee Orientation
29th-31st Pre-Planning

August 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					19

3rd-4th Pre-Planning
5th First Day of School

September 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						21

7th Labor Day
18th Digital Learning Day (Parent Conferences)

October 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						17

8th-9th Fall Break (Students & Staff)
12th Columbus Day

November 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
						16

5th Digital Learning Day (Parent Conferences)
11th Veterans Day
23rd-27th Thanksgiving Break (Students & Staff)
26th Thanksgiving Day

December 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						14

18th Early Release
21st-31st Winter Break (Students & Staff)
25th Christmas Day

January 2027						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						18

1st New Year's Day and Winter Break
4th Professional Learning (No Students)
5th Students Return
18th MLK Day

February 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
						18

12th Holiday (Students & Staff)
19th President's Day

March 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						23

12th Digital Learning Day (Parent Conferences)

April 2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						17

8th-9th Spring Break (Students & Staff)

May 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					14

20th Last Day of School/Early Release
21st Post-Planning
31st Memorial Day

June 2027						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

17th Staff Holiday
19th Juneteenth

School Day for Students

Start Time Ending Time

Elementary	7:45 a.m.	2:45 p.m.
Middle/High School	8:15 a.m.	3:15 p.m.

These signature forms are now being done electronically.
If you have not completed these, please go to Infinite Campus to complete.

Acknowledgment of Receipt of the Student Code of Conduct

The undersigned hereby acknowledge receipt of a copy of the Baldwin County School District Code of Conduct and all Appendices and notifications thereto (the "Code"). We have read and discussed the Student Code of Conduct with our child, and we agree to fully abide by the same.

We understand that school bus transportation is a privilege and not a right. We understand that students who are involved in serious or repeated acts of unacceptable behavior on the school bus will have their riding privileges suspended or revoked. We also understand that suspension or revocation of this privilege does not excuse a student from school. During the period of suspension or revocation, it will be the responsibility of the parent/guardian to provide transportation to and from school.

We have been provided with information regarding possible consequences and penalties for failure to comply with compulsory attendance law.

_____ Signature of Parent/Guardian	_____ Date	_____ Signature of Student	_____ Date
School: _____		Grade: _____	

Photo/Video Release

___ I **do give** permission for photos, videos and/or images of my child, captured through video, photo, and digital camera, to be used in connection with Baldwin County Board of Education School System activities.

___ I **do not give** permission for photos, videos and/or images of my child, captured through video, photo, and digital camera, to be used in connection with Baldwin County Board of Education School System activities.

Student's Printed Name: _____ Parent/Guardian's Signature: _____

STUDENT AGREEMENT

Every BCSD student must read and sign below:

I have read, and understand and agree to abide by the terms of the BCSD Acceptable Use Policy. Should I violate these agreements by misusing the district's network, internet access, or provided devices, I understand and agree that my access privileges may be revoked and school disciplinary action may be taken against me.

Student Name: _____ Graduation Year: _____

Student Signature: _____ Date: _____

Student BCSD Email: _____

PARENT/GUARDIAN AGREEMENT

To be read and signed by parent or guardian of BCSD students:

As the parent or guardian of this student, I have read, understand, and agree that my child shall comply with the terms of the school district's acceptable use policy and the Technology Responsible Use Agreement.

Parent/Guardian Name: _____ Signature: _____

Date: _____ Parent/Guardian Email Address: _____

Baldwin County School District Acceptable Use Policy

The Baldwin County School District supports the rights of students and staff to have reasonable access, in school, to various information formats and believes it is incumbent upon students and staff to use this educational advantage in an appropriate and responsible manner.

District Technology can be defined as any electronic device, tool, system, service, or other property owned by the Baldwin County School District.

Responsible Use

This policy outlines the guidelines and behaviors that all users are expected to follow when using technology. It is the responsibility of both Baldwin County Schools and parents to help prepare students to be responsible members of a digital society and digital citizens who:

- Understand human, cultural, and societal issues related to technology.
- Practice legal and ethical behavior online.
- Advocate and practice safe, legal, and responsible use of information and technology.
- Exhibit a positive attitude toward using technology to support collaboration, communication, creativity, and critical thinking.
- Demonstrate personal responsibility for lifelong learning.
- Exhibit leadership for digital citizenship.

Policies, guidelines, and rules refer to all computing devices including but not limited to computers, mobile web-enabled devices, iPads, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones or electronic communication devices, digital cameras, etc., as well as technology infrastructure, associated peripheral devices and/or software that access the Baldwin County Schools internet/computer network; and all computers and devices owned by the Baldwin County Schools.

Prohibited Use

Unacceptable uses of school electronic resources include, but are not limited to:

1. Accessing or Communicating Inappropriate Materials–Users may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying, and/or illegal materials or messages.
2. Illegal Activities– Users may not use the school district’s computers, electronic devices, networks, or internet services for any illegal activity or in violation of any school district policy/procedure or rules. Baldwin County Schools and its employees and agents assume no responsibility for illegal activities of users while using school computers or school-issued electronic resources.
3. Violating Copyrights or Software Licenses– Downloading, copying, duplicating, and distributing software, music, sound files, movies, images, or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
4. Plagiarism– Users may not represent as their own work any materials obtained on the internet (such as term papers, articles, music, etc.). When using other sources, credit must be given to the copyright holder. Users should not take credit for things they didn’t create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the internet should be appropriately cited, giving credit to the original author.
5. Cyberbullying– Cyberbullying will not be tolerated. Harassing, denigrating, impersonating, and cyberstalking are all examples of cyberbullying. Do not send emails or post comments with the intent of

scaring, hurting, or intimidating others. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime.

6. Misuse of Passwords/Unauthorized Access– Users may not share passwords; use any user account/password that is not assigned to them; or attempt to circumvent network security systems.

7. Malicious Use/Vandalism– Users may not engage in any malicious use, disruption or harm to the school district’s computers, electronic devices, network, and internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

8. Avoiding School Filters– Users may not attempt to use any software, utilities, or other means to access internet sites or content blocked by the school filters.

9. Unauthorized Access to Blogs/Social Networking Sites, Etc.– Users may not access blogs, social networking sites, etc. prohibited by school administration or the Technology Department. This includes installing, using, or visiting a social media platform that is controlled or influenced by a foreign adversary, including, but not limited to TikTok, WeChat, and Telegram¹. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.

10. Degrade System Resources– Users shall not use the network in such a way that would degrade the performance of system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or school administrator.

11. Unauthorized Equipment– Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district network without permission from the school administration or the Technology Department.

Safety/Security

All users are given accounts upon entry into Baldwin County Schools. Any user account given is intended for the sole use of that user only. Each user is responsible for the security of the system. Passwords should not be shared. If a user shares a password with another, that user will be held accountable.

Users may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as websites, blogs, podcasts, videos, wikis, or social networking sites. If users encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.

Staff may post student pictures on district/ school/classroom “public” websites as long as the student’s name or other identifying information is not included. Students’ grades, test results, or identifying pictures may be stored only on district-approved secure sites that require a username and password for authorized individuals to access.

Using electronic devices to make video/sound recordings or digital images of others without the consent of those being recorded is strictly prohibited. Restrictions against inappropriate language apply to all communication throughout the district network, including but not limited to public messages, private messages, and material posted on web pages. The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms. School staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).

Students may be issued a school email address to improve student communication and collaboration on school projects. Email shall be used only for educational purposes that directly relate to a school project or

¹ The banned platforms list is a living document and will change as new platforms are created. The names of the currently banned platforms are found at <https://gema.georgia.gov/what-we-do/homeland-security/prohibited-fa-social-media>

Damage/Liability

Users may be responsible for compensating the school district for any losses, costs, or damages incurred for violations of Board policies/procedures and school rules, including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or costs incurred by users while using school district computers, devices, or the school network.

Expectation of Privacy

No right of privacy exists in the use of technological resources provided by the school. School system administrators or individuals designated by the Superintendent may review files, internet history logs, monitor communications/content activities, and intercept email messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School system personnel shall monitor the online activities of individuals who access the internet via school-owned computers.

Terms of Use

Baldwin County Schools reserves the right to deny, revoke, or suspend specific user privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy. District and technology administration reserves the right to examine, use, and disclose any data found in the district network and/or equipment in order to further the health, safety, discipline, or security of the school community. Additionally, all handbook regulations apply to the use of the district network, internet, and electronic resources.

Disclaimer

Baldwin County Schools, its employees, and agents make no warranties of any kind, neither expressed nor implied, concerning the network, internet access, and electronic resources it is providing. Furthermore, the district is not responsible for:

- The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through internet access.
- Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.
- Unauthorized financial obligations resulting from the use of BCSD electronic resources.

Examples of Acceptable Use

I will:

1. Use school technologies for school-related activities.
2. Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline. Be courteous and respectful.
3. Not post any information that I would not want students, parents, teachers, or future colleges or employers to see (once something is online, it is available to the world).
4. Treat school resources carefully, and alert staff if there is any problem with their operation.
5. Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
6. Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, and posts) online.
7. Use school technologies at appropriate times and in approved places, for educational pursuits. Cite sources when using online sites and resources for research.
8. Recognize that the use of school technologies is a privilege and treat it as such. Be cautious to protect the safety of others and myself.

9. Help to protect the security of school resources.

Examples of Unacceptable Use

I will not:

1. Use school technologies in a way that could be personally or physically harmful
2. Attempt to find inappropriate images or content; intent to seek inappropriate images or content is a violation of this Responsible Use Policy.
3. Create a personal mobile “hotspot” or utilize a “proxy site” for the purpose of circumventing network safety measures and filtering tools.
4. Create, distribute, or deploy multi-user servers or gaming software on or within the MPS network.
5. Engage in cyberbullying, harassment, or disrespectful conduct toward others.
6. Try to find ways to circumvent the school’s safety measures and filtering tools; intent to circumvent safety measures and filtering tools is a violation of this Responsible Use Policy.
7. Use school technologies to send spam or chain mail.
8. Plagiarize content I find online.
9. Post or otherwise disclose personally identifying information, about others or myself.
10. Agree to meet someone I meet online in real life.
11. Use language online that would be unacceptable in the classroom.
12. Use school technologies for illegal activities or to pursue information on such activities.
13. Attempt to hack or access sites, servers, or content that isn’t intended for my use. This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

CIPA:

Baldwin County Schools is in compliance with the Children’s Internet Protection Act (CIPA) and has installed technology protection measures for all computers in the school corporation. A technology protection measure is in place that blocks or filters internet access. This filter protects against access by adults and minors to visual depictions that are obscene, child pornography, or — with respect to the use of computers with internet access by minors — harmful to minors. The content filter does monitor the online activities of minors and may be reviewed when deemed necessary.

FERPA:

Family Educational Rights and Privacy Act: Teachers should be aware of Family Educational Rights and Privacy Act (FERPA) and applicable state laws, along with BCSD policies regarding the use of educational products and services from educational technology vendors and the use of student data. Information that is tied to individual students is referred to as directory information and non directory information. Directory information includes educational records that are generally not considered harmful to students if publicly released, such as name, age, address, and grade level. Non-directory information is educational records that are more sensitive than directory information, such as social security number, student ID, grades, disciplinary history, and attendance record. Personally identifiable information, or PII, can be either directory information or non-directory information. PII is information that, alone or in combination, is linked or linkable to a specific student that would allow a person, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Under FERPA, you cannot share non-directory, PII information without parental consent.

COPPA:

Children’s Online Privacy Protection Act applies to operators of commercial websites and online services and limits their ability to collect personal information from children under the age of 13. COPPA allows the school to act as the parent’s agent and consent to the collection of a student’s information on the parent’s

behalf within the educational context— where an operator collects personal information from students for the use and benefit of the school, and for no other commercial purpose.

The district has the right to place reasonable restrictions on the material you access or post through the system. Students who violate the AUP will be subject to the student disciplinary code outlined in the BCSD handbook.

The Acceptable Use Policy (AUP) applies to:

- School-owned technology on the district internet/network, on non-school networks, and offline.
- Privately owned technology that is connected to the district internet/network and on privately owned networks while on school property.

BCSD Student Device Policies and Procedures

Parents/Guardians must sign that they have read and understand the BCSD Chromebook User Policy before a device can be utilized by their child. Students will be responsible for the care of the device throughout the school year. All students will be expected to use a school-issued Chromebook during the school day.

Chromebook Distribution

- Each classroom will have a set of dedicated Chromebooks for student use. Chromebook carts will be available for teacher checkout to support instruction as needed.
- Students will not be assigned 1:1 Chromebooks in Kindergarten through 5th grade.

Chromebook Fees

- There are no Technology Fees for students in grades K-5.
- Students will be charged for each repair to a device within Infinite Campus if damage occurs when in their use or possession.
- If a device is lost or stolen, the student will have to pay \$350 to replace the device or provide a police report.

Chromebook Care & Responsibility

- All students are expected to handle and care for any device used that is property of the Baldwin County School District and do so responsibly.
- In the event of a damaged device, parents or guardians will be held liable for repair or replacement expenses as listed in the “Chromebook Fees” section above.
- Any intentional damage(s) will lead to financial consequences, disciplinary action in accordance with the Student Handbook, and a potential tribunal referral.
- All students must abide by all applicable policies as listed in this handbook.

Dear Parents/Guardians and Students,

On behalf of the faculty and staff, we would like to welcome you to the Baldwin County School District for the 2026-2027 school year. We look forward to a new and exciting year.

This handbook was written to communicate school and county policies, procedures, and school activities. We encourage parents/Guardians and students to review it together. If you have any questions, concerns or comments, please feel free to contact us. After you have reviewed it, please sign and return the signature page to your child's teacher.

Communication between school and home is a vital part of a child's education. We encourage parents/guardians to visit the school, volunteer, arrange parent conferences, and attend the many school functions that will occur throughout the year. Parents are expected to update emergency contact information if it changes during the school year.

Our main goal is to provide every child with the best educational opportunities possible. We will continue to strive to set the highest of expectations for our students.

We thank you for your continued support and look forward to working with you this school year.

Sincerely,

Dr. Tracy Clark

Lakeview Primary Principal

Corian Roberson

Lakeview Academy Principal

Terri Carty

Midway Hills Elementary Principal

ADMISSION REQUIREMENTS

Parents To be admitted in any Baldwin County School a student must present:

- Proof of residence/mortgage/lease with an address and a utility bill showing current service address. (Must be in the parent/legal guardian's name.)
- A certified copy of his/her birth certificate.
- A social security card or waiver.
- An up-to-date immunization form showing the expiration date. (A certificate can be secured from local physicians or the county health department. The school cannot accept a certificate that is not on the state form.)
- A valid eye, ear and dental certificate (Form 3300). (Certificate can be secured from the local health department.)
- Proof of guardianship if not living with natural parents.
- Proof of prior school enrollment, if a transfer student. A withdrawal form and unofficial transcript or report card will provide proof of prior school enrollment.

WITHDRAWAL

The withdrawal of a student from the Baldwin County Schools can be completed through the office of the home school. Students must return all books and settle any school debts. Once these obligations are cleared, school records can be forwarded.

MOVING DURING THE YEAR

A student who changes residence during the school year MUST report this change to the school within seven (7) calendar days. Proof of residence must be documented. Children who move out of their school zone after the first month of school may complete the current school year at their original school provided they provide their own transportation in a timely manner so that students are not tardy. Parents wishing to transfer their child to the school in the new zone should report their address change to their current school for a new school assignment.

ATTENDANCE POLICY

Regular attendance at school is an absolute necessity for good student performance. Pursuant to Georgia Law (O.C.G.A. Section 20-2-690.1), all students between the ages of six (6) and sixteen (16) are required to attend school daily unless they have a lawful reason to be absent. Five (5) year old students who are enrolled in a school program for twenty (20) days are automatically covered under the Georgia Compulsory School Attendance Law. Parents/guardians who do not provide for the regular attendance of their children are subject to being taken to court and fined. The Baldwin County Attendance Policy is written according to this Georgia law.

SCHOOL HOURS

	Start Time	Ending Time
Elementary-	7:45 a.m.	2:45 p.m.
Middle School-	8:15 a.m.	3:15 p.m.
High School-	8:15 a.m.	3:15 p.m.

EARLY CHECKOUT

All children should remain in school until regular dismissal time so that maximum instruction can be provided. If early dismissal is necessary on an occasional basis (emergency, doctor's appointment), **a parent or guardian must report to the school office to sign out the child no later than 2:00 p.m.** Children will not be dismissed prior to 2:45 p. m. on a regular basis. If someone other than a parent/ guardian is picking up a student, this individual's name needs to be listed on the student information sheet.

ABSENCES

Students are excused for sickness, death in the immediate family, or an extreme emergency. To be credited for an excused absence on their return, students must bring a note signed by the parent or guardian. If a student is sent home by the school nurse it will be counted as an excused absence. Students who have received excused absences will be allowed to make up the work. Absences in excess of five (5) days can be excused only with a doctor's statement.

UNEXCUSED ABSENCES

A parent/guardian may submit undocumented excuses for no more than five (5) days per school year. These undocumented absences may be used for days the student is ill, illness of an immediate family member which **necessitates** the absence of the student, and **extreme** family emergencies. A written excuse must be received by the school within three (3) days of the absence(s). The following information must be specified on each excuse:

- The date the excuse is written
- The date(s) and day(s) of the absence(s).
- The reason for the absence(s).
- The signature of the parent or guardian.

**These days may not be used for out of town trips for pleasure or vacation.*

Any checkout before 2:45 p. m. will be considered an early checkout.

EXCUSED ABSENCES

After a parent has utilized the five undocumented excused days, a statement from a Doctor or a medical facility will be necessary for an absence to be excused. These statements must be received by the school within three (3) days of the student returning to school after an absence(s).

In cases of the death of an immediate family member (mother, father, sister, brother), 5 days will be excused. If the deceased is an extended family member, (Grandparent, aunt, uncle), two (2) days will be allowed. If the deceased lives out of state no more than four (4) days will be allowed.

TARDIES

A child who is a car rider is tardy when he/she arrives at school after 7:45 a. m. A student may have no more than 4 unexcused tardies to have perfect attendance. If the bus arrives late, bus riders are not counted tardy.

**Please Note – Unexcused tardies and early checkouts are considered in accordance with the Georgia Compulsory School Attendance Law.*

Referral Process for Grades K-5

According to Georgia Law, the School System is required to provide a written summary of possible consequences and penalties for failing to comply with compulsory attendance under O.C.G.A. Section 20-2-690.1. This requirement is fulfilled by the information included in this section of this Handbook. The parent or guardian is required to sign the signature page of this handbook and the signature indicates acknowledgement of the receipt of this written statement. This signature also indicates the parent/guardian has read and agrees to abide by the Baldwin County Attendance Policy. Any student who is ten (10) years of age or older by September 1st is also required to sign this statement indicating the receipt of this information.

After two (2) reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in legal compliance if it sends a copy of the statement via certified mail, return receipt requested, to the parent/guardian. The signed copies of the statement shall be retained by the school through the end of the school year.

At three (3) unexcused absences in grades K-5, the school shall contact the parent/guardian and shall document the contact or the attempts to contact the parent/guardian.

At five (5) unexcused absences in grades K-5, the school shall make a referral to the System Attendance Officer. The System Attendance Officer shall send a notice to the parents/guardians by certified mail, return receipt requested. This notice shall include a written summary of the possible consequences and penalties for failing to comply with the Georgia Compulsory Attendance law. The Attendance Officer may refer students with five (5) unexcused absences to the school social worker and/or to the Attendance Support Team at the school level. The parent/guardian is required to participate in the Attendance Support Team Meeting. Failure of a parent/guardian to attend and participate in the Attendance Support Team Meeting will be considered as non-compliance. Referrals may also be made to the Department of Family and Children's Services or to the Baldwin County Interagency Council.

If the attendance problem is not resolved after these efforts, legal action will be taken against the parent/guardian or other caretaker responsible for the care of the children. Any parent/guardian or caretaker of any school age child who violates the Georgia Compulsory School Attendance Law (20-2-690.1) shall be guilty of a misdemeanor and upon conviction, shall be subject to fines not less than \$25.00 and not greater than \$100.00 per day (for each day over five (5) unexcused absences), imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the Court having jurisdiction.

SIGN IN/SIGN OUT POLICY

The adult signing a student in or out of school must come into the main office, must show photo ID, and must be listed as an approved person to check the student out.

CAR RIDERS

Afternoon Pick-up Procedure

If your child is an afternoon car rider, please note the following rules/procedures. These procedures will ensure the safety of our students.

- Students may not be signed out after 2:00 PM.

- Parents are to remain in their cars to pick their children up from car riders. Please do not get out of your car and come to the door for your child.
- Have your child's pick-up tag ready. The student will be escorted to your car
- Please do not pull up and block the car rider lanes of traffic.
- Teachers monitor car riders until 3:15 pm; please, pick up your child by 3:15 p. m.

Any change in the normal transportation of your child should be noted in writing and given to your child's homeroom teacher. For the safety of your child, avoid calling and leaving messages regarding transportation. The office will not accept transportation changes **after 1:30 p.m.** Please do not call the office after this time.

BUS RIDERS

Bus transportation is a privilege and furnished for students living more than 1 1/2 miles from school. If your child is transported to and/or from school by bus, please make sure the child knows the bus number.

Information regarding bus routes can be obtained from the school bus garage at 457-2405 or 457-2406. Students riding buses should adhere to the following rules:

- Sit quietly and remain seated until instructed to unload.
- Keep all body parts inside the bus at all times.
- Carry only school related items on the bus.
- Cooperate with drivers at all times.

Bus drivers are responsible for the safety of all students and may assign seats or set particular rules for their buses. Students not cooperating with bus procedures may be denied bus riding privileges for a period of time to be determined by the principal. In this event, the parent/guardian must provide student transportation.

CHANGE IN TRANSPORTATION

To ensure the safety of all children, a written note is required if there is a change in your child's transportation. Teachers cannot accept a child's verbal expression regarding a change in transportation. Students without a note will be sent home by bus.

Please avoid phoning the school (except in an emergency) regarding transportation changes. Any changes in transportation must be made before 1:30 PM. The task of getting individual messages to such a large student population is extremely difficult.

FIRST AID/ILLNESS

If a child becomes sick or hurt at school, every effort will be made to contact the parent/guardian. Up-to-date emergency phone numbers should be made available to the school. If a parent/guardian cannot be contacted, school officials will take whatever means necessary to preserve the health of the child.

Parents of any child with health problems which might cause a health emergency should be certain to notify the school of the problem and the procedures that would need to be followed should the child become ill at school.

EMERGENCY CONTACTS

In the interest of students, it is critical that the school be able to contact parents at any time the child is at school. Therefore, it is essential that the school have on file the parent's current address and home and business telephone numbers in case a parent cannot be reached. If parents move or change jobs, they should contact the school immediately to update this important information.

MEDICINE

If your child requires medication during the school day, please complete the required form. All medications (over-the-counter drugs and prescription drugs) must be in the original container and brought to school by the parent/guardian. Containers for prescription drugs must bear the name of the patient, the drug, the prescribing physician, and the name of the pharmacy filling the prescription. Medication cannot be administered if the medication is not in the original container or without written permission.

HEAD LICE / COMMUNICABLE DISEASES

Students with head lice or nits and communicable diseases such as ringworm, pinkeye, and impetigo should not attend school until a statement is obtained from a physician, health department official, or school nurse that the student is under treatment for the condition and may return to school. (No waiver will be accepted). In the case of head lice, a medical statement must be received for every day over two (2) days that a student has not been cleared of nits.

Students sent to school with these conditions will be sent home immediately upon notification of parent or guardian. Students will only be admitted to school with consent from the health department, doctor, or school nurse.

SCHOOL INSURANCE

Low cost accident insurance is available at the beginning of the school year for interested parents. Both school day coverage and 24 hour coverage are available. Accident claim forms may be obtained from the school office for this insurance. The parent is responsible for filing claims.

HOSPITAL / HOMEBOUND

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

VOLUNTEERS

Adult volunteers are needed throughout our schools. If you have a few “free” hours during the week and you enjoy working with children, please visit our school office and **complete a volunteer application and background check.**

PTO

All parents are urged to join the Parent Teacher Organization (PTO). By working together, parents and teachers can ensure that our students will receive the best education possible. Our PTO membership goal is 100% membership.

MEDIA CENTER GUIDELINES

Goals: Students will read for pleasure and knowledge.

- Students are expected to take care of the books and return them by the due date.
- Lost books—If a book is lost, the full price of the book at time of purchase must be paid.
- Damages—amount assessed according to degree of damage.
- Students must wear an ID to conduct library business.

TEXTBOOKS / HOLD POLICY

Students in grades 1-5 may be issued textbooks for various subjects. If a textbook is issued your child is expected to use his/her books with care. All books lost or damaged are paid for by the student. The cost of a lost book will be equal to the replacement cost.

CAFETERIA GUIDELINES

Breakfast and lunch are served daily. Breakfast is served between 7:15 and 7:45 A.M. Children may bring their lunches; however, **lunches from fast-food restaurants may not be delivered or eaten in the school cafeteria.** The prices for adults and visitors for breakfast and lunch are as follows:

Adult/visitor breakfast: \$3.50 Adult/visitor lunch: \$5.00

BOOK BAGS

All book bags must be clear or mesh. No book bags with wheels are allowed except with a doctor’s excuse and signed permission slip from the principal and superintendent. Book bags are subject to search at the discretion of school personnel. Book bags may not be allowed the last two days of school.

TELEPHONE USE

The school telephone is restricted to emergency use only. Students must have written permission from a teacher before being allowed to phone home. Our school population and staff are much too large to permit unwarranted use. Parents also need to keep this in mind when calling the school regarding messages for students. Please do not call unless the message is an emergency. Thanks!

VALUABLE PERSONAL PROPERTY

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

CELL PHONES / ELECTRONIC DEVICES

The use of personal cell phones, smart watches, tablets, or any personal electronic device during the instructional day is prohibited at all times. The school staff is NOT responsible for personal devices that are lost, stolen, or damaged during the school day or school activities.

VISITORS

We invite parents/guardians to visit the school and observe in their child's classroom by prearrangement with the classroom teacher. All visitors to the school must report first to the main office to receive a visitor's pass. Parents should not bring younger siblings or children with them for a conference or observation. Please refrain from using your personal cell phone while in the school building. Classroom visits should be limited to a maximum of 60 minutes. If you have items to bring to a student, we ask that you drop them off in the office. Parents may schedule conferences with teachers in advance. In the event of an emergency, parents will need to see an administrator.

EMERGENCIES

Please note **that all children should have an emergency phone number on file** in the event that a parent or guardian cannot be reached in an emergency situation. If this number should change during the school year please inform your child's teacher. School employees are authorized to administer first aid in a health emergency. Using emergency information on file in the office, the school will contact the student's parents and arrange, if necessary, additional care.

For the student's protection, the school requires every student to provide the school office with emergency information (specific allergies, work phones of parents, persons to contact in an emergency, doctor's name, etc.). It is important that this information is up-to-date. Please report any changes in this information to the school nurse.

ALL DRILLS

Fire Drills

Fire drills are required by state law and should be treated with respect at each occurrence. Practicing appropriate safety and evaluation procedures may well prevent serious injury or loss of life. The occupants may reenter the building once the drill is complete. Parents will not be allowed to check out their child until the all clear is given. v

Tornado Drills

Tornado drills will be scheduled during the school year. When the alarm sounds, students will move into the halls and be seated on the floor facing the wall with their head between their knees as a precaution against flying glass and debris. Do not leave the building. Parents will not be allowed to check out their child until the all clear is given.

Evacuation Drills

The administration will initiate building evacuation procedures. Teachers will accompany their classes as they evacuate the building in an orderly fashion. Personnel and students should remain at the evacuation site until the "all clear" signal or instructions to relocate to another position are given. Parents will not be allowed to check out their child until the all clear is given.

Lock Down Drills

Lock Down drills will be scheduled during the school year. When the announcement is made, students will move into the appropriate location depending on the type of lock down. Parents will not be allowed to check out their child until the all clear is given.

PLEDGE TO THE FLAG / MOMENT OF SILENCE

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

- The Pledge shall be recited daily at the beginning of the first block. Such recitation will be conducted in a formal and properly respectful manner.

At the beginning of the school day a period of quiet reflection will be observed with the participation of all students. This time shall be considered an opportunity for a moment of silent reflection on the anticipated activities of the day. During this period, silence shall be maintained and no activities will be engaged in. Disruptions will be addressed with disciplinary action.

- Should a student or employee present have religious convictions against participating in the Pledge or moment of silence, their rights will be respected. **NO STUDENT WILL BE ALLOWED TO DISRUPT THE RIGHTS OF THOSE WHO DO CHOOSE TO PARTICIPATE.**

Mandatory School Uniforms for all Baldwin County Students

School uniforms help to boost a child's self-esteem and encourage the main focus in the classroom to be on education and not on fashion. The potential benefits of school uniforms include instilling discipline, helping students resist peer pressure, and helping school officials recognize intruders who come to the school. All Baldwin County students will be expected to wear uniforms Monday-Friday unless the Principal approves dress down days.

We recognize the student's right to express individuality must be balanced with the need to create a positive learning environment with minimal distractions. Proper grooming and appropriate dress have a positive impact on student achievement and conduct. Our uniform policy is designed to encourage academic focus, minimize disruption, and to teach students the importance of dressing for success. Appropriate dress is expected of all students. The uniform policy shall be enforced at all times while on the school campus during the school day unless otherwise approved by an administrator.

School Uniforms Will Consist of the Following: Girls and Boys

Polo shirts, Dress Shirts, Turtlenecks (**Any solid color shirt with no designs**) No large logos- logos 1 ½" or smaller are acceptable; T-shirts and cowl necks are prohibited). The neckline of shirts should not reveal cleavage. *Must have sleeves, no sleeveless*

Students are encouraged to wear school color polo shirts for school spirit day as designated by the principal.

Long Pants	Khaki, Black or Navy Blue (<i>No Denim Material</i>)
Shorts	Khaki, Black or Navy Blue (<i>No Denim Material</i>)
Skirts	Khaki, Black or Navy Blue (<i>No Denim Material</i>)
Skorts	Khaki, Black or Navy Blue (<i>No Denim Material</i>)
Dresses	Khaki, Black or Navy Blue (<i>No Denim Material</i>) <i>Must have sleeves, no sleeveless</i>

Belts are to be worn and fastened in a conventional manner. Pants must be worn at the waistline with a belt. **(Sagging will not be permitted.)**

Students should not wear form-fitting garments such as sweatpants, lycra, spandex, stretch, leggings, leggings/tights, or body pants. Pants should not have revealing cut-outs or holes. **Solid color** leggings or tights may be worn with appropriate length uniforms.

Jackets - Any color or multicolor with no large logos or characters. Jackets, sweatshirts, or other outerwear (clothing worn over the uniform shirt) with a hood must have a full-length zipper or button front. Jackets must be unzipped and hoods cannot be worn inside the building. Hoodies are not allowed with the exception of hoodies with the school's logo that are provided by the school's sports teams or sold by the school with the permission of the principal. Any item of clothing worn as outerwear, (clothing worn over the uniform shirt) must have a full-length zipper or button front.

Shoes - All students are required to wear shoes and socks. Socks must be a solid color. Flip flops, sandals, high heels, light up shoes, any shoes without straps and shoes with rollers are not permitted.

Appropriate Dress

Grooming, personal hygiene, and dress may in no way distract from the learning process of others.

Additional Dress Code Guidelines:

If the school principal allows a dress down day, the following guidelines will apply: All clothing shall be neat, clean, and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for school. Any student wearing distracting and/or extreme attire will be required to change.

- Skirts, shorts, and dresses must be mid-thigh or longer.
- Manufactured, customized, or worn-out clothing that has a hole(s) (Large or Small) will not be an acceptable dress and must be changed. In addition, manufactured shorts that appear to be cut with loose strands will not be an acceptable dress.
- Clothing that displays or implies profane, vulgar, or obscene language/gestures, illegal activities, or offensive material will not be permitted.
- Clothing that displays alcohol, beer, drug, or tobacco logos, products, or advertising will not be permitted.
- Tank tops are not to be worn on campus as the only outer garment.
- Blouses, shirts, and slacks must not expose the stomach/midriff or undergarments.
- Knee-high socks must be solid color.
- All students are required to wear shoes (athletic/tennis shoes, dress shoes/ with heel strap).
- Flip flops, shower shoes, bedroom shoes, thong like footwear, soccer sandals, slides, high heels (including boots with long thin high heels), light up shoes, shoes with rollers, and hard-toed/steel-toed are not permitted.
- If a belt is worn, it must be fastened at the waist. Pants must be worn at the waistline with a belt. (Sagging pants/shorts and/or exposure of undergarments will not be permitted.)
- Hats, handkerchiefs, bandanas, or extreme head attire are not to be worn in the building. Hair accessories will be acceptable unless worn for other purposes, not related to one's hair.
- Inappropriate logos may not be worn on the seat of a student's shorts or pants.
- Sheer/lycra/spandex, skinny colored denim, or body pants will not be allowed.
- Girls-stretch leggings, jeggings. Tights can only be worn under a dress or skirt and must be a solid color.
- Knit joggers and sweatpants are not to be worn.
- Any accessories, clothing, or apparel that a student or group of students wear to identify themselves for the purpose of harassing, threatening, or intimidating others will not be allowed.
- Headbands and/or headband-like apparel worn at the forehead will not be an acceptable dress.
- Blankets or other items covering the upper body that are not outlined in the student dress code will not be allowed at any time.

- AT ANYTIME THE SCHOOL PRINCIPAL MAY ALLOW THEMED OR DRESS DOWN DAYS FOR STUDENTS; IN ADDITION, THE PRINCIPAL AND/OR ADMINISTRATORS MAY REQUEST A CHANGE OF DRESS THAT IS DISTRACTING, REVEALING, AND/OR PROBLEMATIC TO THE SCHOOL ENVIRONMENT.
- *Exceptions to the student dress code may be granted for religious and/or medical purposes.*

EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to participate in extracurricular activities. Participation in any of these activities requires parental permission and commitment on the part of both parent and child. Practices or meetings for these activities are scheduled for after-school; therefore parents must provide transportation. **Failure to maintain satisfactory grades and behavior or failure to be routinely picked up from practice on time, can result in suspension from the program/activity.**

FIELD TRIPS

All classes are involved in field trips at various times during the school year. Permission forms will be sent home for parent signature prior to each trip. Parent/Guardian permission is required before a child can participate in a field trip; therefore, failure to secure parental permission for the trip will result in lack of participation for that child. Also, please note that if the administrator has concerns regarding safety, then the parent may be asked to accompany their child on the field trip. The parent will be responsible for securing a complete background check, prior to the field trip. **Prior to the field trip all chaperones must complete a background check (which takes two or more weeks to process).**

FIELD DAY

Field Day for all grade levels will be held in May. We are asking that if parents or grandparents come that you do not bring younger siblings or younger children that do not attend the school. We encourage you to help volunteer and supervise an event that day. This is a day for our students to enjoy the activities that are planned for them.

ACADEMICS

INSTRUCTIONAL PROGRAM

Baldwin County's instructional program contains kindergarten through the twelfth grade. Primary schools serve kindergarten through 2nd grades. Academy Schools serve third through fifth grades. Oak Hill Middle School serves the sixth, seventh, and eighth grades. Grades nine through twelve are housed at Baldwin High School.

The kindergarten through fifth- grade instructional program follows the Georgia Standards of Excellence (GSE) and Frameworks. The curriculum in grades K-5 consists of mathematics, science, social studies, health, language arts, reading and exploratory courses.

REPORT CARDS / PROGRESS REPORTS

Report cards and mid-term progress reports are sent home four times a year. They indicate students' progress in both academic and social skills during the grading period. Both report cards and progress reports should be read carefully, signed, and returned the next day. Students in grades K-2 will receive a standards-based report card.

GRADING SYSTEM

Grades K-5

Grade K-2 (Reading/English Language Arts, Math, Social Studies, Science)

- 4 - Distinguished Learner
- 3 - Proficient Learner
- 2 - Developing Learner
- 1 - Beginning Learner

Grade K-2 Montessori Grading Scale

Marking Key	Explanation	Traditional Scale Equivalency
I	Introduced: student have been exposed &/or begin to identify concepts	
R	Review/Reteach: Students need to review or be retaught the concept in order to determine understanding	
N	Needs More: student is struggling or needs more practice to develop understanding of concept	1
P	Practiced: student demonstrate some understanding of concepts (with support as needed)	2
M	Mastered: student independently & consistently demonstrates understanding of concepts	3
E	Exceeds: student independently & consistently demonstrates understanding of concepts over and beyond the expectation	4

Grade K-5 (Special Areas: Music, Physical Education, Art, and Computer)

- S - Satisfactory
- N - Needs improvement
- U - Unsatisfactory

Grade K-5 (Behavior and Work Skills)

- S - Satisfactory
- N - Needs improvement
- U - Unsatisfactory

Grades 3-5 (All Subjects)

- Numerical grades of 0-100 will be given.
- A= 90-100
- B= 80-89
- C= 70-79
- F= 0 - 69

Grades 3-5

Merit List: All cumulative grades 80 and above and satisfactory behavior at the end of the school year

Honor Roll: All cumulative grades 90 and above and satisfactory behavior at the end of the school year

President's Award for Educational Excellence (gold)

To qualify, a 5th-grade student must have:

1. End-of-year 4th grade GPA of at least 90 (reading, English, math, science, social studies) and
2. First semester 5th grade GPA at least 90 (reading, English, math, science, social studies) and
3. Other requirements as specified

President's Award for Educational Achievement (silver)

1. End-of-year 4th grade GPA of at least 85 (reading, English, math, science, social studies) and
2. 1st semester 5th grade GPA at least 85 (reading, English, math, science, social studies) and
3. Other requirements as specified

ACADEMIC PLACEMENT AND PROMOTION

The Baldwin County Board of Education establishes the following criteria to guide the academic placement and promotion of students within the Baldwin County School District and to assure that these same students obtain maximum academic growth as they progress through the schools in this district.

*****Due to the development of a new state assessment, the criteria for promotion may be revised*****

I. General Provisions

Students in the Baldwin County School District may be promoted to the next higher grade level upon meeting the promotion criteria as established by the Baldwin County Board of Education and the State Department of Education in accordance with the Official Code of Georgia. Placement and promotion decisions shall be documented and made a part of each student's permanent record.

II. Definitions

A. Accelerated instruction – challenging instructional activities that are intensely focused on student academic deficiencies in reading and/or mathematics. This accelerated instruction is designed to enable a student who has not achieved grade level, as defined by the Office of Student Achievement, to meet grade-level standards in a reduced period of time.

B. Additional instruction – academic instruction beyond regularly scheduled academic classes designed to bring students not performing on grade level, as defined by the Office of Student Achievement and the Baldwin County Board of Education, to grade level performance. It may include more instructional time allocated during the school day, instruction before and after the school day, Saturday instruction, and/or summer/intersession instruction.

C. Differentiated instruction – instructional strategies designed to meet individual student learning needs.

D. Grade level – standard of performance, as defined by the Office of Student Achievement on the state mandated test and the Baldwin County Board of Education on criteria developed by the Baldwin County School District.

E. Placement – the assignment of a student to a specific grade level based on the determination that such placement will most likely provide the student with instruction and other services needed to succeed and progress to the next higher level of academic achievement in the least amount of time.

F. Placement committee – the committee established by the local school principal or designee to make placement decisions concerning a student who does not meet expectations on the state mandated test and placement/promotion policy(s) of the Baldwin County School District. The placement committee shall be composed of the principal or designee, the student's parent or guardian, and the teacher(s) in the content area(s), Individualized Educational Program (IEP) Teams assigned to students in the Programs for Exceptional Children in which the student did not achieve grade level as defined (d.) above.

G. Promotion – the assignment of a student to a higher grade level based on the student's achievement of established criteria in the current grade.

H. Retention – the re-assignment of a student to the current grade level during the next school year.

III. General Promotion Standards and Criteria

A. No student may be retained solely for athletic purposes.

B. Individualized Educational Program (IEP) Teams shall be responsible for determining how students assigned to the Programs for Exceptional Children are involved in the curriculum and for defining the necessary accommodations that must be made so each student may make progress and participate in regular assessment programs. Students whose instruction is based on an alternate, functional curriculum shall be eligible to participate in the Georgia Alternate Assessment (GAA) program and their promotion/retention will be determined by the IEP Team.

C. An English Learner (EL) student may be administratively placed in the next higher grade, provided the EL Testing Participation Committee has determined that failure to meet promotion criteria is related to the lack of English language skills. An English Learner student is defined as any student whose primary or home language is other than English and is eligible for services under policy IDDG (Language Assistance).

IV. Placement and Promotion in Grades Kindergarten Through Eight

A. Kindergarten-second grade: To be promoted from kindergarten to first grade or first grade to second grade, students must be meeting all priority standards and must meet 70% of the other standards in each subject area and must be meeting or progressing in all designated standards.

B. In grades three (3) through eight (8) students can fail no more than one (1) academic subject (reading, language arts, math, science, social studies) and be promoted to the next higher grade.

1. Students may not be retained in grades K-5 more than two (2) times unless such retention is required by state law or G.B.O.E. Rule.

*****Due to the development of a new state assessment, the criteria for promotion and retention may be revised*****

ADA GRIEVANCE PROCEDURE

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

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

HOMELESS STUDENTS

Notification of Rights under the McKinney-Vento Act

The McKinney-Vento Homeless Education Assistance Act is designed to address the problems that homeless children and youth have faced in enrolling, attending, and succeeding in school.

If your family lives in one of the following situations:

1. In a shelter, motel, vehicle or campground
2. On the street
3. In an abandoned building, trailer, or other inadequate accommodations, or
4. Doubled up with friends or relatives because of a lack of affordable housing

Then the school aged children in your family have a right to:

1. Go to school no matter where they live or how long they have lived there
2. Continue in the school they attended before the family became homeless, if that is the parent's choice and it is feasible
3. Receive transportation to the school they attended before your family became homeless
4. Participate in school programs with children who are not homeless
5. Enroll in school without giving a permanent address
6. Enroll and attend classes while the school arranges for the transfer of any records or documents required for enrollment
7. Receive the same special programs and services as all other children

Inquiries concerning educational services for homeless students in this school system may be submitted to the district's social worker/Homeless Liaison.

PROCEDURE TO RESOLVE PARENT / TEACHER DISAGREEMENTS

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

- When a complaint concerns a policy or procedure the first step is to discuss it in conference with the school principal.
- If the problem is not resolved as a result of the conference with the principal, it may be appealed to the Superintendent of Schools.

PARENT INVOLVEMENT POLICY

In support of strengthening student academic achievement, **Baldwin County School District** receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

PARENTS' RIGHT TO KNOW

In Georgia, all LEA schools are required to notify parents at the beginning of the school year of their 'right to know' the professional qualifications of the student's classroom teacher(s) and paraprofessional(s).

In compliance with the requirements of the Every Student Succeeds Act, parents may request the following information:

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

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

SECTION 504

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

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

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

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

Please see the Notice of Parent and Student Rights for more information. You may also contact Allen Martin, Section 504 Coordinator and ADA Coordinator with any questions at (478) 457-2916.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

- Inspect and review, within 45 days of a request, the education records of a student who is eighteen (18) years of age or older or those who are emancipated, your own educational records. Parents or eligible students should submit to the child's school principal a written request and identify the record(s) they wish to inspect. The child's school principal will make arrangements for access and provide notice of such arrangements.
- Request an amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write to the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception, which permits disclosure without consent, is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district shall forward educational records without prior consent to another school in which the student seeks or intends to enroll.
- File with the United State Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the BCBOE to comply with the requirements of the Act or the regulations promulgated thereunder. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D. C. 20202-4605.

RESEARCH AND STUDENT SURVEYS

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

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student's parent;

2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student nor parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as a part of the educational curriculum.

Parents of eligible students should submit to the school principal a written request that identifies which items set forth above that they wish to inspect. The principal will make arrangements for access and notify the parents or the eligible student of the time and place where the materials may be inspected.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under Georgia law.

The School District will develop and adopt as necessary policies and/or procedures in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collections, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents of these policies and/or procedures at least annually at the start of each school year and after any substantive changes. The School District will also directly notify, such as through U.S. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. The following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.

Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

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

EQUAL EDUCATION OPPORTUNITIES

The BCSD's policy is to provide equal opportunities without regard to race, color, gender, religion, national origin, handicapping condition, disability, genetic information or veteran status in its educational programs and activities. This includes, but is not limited to: admissions, educational services, access to facilities, financial aid, and employment. Any student, parent or other person who believes he or she or any student has been discriminated against or harassed based on these areas must make a complaint in accordance with procedures outlined below. Inquiries regarding the BCSD's Equal Opportunity policies may be referred to the coordinators listed below.

Title VI, VII IX, Georgia Equity in Sports, and EEO Coordinator:
Dr. Rodney Tyson - (478) 457-2916

Section 504/ADA Coordinator:
Dr. Rodney Tyson - (478) 457-2916

Complaints Procedures

Complaints made to the BCSD regarding students alleging discrimination or harassment based on sex/gender, race, color or national origin, religion, genetics, or disability, in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act, will be processed in accordance with the following procedure:

1. Any student, employee, parent or other person with a complaint or report alleging a violation as described above shall promptly notify, in writing or orally, to either the principal for his/her school or to the appropriate coordinator designated above. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint.
2. If the alleged offending individual is the coordinator or the principal, the complaint shall be made by the complainant to the Superintendent. If the complaint is initially made to the school principal, the principal will report the complaint to the Superintendent. If the alleged offending individual is the Superintendent, the complaint shall be made to the designated coordinator, who shall, without further investigation, report the complaint to the Chairman of the Board.
3. The coordinator or designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts, relating to the complaint, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the principal or his or her designee.
4. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution, the complainant shall have the right, within five work days, of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the complainant may have the complaint referred to the Board of Education.
5. The Superintendent shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or the action to be taken by the School District in response to the complaint.
6. This policy is not intended to deprive any student or parent of any right they may have to file a complaint under any other applicable policy of the local board or to contact the Office of Civil Rights or other appropriate state or federal agency with regard to any allegations that the School District has violated the statutes described above.
7. The School District shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, parents and employees through appropriate procedures.
8. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.
9. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible and complies with the law, shall be protected although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

A victim of discrimination or harassment is encouraged to use BCSD's internal complaint procedures outlined above, but may also seek assistance from the following:

The Office of Civil Rights
U.S. Department of Education
61 Forsyth Street SW
Suite 19T70
Atlanta, GA 30303
(478) 562-6350

STATE-MANDATED PROCESS FOR 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.

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

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

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

Pursuant to Baldwin County procedures, upon receipt of a report under this policy, the principal shall immediately contact the Human Resources Director or Title IV Coordinator, who will initiate an investigation into the allegations.

CHILD ABUSE AND NEGLECT: MANDATORY REPORTING REQUIREMENTS

The Baldwin County School District is committed to providing the best possible and most appropriate learning experiences for all children. Occasionally, there are factors in a student's appearance and behavior that lead to suspicions of child abuse or neglect. Georgia law requires that all educators and other school employees, including volunteers, report *suspected* abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped.

School District policy supports Georgia laws in this regard and requires that all school staff report suspected or alleged abuse and neglect to the Department of Family and Children's Services and local law enforcement officials. At all times, the intent is to protect children from harm by providing services to maintain and strengthen the child's own family. Should you have questions regarding the information in this notice, feel free to discuss them with appropriate staff in your child's school.

**Baldwin County School District
Elementary Student
Code of Conduct
2026-2027**

Students and parents should recognize their responsibility to know the contents of this Student Discipline Handbook and Code of Conduct handbook (hereinafter referred to as the “Code of Conduct”) and to ask faculty or staff members for any clarification. The Baldwin County Board of Education does not discriminate on the basis of race, religion, color, sex, sexual orientation, gender identity, age, national origin, handicap, or disability in its educational programs, activities, or employment decisions.

Why we have a Code of Conduct

It is the policy of the Baldwin County Board of Education (Board) that the school district maintain and implement age-appropriate student codes of conduct designed to improve the student learning environment and which will comply with state law and State Board of Education Rules. At a minimum, each code of conduct will include the following:

1. Standards of student behavior during school hours, at school related functions, on school buses and at school bus stops designed to create the expectation that students will behave in such a way as to facilitate a learning environment for themselves and other students. The standards should also be designed to encourage students to respect each other and school district employees, to motivate students to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within this school district;
2. Behavior support processes designed to consider, as appropriate in light of the severity of the behavioral problem, support services available at each school, the school system and other public entities or community organizations which may assist students to address behavioral problems;
3. Progressive discipline processes designed to create the expectation that the degree of discipline imposed by each school will be in proportion to the severity of the behavior of a particular student, the previous discipline history of the student and other relevant factors, while ensuring that each student receives the due process mandated by federal and state law;
4. Parental involvement processes designed to enable parents, guardians, teachers and school administrators to work together to improve and enhance student behavior and academic performance. The process should enable parents, guardians and school employees to communicate freely their concerns about student behaviors that detract from the learning environment; and
5. All other specific requirements as set forth in any existing State Board of Education Rule or in Georgia law.

The principal is the designated leader of the school and in concert with the staff is responsible for the orderly operation of the school. In cases of disruptive, disorderly, or dangerous conduct not covered in this Code of Conduct the principal may undertake corrective measures, which he/she believes to be in the best interest of the student, and the school, provided any such action does not violate Board policy or school district procedures. The Superintendent fully supports the authority of principals and teachers in the school district to remove a student from the classroom pursuant to provisions of state law.

Statement of Purpose

The purpose of this Code of Conduct is as follows:

1. To ensure an environment for learning which is protected from interruption and harassment;
2. To provide information to students and parents about the school system's rules of conduct and possible penalties for violations of these rules;
3. To provide uniform administration of discipline in the schools; and
4. To inform students and parents of when and under what circumstances the Code of Conduct applies.

As noted, these rules are designed to notify students of the types and range of behaviors that are unacceptable. However, it may not specifically list every particular type of misconduct that is prohibited. Even though a particular type of misconduct is not listed as prohibited behavior, a student may nonetheless be punished for misbehavior that is criminal, threatens safety, or is substantially disruptive to the orderly operation of the school or the student learning environment.

When the Code of Conduct Applies

The rules contained in the Code of Conduct apply both during and outside normal school hours to students who are:

1. On school property, including at a designated school bus stop;
2. Off school property while attending a school-related activity, function, or event;
3. Using a school-issued device;
4. In route to or from school or school related activities using district provided transportation;
5. Off school property but who engage in conduct which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to the health or safety of others, or which would disrupt the educational process; or
6. Off-school property but who engage in expressive conduct (e.g., text messaging, internet posting) which, the student promotes or distributes while the student is on school property or at a school-related activity, or which causes, or reasonably threatens to cause, a risk of material and substantial disruption to the orderly operation of the school.

What Students Should Do

Students are expected to demonstrate behavior which promotes learning and is appropriate under the circumstances whether during school hours, at school-related functions, on school buses, at school bus stops or when engaging in certain off campus activities. Students are expected to, at a minimum:

Participate Fully in the Learning Process: Students should report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.

Avoid Behavior That Impairs Their Own or Other Students' Educational Achievement: Students should know and avoid the behaviors prohibited by this Code of Conduct, take care of their books and other instructional materials, and cooperate with others.

Show Respect for the Knowledge and Authority of Teachers, Administrators, and Other School Personnel: Students must obey directions, use acceptable and courteous language, avoid being rude or disrespectful, and follow school rules and procedures.

Recognize and Respect the Rights of Other Students: All students should show concern for and encouragement of the educational achievements and efforts of others.

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS

Positive School Climate

Baldwin County School District has a focus on implementing Positive Behavior Interventions & Supports (PBIS) district wide. Every Baldwin County school has developed an individual PBIS plan to ensure equitable practices in creating a positive school climate. The PBIS process is an evidence-based framework that assists school teams in implementing systems change. The primary goal of the PBIS framework is to help schools design effective environments that increase teaching and learning for all students. Through a problem-solving approach, the PBIS framework begins with examining and improving the entire school climate. Teams use data to examine the reasons behaviors are occurring and then implement changes and interventions designed to address the identified needs. PBIS is a preventative and proactive system of addressing discipline problems that includes fair and consistent discipline practices.

I. Standards of Behavior

The following rules are considered *standards of behavior* and are mandatory and shall apply uniformly to ALL students. Any student who violates these standards will be disciplined according to these rules. Disciplinary actions may include, but are not limited to: loss of privileges; reassignment of seats in the classroom, cafeteria or school bus; reassignment of classes; separation in the classroom, cafeteria or school bus; referral to Student Support Team/Counseling/Social Worker; involvement of behavior interventionist/specialist; removal from class; bus suspension; behavior plan/contract; parent notification/conference; in-school suspension; out-of-school suspension; detention; expulsion; or assignment to an alternative educational setting.

Rule 1

Complying with Directions/Commands & Policies- Level I

No student shall fail to comply with directions or commands of principals, assistant principals, teachers, student teachers, substitute teachers, teacher aides, school bus drivers, or other authorized school personnel. No student shall willfully and persistently violate the Code of Conduct or any policy or administrative regulation of a school or the District as a whole. Violations of this rule constitute a Level I offense, and will result in required student/teacher conference and parent/guardian notification, along with whatever additional Level I consequences are deemed appropriate. Multiple and/or prior infractions of this rule could lead to elevated Level II consequences.

Rule 2

Disruption and Interference with School- Level I

No student shall disrupt or otherwise interfere with the orderly operation of school or school activities. This includes online content, internet usage, text messages, and all social media sites such as twitter, snapchat, kick, etc. Violations of this rule constitute a Level I offense, and will result in required student/teacher conference and parent/guardian notification, along with whatever additional Level I consequences are deemed appropriate. Multiple and/or prior infractions of this rule could lead to elevated Level II consequences.

Rule 3

Substantial Disruption and Clear Danger- Level II or III

No student shall cause substantial disruption of the school environment or present a clear danger to any other student(s) or school personnel. Examples include, but are not limited to large fights, actions that interrupt transitions between classes, actions that disrupt multiple classrooms, actions that disrupt large areas of the school (cafeteria, gymnasium, etc.), interference with the transportation process, interference with standardized testing, disruption of school assemblies, etc. Violations of this rule may constitute a Level II or Level III offense, and will result in a required parent/teacher conference, along with whatever

additional Level II or Level III consequences are deemed appropriate. Multiple and/or prior infractions of this rule could lead to elevated Level III consequences. Violations that constitute a Level III offense are required to be referred to the principal to determine the appropriate sanction.

Rule 4

Committing Illegal Acts- Level II or III

No student shall commit any illegal act. Acts which will not be permitted include, but are not limited to: forgery, theft (defined as the offense of taking or misappropriation of any property, of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated), extortion (defined as obtaining money or goods from another student by threats, violence, or misuse of authority), or any violation of any federal, state or local law; possession and/or discharge of fireworks (defined as any combustible or explosive composition or any substance or combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance); obscene and indecent acts; libelous or slanderous acts toward other students, teachers, administrators, other school personnel or other persons. Violations of this rule may constitute a Level II or Level III offense, and will result in required parent/teacher conference, along with whatever additional Level II or Level III consequences are deemed appropriate, including referral to the appropriate law enforcement agency. Violations that constitute a Level III offense are required to be referred to the principal to determine the appropriate sanction.

Rule 5

Damaging, Destroying or Vandalizing Property- Level I (Minor)/ Level II or III (Major)

No student shall willfully or maliciously damage, mark, deface, destroy, or vandalize real or personal property of another student, other persons legitimately at the school or the Board of Education during or after school hours. Minor violations of this rule constitute a Level I offense, and will result in required student/teacher conference and parent/guardian notification, along with whatever additional Level I consequences are deemed appropriate. Multiple and/or prior infractions of this rule could lead to elevated Level II or Level III consequences. Violations that constitute a Level III offense are required to be referred to the principal to determine the appropriate sanction.

Rule 6

Bullying and Cyberbullying- Level II or III

In accordance with Board Policy JCDAG, bullying of a student by another student, school employee, or third party is strictly prohibited. This includes acts occurring on school property, at school-related functions or activities, at designated school bus stops, on school buses and vehicles 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.

‘Bullying’ is defined as follows:

- a. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- b. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- c. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - i. Causes another person substantial physical harm or visible bodily harm;
 - ii. Has the effect of substantially interfering with a student's education or otherwise substantially infringing upon the rights of a student;
 - iii. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - iv. Has the effect of substantially disrupting the orderly operation of the school.

Cyberbullying is defined as bullying that involves the use of electronic communication, including, but not limited to, communication devices and services, including, but not limited to, cellular telephones, cameras, computers, social media platforms, text messages, chat platforms, and internet sites.

Violations of this rule may constitute a Level II or Level III offense and will result in required parent/teacher conference, along with whatever additional Level II or Level III consequences are deemed appropriate. Any student, in grades 6 through 12, committing the offense of bullying for the third time in a school year, shall be assigned to an alternative school. Any form of harassment or bullying shall be promptly reported to an administrator or counselor. Bullying behaviors that could implicate Title IX regulations (as implemented) may be subject to the District's Title IX grievance process found on the District's website.

Rule 7

Assault, Battery, and Threatening Others- Level III

No student shall assault, commit battery upon, threaten (verbally, in writing, or electronically), or otherwise intentionally abuse any student, teacher, school employee or other person whether on school property, on school provided transportation, or at an off-site school related function.

For purposes of this section:

- 'Assault' is defined as:

Any threat or attempt to physically harm another person or any act which reasonably places another person in fear of physical harm. (Example: threatening language or swinging at someone in an attempt to strike).

Simple Assault – a person commits the offense of simple assault when he or she either:

- a. Attempts to commit a violent injury to the person of another
- b. Commits an act which places another in reasonable apprehension of immediately receiving a violent injury

Aggravated assault – a person commits the offense of aggravated assault when he assaults:

- a. With the intent to murder, to rape, or to rob
- b. With a deadly weapon or with any object, device, or instrument which, when used offensively against a person, is likely to or actually does result in serious bodily injury
- c. A person or persons without legal justification by discharging a firearm from within a motor vehicle towards a person or persons.

- 'Battery' is defined as:

Intentionally making physical contact with another person in an insulting offensive or provoking manner or in a way that physically harms the other person.

Simple Battery – a person commits the offense of simple battery when he either:

- a. Intentionally makes physical contact of an insulting or provoking nature with the person of another.
- b. Intentionally causes physical harm to another

Violations of this rule constitute a Level III offense, and will result in a required parent/teacher conference along with whatever additional Level III consequences are deemed appropriate. Level III offenses are required to be referred to the principal to determine the appropriate sanction, including referral for permanent expulsion.

Rule 8

Physical Violence toward School Employees- Level III

No student shall intentionally commit any act of physical violence against a teacher, school bus driver, school official, or school employee. For purposes of this section, physical violence' means (i) Intentionally making physical contact of an insulting or provoking nature with the person of another; or (ii) intentionally making physical contact which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself. Pursuant to O.C.G.A. § 20-2-751.6, any student alleged to have committed an act of physical violence shall be suspended pending the hearing by the disciplinary hearing officer, panel, or tribunal. A student found to have intentionally made physical contact of an insulting and provoking nature with a school employee, may be disciplined by short-term suspension, long-term suspension, or expulsion. A student found to have committed an act of physical violence by intentionally making physical contact, which causes physical harm, shall be referred for permanent expulsion and, referred to juvenile court with a request for a petition alleging delinquent behavior.

Rule 9

Weapons and Dangerous Instruments- Level III

In accordance with Board Policy JCDAE, no student shall possess, handle, display, discharge, transmit or otherwise use any firearm, airsoft guns, pellet guns, BB guns or destructive device, including but limited to explosives, incendiary device, chemical mace, tear gas, pepper gas, and other irritant, aerosols, or weapons as defined in federal and/or state law, or other objects that reasonably can be considered a weapon, hazardous object, OR have the appearance of a weapon (as defined in O.C.G.A. § 16-11-127.1(a)(2) and § 16-11-106(a)). Principals have the authority to ban or confiscate any item that, in their judgment, may be used as a weapon to cause bodily harm either to students, themselves or to others. Violations of this rule constitute a Level III offense and will result in a required parent/teacher conference and whatever other Level III consequences are deemed appropriate. Upon violation, a student will be referred to a mandatory disciplinary hearing where the student will be referred for full calendar year expulsion for violations related to firearms and destructive devices as defined in federal law and Policy JCDAE.

Students violating this Rule by bringing weapons to school, on school grounds or to school related activities, that do not meet the federal law definition of weapons, but meet the state law definition or Board of Education definition, may be subject to whatever Level III consequences are deemed appropriate, including long-term suspension, calendar year expulsion, or permanent expulsion.

Rule 10

Bomb/Terroristic Threats - Level III

Students are prohibited from participating in or making a bomb or terroristic threat. Violations of this rule constitute a Level III offense and will result in a required parent/teacher conference and whatever other Level III consequences are deemed appropriate, including referral for a disciplinary hearing and/or permanent expulsion.

Rule 11

Tobacco, Vapes, E-Cigarettes- Level II or III

The use and/or possession or consumption of tobacco, tobacco substitutes (e.g. tobacco look a likes), vaping devices, vaping cartridges, cigarette look a likes (e.g. electronic cigarettes), hookahs or hookah like devices by students in any form is prohibited; on (a) school property; (b) any property owned or leased by the Board of Education; (c) while riding as passengers on vehicles owned and/or operated by the Board of Education; or (d) while participating in or attending any school sponsored event at any time. Possession of vaping products such as vaporizers or oil is also prohibited. Violations of this rule related to tobacco and tobacco substitutes constitute a Level II offense and will result in a required parent/teacher conference along with whatever other Level II consequences are deemed appropriate.

Violations of this rule related to THC products automatically constitute a Level III offense and will result in a required parent/teacher conference and whatever other Level III consequences are deemed appropriate, up to and including a disciplinary hearing.

Rule 12

Alcohol and Other Drugs/Psychoactive Substances- Level III

The use of illicit drugs and the unlawful possession and use of alcohol are wrong, harmful and illegal; therefore, no student shall possess, sell, use, transmit, handle, display, distribute, otherwise use or be under the influence of any narcotic; hallucinogenic drug; amphetamine; barbiturate; marijuana; cannabinoids, including, but not limited to, THC, CBD, CBN, and other such structural classes of compounds found in the cannabis plant, other controlled substance; drug paraphernalia; unauthorized use of over the counter or prescription medication(s); alcoholic beverage; intoxicant of any kind; or substance represented to be illegal drugs or imitation controlled substance. The term 'drug' as used herein does not include prescriptions issued to the individual, aspirin or similar cold and/or similar medications taken according to product recommendations and board policy. Caffeine pills are considered drugs. Violations of this rule constitute a Level III offense and will result in a required parent/teacher conference and whatever other Level III consequences are deemed appropriate, including referral for a disciplinary hearing and permanent expulsion.

Rule 13

Absenteeism (Level I) and Truancy (Level II)

No student shall be absent from school or from any class or required school function during school hours without the written permission of the parent/legal guardian and/or the approval of the principal, except in cases of personal illness or other providential cause. Any student who misses greater than 10% of the total number of school days that the student has been enrolled at the school during the current year (whether excused or unexcused) is considered to be chronically absent. No student shall be subject to expulsion due solely to a student's absence from school. Violations of this rule constitute a Level I offense and will result in parent notification when the student has accrued five unexcused absences during the school year, pursuant to Georgia Board of Education Rule 160-5-1-.10.

A student is deemed truant when he/she has accrued more than 5 unexcused absences during the school year. Violations for truancy constitute a Level II offense and will result in a parent/teacher conference and whatever other Level II consequences are deemed appropriate.

Rule 14

Dress Code- Level I

Students shall comply with the District's Student Dress Code K through 12, as well as any and all individual school dress requirements. Students are expected to adhere to the school and District dress code while at school and while attending any formal school proceedings (e.g., tribunal hearings). Students are required to wear Student ID's daily and must be present when entering the building. ID's must be worn at all times. Violations of this rule constitute a Level I offense, and will result in required student/teacher conference and parent/guardian notification, along with whatever additional Level I consequences are deemed appropriate. Multiple and/or prior infractions of this rule could lead to elevated Level II or Level III consequences. Violations that constitute a Level III offense are required to be referred to the principal to determine the appropriate sanction.

Rule 15

Cell Phones/Electronic Devices- Level I

Grades K-8

Students in grades K-8 are not permitted to access personal electronic devices (including but not limited to cell phones, smartwatches, tablets, e-readers, headphones, earbuds, and other devices with functionalities such as wireless communication, internet access, messaging, video recording, gaming, social media access, or data transmission) while on school premises during the school day, which means the bell-to-bell period for students receiving instruction. This rule does not apply to a student whose Individualized Education Plan (IEP), Section 504 Plan, or medical plan explicitly mandates the use of a personal electronic device, and access to the device shall be permitted as necessary to fulfill the requirements of the respective program or plan.

Grades 9-12

Cell phones/electronic devices are not to be used at any time during the instructional day without the consent of the principal or his/her designee. The instructional day is defined when a student enters through any doorway in the morning and ends when a student exits the building in the afternoon. Any cellular phone and/or other personal electronic communication device that is visible will be considered in use and will be subject to confiscation by school personnel.

Cell phones/smart phones containing evidence of potential criminal activity, including types of pornography, may be permanently confiscated, and provided to law enforcement. Students who use cell phones or visual recording devices to participate in inappropriate behavior or film inappropriate activity at school or to violate someone's privacy may also be charged with a violation of the Student Code of Conduct. Behaviors that could result in disciplinary action include but are not limited to: sending or showing an inappropriate picture/video to another (other than a staff member); sending or showing a picture/video of a student's misconduct to another (other than a staff member); or knowingly viewing an inappropriate picture/video on another's device.

Students shall not use personal technology resources to distribute or display inappropriate material. Inappropriate material does not serve an instructional or educational purpose and includes but is not limited to the following:

- Material that is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, pornographic, or threatening;
- Material that advocates illegal or dangerous acts;
- Material that causes disruption to the District, its employees, or students;
- Advocates violence;
- Material that contains knowingly false, recklessly false, or defamatory information; or
- Material that is otherwise harmful to minors as defined by the Children's Internet Protection Act.

Violations of this rule will constitute a Level I offense and will require a teacher/student conference and parent notification. Any cellular phone and/or other personal electronic communication device that is found in a student's possession during the instructional day in violation of this policy will be subject to confiscation by school personnel, and will only be returned to the student's parent/guardian. Multiple violations of this rule may result in elevated infractions for up to and including in school suspension. Refusal to surrender a personal or electronic device constitutes a Level III offense and will require a parent/teacher conference and whatever other Level III consequence is deemed appropriate.

Rule 16

Honor Code Violation- Level I

The expectation is that each student will be honest and submit his/her own work. Cheating, plagiarism, and other Honor Code violations are strictly prohibited. Examples of violations of this rule include but are not limited to:

- copying or "borrowing" from another source and submitting it as one's own work;
- seeking or accepting unauthorized assistance on tests, projects, or other assignments;
- fabricating data or resources;
- plagiarism of internet resources (will be treated in the same manner as cheating);
- providing or receiving test questions in advance without permission;
- working collaboratively with other students when individual work is expected; and
- unauthorized use of artificial intelligence (AI) programs, apps, websites, etc. to create and submit school assignments or work that is represented as work authored/created by the student.

Violations of this rule will constitute a Level I offense and will require a teacher/student conference and parent notification and whatever other Level I consequences are deemed appropriate, up to and including not receiving credit on the assignment in question. Multiple and/or prior infractions of this rule could lead to elevated Level II or Level III consequences. Violations that constitute a Level III offense are required to be referred to the principal to determine the appropriate sanction.

Rule 17

Disrespectful Conduct- Level I

Students shall not become involved in disrespectful conduct or use vulgar or profane language toward other students, teachers, administrators, school personnel, or persons attending school-related functions. Violations of this rule will constitute a Level I offense and will require a teacher/student conference and parent notification and whatever other Level I consequences are deemed appropriate. Multiple and/or prior infractions of this rule could lead to elevated Level II or Level III consequences. Violations that constitute a Level III offense are required to be referred to the principal to determine the appropriate sanction.

Rule 18

False Reporting- Level I

No student shall falsify, misrepresent, omit, or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrators, or other school employee toward a student during or after school hours. Violations of this rule will constitute a Level I offense and will require a teacher/student conference and parent notification and whatever other Level I consequences are deemed appropriate. Multiple and/or prior infractions of this rule could lead to elevated Level II or Level III consequences. Violations that constitute a Level III offense are required to be referred to the principal to determine the appropriate sanction.

Rule 19

Participation in Prohibited Acts- Level III

No student shall incite, advise, encourage, or counsel other students to engage in prohibited acts, be a participant or be an accomplice to a violation of the Student Code of Conduct, federal and/or state laws. Violations of this rule will constitute a Level III offense and will require a parent/teacher conference and whatever other Level III consequences are deemed appropriate.

Rule 20

Internet/Electronic Use- Level II

No student shall violate the Baldwin County School System Acceptable Use Policy. BCSD provides a full range of electronic information systems, including Internet resources, for all students. Use of all electronic resources supports the vision, mission, and goals established by the BCSD. Access to these resources will be provided automatically upon enrollment in the BCSD. Violations of this rule will constitute a Level II offense and will require a parent/teacher conference and whatever other Level II consequences are deemed appropriate.

Rule 21

Public Displays of Affection or Inappropriate Contact- Level I

Any display of affection such as kissing, embracing, etc. and any form of inappropriate contact with another person, while at school is prohibited. Violations of this rule will constitute a Level I offense and will require a teacher/student conference and parent notification and whatever other Level I consequences are deemed appropriate. Multiple and/or prior infractions of this rule could lead to elevated Level II or Level III consequences. Violations that constitute a Level III offense are required to be referred to the principal to determine the appropriate sanction.

Rule 22

Sexual Harassment/Sexual Offenses- Level III

Sexual offenses are prohibited against members of the same sex as well as members of the opposite sex. Sexual offenses include, but are not limited to, the following:

Sexual Harassment:

A student shall not harass another person through unwelcome conduct or communication of a sexual nature whether explicit or implied. Communication may be by telephone, mail, broadcast, computer network or by any other electronic device. Examples of sexual harassment include but are not limited to:

- Verbal or written harassment, such as sexual jokes or comments about an individual or his/her physical characteristics;
- Physical harassment such as unwanted touching or gestures;
- Visual harassment such as the display of or encouraging/participating in the display of sexually suggestive objects or pictures; or
- Requests or demands for sexual involvement, accompanied by implied or explicit threats.

Sexual Misconduct:

- No student shall participate in any form of sexual activity.
- No student shall expose one's intimate body parts or "moon" in public. Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female.
- No student shall commit any act of verbal, written, gesture-oriented, or physical sexual misconduct on school property, school buses, at school-sponsored events, or while using school technology resources.
- No student shall participate in verbal or visual conduct of a sexual nature (including, but not limited to, unwelcome sexual advances, requests for sexual favors, sexually offensive slurs, sexually offensive drawings, photographs, or posters directed towards another person) where there is a pattern of harassing behavior or a single significant incident.
- No student shall participate in physical conduct of a sexual nature (including, but not limited to, unwelcome sexual advances or gestures) where there is a pattern of harassing behavior or a single significant incident.

Sexual Battery:

- Sexual battery is defined as a student intentionally making physical contact with the intimate parts of the body of another person without the consent of that person. Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female or male.
- No student shall commit any act of sexual battery on school property, school transportation, or at school-sponsored events.

Sexual Molestation:

- Sexual molestation is defined as a student doing any immoral or indecent act to or in the presence of another person, without that person's consent, with the intent to arouse or satisfy the sexual desires of either the student or the other person.
- This includes a student forcing another person to make physical contact with the student's intimate body parts, as defined in this Section. No student shall commit any act of sexual molestation or the attempts thereof on school property, school buses, or at school-sponsored events.

Violations this rule constitute a Level III offense and will result in required parent/teacher conference, along with whatever additional Level III consequences are deemed appropriate, including referral to the appropriate law enforcement agency where warranted. Students who violate this rule must be removed from the classroom and are required to be referred to the principal to determine the appropriate sanction.

Staff members should report instances of behaviors referenced in this rule to school administration within a reasonable time period so that administrators may review them in a timely manner.

Rule 23

Gang Related Activity - Level III

A "gang" is defined as any group of three or more people with a common name or common identifying signs, symbols, tattoos, graffiti, attire or other distinguishing characteristics which engage in "criminal gang activity" as described in O.C.G.A. § 16-15-3(1)(A)-(J) (including but not limited to the commission, attempted commission, conspiracy to commit, or solicitation, coercion, or intimidation of another person to commit offenses such as, but not limited to, rape, aggravated sexual battery, violence, possession or use of a weapon, or trespass or damage to property resulting from any act of gang related painting on, tagging, marking on, writing on, or creating any form of graffiti on school or personal property).

- A student shall not engage in criminal gang activity.
- A student shall not hold himself or herself out as a member of a gang, which may include, but is not limited to, displaying gang identified tattoos or other gang related paraphernalia, or participating in creating or displaying gang related graffiti.
- A student shall not recruit or solicit membership in any gang or gang-related organization.

Violations of this rule constitute a Level III offense and will result in required parent/teacher conference, along with whatever additional Level III consequences are deemed appropriate, including referral to the appropriate law enforcement agency where warranted. Students who violate this rule must be removed from the classroom and are required to be referred to the principal to determine the appropriate sanction.

Rule 24

Off Campus Misconduct- Level III

Off-campus misconduct for which a student may be disciplined includes any off- campus conduct which could result in the student being criminally charged with a felony; and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process. Violations of this rule constitute a Level III offense and will result in a required parent/teacher conference and whatever other Level III consequences are deemed appropriate, including referral for a disciplinary hearing and/or permanent expulsion

Rule 25

Horseplay- Level I

Students are prohibited from engaging in horseplay or rough or boisterous activities while on school premises or on school provided transportation and at school bus stops. Violations of this rule will constitute a Level I offense and will require a teacher/student conference and parent notification and

whatever other Level I consequences are deemed appropriate. Multiple and/or prior infractions of this rule could lead to elevated Level II or Level III consequences. Violations that constitute a Level III offense are required to be referred to the principal to determine the appropriate sanction.

Rule 26

Interference with School Bus Operations- Level I

All code of conduct rules apply on school-provided transportation and at school bus stops. Students may not violate any direction of the school bus driver. Students may not disrupt the environment of the bus or bus stop in any manner, including but not limited to loud or boisterous behavior; failure to remain silent at railroad crossings; using emergency exits improperly; riding an unauthorized bus; disembarking at an unauthorized stop; throwing objects in the bus, or into or out of the bus; extending body parts or objects outside of the bus; drinking/eating/chewing gum; interference with District recording equipment; failure to wear seatbelts where fitted on buses, or unbuckling of seatbelts before reaching the destination, and failure to remain seated.

Additionally, students are prohibited from using items during the operation of a school bus in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the bus. These items include but are not limited to cell phones; pagers; audible radios; tape or compact disc players without headphones; mirrors; lasers, or flash cameras.

Violations of this rule, except as otherwise noted below, will constitute a Level I offense, and will require a teacher/student conference and parent notification and whatever other Level I consequences are deemed appropriate. Multiple and/or prior infractions of this rule could lead to elevated Level II or Level III consequences. Violations that constitute a Level III offense are required to be referred to the principal to determine the appropriate sanction.

Bullying/Assault/Battery on the School Bus. The parent(s)/guardian(s) of a student engaged in bullying, physical assault or battery on another while on the school bus (or while boarding or departing a school bus) shall, in addition to other discipline which may be imposed, meet with school district officials to form a bus behavior contract which shall provide age-appropriate progressive discipline. When an alleged assault or battery on a school bus driver occurs, the student must have a disciplinary hearing.

II. Chronic Disciplinary Problem Students

Consistent with the requirements of O.C.G.A. § 20-2-764-766.1, students may be disciplined as a “Chronic Disciplinary Problem.” Definition: “Chronic Disciplinary Problem Student” means any student who exhibits a behavior pattern which interferes with the learning process of students around him, and which is likely to recur. If a teacher or principal determines that a student is a chronic disciplinary problem student, then the principal will:

1. Notify the student’s parent or guardian as soon as practicable. The parent may be notified by a telephone call and by either certified mail or statutory overnight delivery with return receipt requested or first-class mail the student's parent or guardian of the disciplinary problem .
2. Invite the parent to the school to observe the student in a classroom situation.
3. Give the parent an opportunity to schedule and attend a conference with the principal and/or teacher(s) to devise a disciplinary and behavioral correction plan. ()
4. If not already in the Response to Intervention (RTI) process, the student will be referred to Tier 3.

If a student is designated as a Chronic Disciplinary Problem Student on at least one occasion, the student will be referred for a disciplinary hearing prior to taking action for suspension or expulsion. The District will follow the disciplinary procedures detailed below in resolving these matters.

Before any chronic disciplinary problem student returns from an expulsion, long-term suspension or

short-term out-of-school suspension, the principal of the school to which the student is to be readmitted shall:

1. Request that the parent schedule and attend a conference with the principal so as to devise, update, or modify a disciplinary and behavioral correction plan.
2. At their discretion, invite a teacher, counselor, or other person to attend the conference. Failure of the parent to attend shall not preclude the student from being readmitted to the school.
3. Ensure that a notation of the conference is placed in the student's permanent file.
4. The RTI Process will be employed in the readmission process, documented, and a copy placed in the student's permanent file.

DISCIPLINARY ACTIONS & PROCEDURES

I. GENERAL PROVISIONS:

- A.** A student whose behavior repeatedly or substantially interferes with the teacher's ability to teach the class, and where such behavior violates this Code of Conduct, may be removed from that class and reassigned to another educational setting. In addition, punishment consistent with the rule violation may be imposed.
- B.** As part of the disciplinary process, the District will utilize, where appropriate, in light of the severity of the behavioral problem, student support services to help the student address behavioral problems, in addition to other disciplinary measures which may be imposed.
- C.** School administrators and teachers will follow a progressive discipline process whenever discipline is to be imposed. However, the degree of the discipline to be imposed for any violation, including the first times a student has committed a discipline infraction, will be in proportion to the severity of the violation.
- D.** School administrators and teachers will work together with, and seek the input of, the parents and guardians of students to improve and enhance student behavior. The school district recognizes the important role which parents and guardians play in developing positive behavior and academic performance.
- E.** The Principal and/or Designee has discretion to handle infractions as deemed necessary based on the individual circumstances. Any out-of-school suspension, in-school suspension, or detention is not subject to appeal beyond the school level. Students who are assigned in-school suspension, out-of-school suspension, long-term suspension, or expulsion from school may not attend or participate in any school functions or be on the home school campus without the principal's permission.

II. SPECIFIC DISCIPLINARY ACTIONS & PROCEDURES:

- A. Detention:** A student may be required to report either before, during, or after school hours to a specific school location and/or to a specific teacher or school official for a limited period.

Procedure: The parent/guardian must be notified in writing at least 24 hours before the detention. The notification must explain the reason(s) for the detention and inform the parent/guardian that necessary transportation will be their responsibility.

- B. In-school Suspension:** As an alternative to out-of-school suspension, in-school suspension may be assigned. In-School Suspension removes the student from the regular classroom and any

extracurricular activities for between one (1) and ten (10) days. The student will work on assignments from his regular class during the time assigned to in-school suspension.

Procedure: The principal or assistant principal will:

- 1) Tell the student, orally or in writing, the reason for the in-school suspension and give the student an opportunity to tell his/her side of the story;
- 2) Attempt to contact the parent/guardian by telephone to inform them of the in-school suspension; and
- 3) Within one (1) school day after the in-school suspension begins, send the parent/guardian notice by informing them of the reason(s) for the in-school suspension and of their right to discuss the details of their child's misbehavior with school officials.

C. Short Term Suspension: Short term suspension is suspension from school and any school related activity for between one (1) and ten (10) school days. The principal or assistant principal may, at his/her discretion, assign a student to either in-school suspension or out-of-school suspension.

Procedure: The principal or assistant principal will:

- 1) Tell the student, orally or in writing, the reason for the suspension and give the student an opportunity to tell his/her side of the story;
- 2) Attempt to contact the parent/guardian by telephone to inform them of the suspension; and
- 3) Within one (1) school day after the suspension begins, send the parent/guardian notice by informing them of the reason(s) for the suspension and of their right to discuss the details of their child's misbehavior with school officials.
- 4) A principal or assistant principal may suspend a student without notice of the reason for the suspension or an opportunity to provide an explanation if the student is intoxicated, under the influence of drugs, or where his/her presence otherwise poses a continuing danger to others or a disruption to normal school operations. In such cases, however, the informal hearing outlined above will occur as soon as practicable.

D. Long Term Suspension or Expulsion: Long term suspension means the student loses the right to attend school or participate in school activities for more than ten (10) consecutive days. Expulsion means the student loses the privilege of attending school or participating in school activities for the remainder of the grading period, remainder of the school year, or longer. Long term suspension and/or expulsion may only be imposed by action of the School official appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters (hereinafter referred to as the "Disciplinary Hearing Officer"), except as provided in cases where a tribunal is required, after the student has been afforded notice, opportunity for hearing, and other procedural rights prior to such expulsion or suspension becoming effective. Disciplinary Hearing procedures are detailed in Section 3 below.

Rights of Student Where Long Term Suspension or Expulsion is Recommended:

Procedure:

- 1) The principal or assistant principal will refer a student for long term suspension or expulsion to the Disciplinary Hearing Officer based on the level of consequence associated with the rule violation.
- 2) A hearing before the Disciplinary Hearing Officer will be scheduled as soon as possible but not later than ten (10) school days after the student has been removed from school, excluding school holidays.
- 3) If the hearing date is more than ten (10) school days after the student has been removed from school, and the delay in scheduling is not caused by the student or his parent/guardian, the student will be returned to the school at the end of the ten (10) day period unless, in the judgment of the Disciplinary Hearing Officer, the student's return to school would create a danger to the others or would disrupt the normal operation of the school.
- 4) Written notice will be sent to the parent/guardian by regular mail. This notice will inform the

parent/guardian of the following:

- the violation alleged;
- the date, time, and place of the hearing;
- the names of potential witnesses, which may be supplemented up until the time of the hearing;
- the punishment recommended; and
- the procedure to waive their right to a hearing.

In addition, the notice will inform them of the following rights:

- The right to written notice of the specific charges which have been made against the student;
- The right to a due process hearing;
- The right to be represented by legal counsel at the hearing;
- The right to testify and present witnesses; and
- The right to cross-examine witnesses who testify against the student.

- 5) A verbatim electronic or written record of the hearing will be made and will be available to the parent/guardian or legal counsel of the student charged.
- 6) If long term suspension or expulsion is imposed, the parent/guardian will be notified of the decision in writing and of the right to appeal. This notice will be sent by regular mail within ten (10) days of the completion of the hearing.
- 7) If the discipline decision is appealed, as further explained below, the Superintendent may in his/her discretion temporarily withhold implementation of the suspension or expulsion and return the student to school during the appeal process, but only if this will not endanger others or disrupt normal school operations.

III. DISCIPLINARY HEARINGS

Hearings will be held as noted in this procedure and/or as required by applicable authority. Any recommendation of long-term suspension/expulsion/ alternative school will result in a hearing being scheduled for a student. The hearing should be held within ten (10) school days after the first day of suspension. Students are expected to adhere to the school and District dress code while attending any disciplinary hearings.

While a student is out of school pending a discipline hearing, they will be provided appropriate, grade-level instructional material pending completion of the hearing. Additionally, students will be provided opportunities to submit assignments for grading as appropriate.

- ☐ **Hearing Continuance.** The student's parent/guardian/representative/attorney/student aged 18 or older may request a continuance of the hearing from the Superintendent's Office. Continuances should be requested in writing and no later than 24 hours in advance of the scheduled hearing date and time. Extenuating circumstances should be presented to the Superintendent's Office for approval. If a continuance is requested or caused by the parent/guardian/student aged 18 or older/student's representative, the student will continue to serve his/her recommended school level discipline (ISS or OSS) during the time of the continuance and until the hearing is conducted and the Hearing Officer has rendered a decision. Additionally, students will continue to receive grade-appropriate instructional materials during the time period of any continuance.
- ☐ **Waiver of Hearing:** A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal. If the student's parent/guardian/representative/ attorney/student aged 18 or older waives the hearing, they may do so by requesting a waiver from the District/school prior to the notified date and time of the hearing. If no waiver request is received, or if the hearing may not be waived by the

student's parent/guardian/ representative/attorney/ student aged 18 or older, the hearing will be held as scheduled, whether the student/parent/guardian/representative/attorney chooses to participate.

□ **Record of Proceedings:**

- o A verbatim record of the hearing shall be made and shall be available to all parties upon request. The District shall bear the cost of recording. Parents/guardians/student's legal counsel may request a copy of the recording.
- o A written transcript will be prepared by the District if the Board so requests; or if the decision of the Board is appealed to the State Board of Education. If a written transcript is not prepared by the District, the parent/guardian/ student may obtain a written transcript at their own expense.

□ **Burden of Proof:** The burden of proof is a preponderance of the evidence (more likely than not) and shall be on the school.

□ **Legal Representation/Involvement of an Attorney at the Disciplinary Hearing:** If an attorney represents the student, the Board attorney may be present. The Board attorney shall advise the Hearing Officer, as necessary. The student/parent/guardian must notify the Superintendent's Office not less than 2 school days prior to the hearing if an attorney may represent the student. Failure to give such notice can result in the hearing being continued so the Board's attorney may be present.

□ **Presentation of Evidence:** The evidence for the school and student/student representative (if present) shall be presented to the Hearing Officer. The administrator representing the school, the Board attorney, the student's representative, the Hearing Officer, and the Hearing Facilitator are entitled to question witnesses about any matters which are relevant to the charges against the student or the appropriate discipline. The Hearing Officer or Hearing Facilitator has the authority to limit unproductively long or irrelevant questioning.

□ **Procedural Objections:** Objection to the sufficiency of the notice and/or other procedural objections shall be waived unless written notice thereof is filed with the Superintendent's Office no less than 24 hours prior to the time the hearing is scheduled to begin. The hearing may be postponed until such defects have been removed or remedied.

Notwithstanding any language in this Code of Conduct, Hearing Officers will possess minimum qualifications as set by the State Board of Education and will receive initial training and ongoing continuing education as required by the State Board of Education.

The Hearing Officer will serve as the presiding officer and may rule on issues of procedure and admissibility of evidence presented during the hearing if no Hearing Facilitator is present. A Hearing Facilitator, if present, may serve as the presiding officer and may rule on issues of procedure and admissibility of evidence presented during the hearing.

The Disciplinary Hearing Officer after conducting the hearing and receiving all evidence, shall render a decision based solely on the evidence received at the hearing and shall determine what, if any, disciplinary action shall be taken. Such action may include, but is not limited to, assignment to alternative school, short- term suspension, long-term suspension, expulsion, or permanent expulsion.

IV. APPEALS

- A. Pursuant to O.C.G.A. § 20-2-754, a student's parent/guardian may appeal the decision of the Disciplinary Hearing Officer to the Board of Education by filing a written notice of appeal within twenty (20) calendar days of the date the decision is rendered. **This request must be received within twenty (20) calendar days of the date of the hearing.** Only written appeal submissions received within the 20-day deadline specified in § 20-2-754 will be considered. No party requesting an appeal may submit additional arguments or materials for consideration by the Board after the 20-day deadline specified in § 20-2-754 without leave of the Superintendent or designee. The written request for review of the Disciplinary Hearing Officer's decision shall be addressed to the Superintendent of the Baldwin County School District at 110 North ABC Street, Milledgeville, GA 31061.
- B. The Board of Education will consider only the record of the hearing before the Disciplinary Hearing Officer. A transcript of that hearing will be made only upon receipt of a letter of appeal to the superintendent. A copy of that transcript will be made available in the office of the Disciplinary Hearing Officer upon request. If a copy of the transcript is desired, the parent/guardian must pay the cost of preparing that copy.
- C. The Board of Education has the power to affirm, reverse, or modify the decision of the Disciplinary Hearing Officer. The Board of Education shall render a written decision within ten (10) days, excluding weekends and public and legal holidays provided for in O.C.G.A. § 1-4-1.
- D. The decision of the Baldwin County Board of Education may be appealed to the State Board of Education. Notice of any such appeal must be filed with the Superintendent of the Baldwin County Schools within thirty (30) calendar days of the date the Baldwin County Board of Education renders its decision. The contents of this notice of appeal and the procedure to be followed before the State Board of Education of Georgia is contained in O.C.G.A. §20-2-1160.

V. ALTERNATIVE EDUCATION SETTING

Where, as the result of a violation of the Code of Student Conduct, a student of middle or high school age is suspended for more than ten (10) days or is expelled, the Superintendent or his/her designee may, instead, permit that student to attend an Alternative Education Setting for the period of suspension or expulsion.

In addition, in the case of a student who chronically violates this Code of Student Conduct, even where individual violations are only minor violations, the Superintendent or his/her designee, upon recommendation of the principal, may impose long-term suspension or expulsion as a result from a disciplinary hearing. At the discretion of the Superintendent or his/her designee, that student may be permitted to attend an Alternative Education Setting for the period of long-term suspension or expulsion.

VI. DISCIPLINE OF STUDENTS WITH DISABILITIES

Those students receiving services under the provisions of the Individuals With Disabilities Education Acts (IDEA) are entitled to certain disciplinary safeguards in addition to the same due process procedures given to regular education students. These disciplinary safeguards are described in detail in the District's Special Education Handbook which is available online. Nothing in this Code of Conduct shall be construed to infringe on any right provided to students pursuant to the federal Individuals with Disabilities Education Act, Section 504 of the Federal Rehabilitation Act of 1973, or the federal Americans with Disabilities Act of 1990.

VII. IMPORTANT INFORMATION

1. Students under suspension or expulsion are not allowed on District property or at school related functions/activities.
2. Students are required to notify a teacher or administrator when illegal items (e.g., drugs, alcohol, etc.), dangerous items (e.g., guns, knives, explosive devices, or other weapons), or other items banned from school are found in the school building, on the school campus, on the school bus, or at a school function or activity.
3. School administrators and/or their designated representatives have the authority to conduct a reasonable search of students and their possessions. Lockers, desks, personal effects (e.g., purse, book bag, etc.) and vehicles when on school property, or at any school function or activity, may be searched at any time based on reasonable suspicion and illegal items or contraband seized.
4. A student is in possession of an illegal or prohibited item when it is found in or on the person of the student or in his/her personal effects, in his/her locker, or in a student's vehicle on school property or at any school function or activity off school property.
5. State law requires that victims of certain types of student misconduct file a written complaint with local school authorities. This includes an assault or battery by a student upon any student, teacher, or other school employee; or substantial damage which is intentionally caused by a student while at school to the personal property of a student, teacher, or other school employee where this could result in the long term suspension or expulsion of the student. O.C.G.A. § 20-2-753
6. O.C.G.A. § 20-2-1184 requires that certain criminal offenses committed by a student while on school property or at a school function be reported to the appropriate law enforcement authority and the district attorney. The crimes include aggravated assault with firearm involved (O.C.G.A. § 16-5-21), aggravated battery (O.C.G.A. § 16-5-24), sexual offenses (Chapter 6 of Title 16), weapon in unauthorized locations (O.C.G.A. 16-11-127), violations involving weapons in school safety zones (O.C.G.A. § 16-11-127.1), possession of handgun by person under 18 (O.C.G.A. § 16-11-132), and controlled substances violations (O.C.G.A. § 16-13-30).
7. O.C.G.A. § 16-13-32.4 makes it unlawful for any person to manufacture, distribute, dispense, or possess with intent to distribute a controlled substance or marijuana in, on, or within 1000 feet of any school property. Violation of this law is a felony and may be punished by imprisonment or a fine.
8. O.C.G.A. § 20-2-1181 makes it unlawful for any person to disrupt or interfere with the operation of any public school. Any person violating this Code shall be guilty of a misdemeanor of a high and aggravated nature.
9. O.C.G.A. § 16-5-23.1 , Battery Against A Teacher or School Employee provides that any person who commits the offense of battery against a teacher or other personnel, engaged in the performance of official duties or while on school property shall, upon conviction thereof, be punished by imprisonment for not less than one (1) or more than five (5) years or a fine of not more than \$10,000.00 or both.
10. Parents and guardians are encouraged to inform your child of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

11. Information on Discrimination and/or Harassment: The School District does not tolerate discrimination and/or harassment based upon race, creed, color, national origin, religion, sex, sexual orientation, gender identity, age, or disability. The School District takes such conduct very seriously. Any student (or parent/guardian or friend of a student) who has been the victim of discrimination and/or harassment by any person, including a fellow student, teacher, administrator or other School District employee, is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school. All students and parents/guardians are urged to carefully review Board Policy JAA (Equal Educational Opportunities) and Policy JCAC (Harassment) found on the District's website. Penalties for such behavior are addressed in this Student Code of Conduct. Anyone may experience sexual harassment, irrespective of gender identity or sexual orientation. Individuals that believe they have been subjected to sexual harassment, or have inquiries about the application of Title IX in the District, should immediately contact the District's Title IX Coordinator:

Dr. Rodney Tyson
Deputy Superintendent/Title IX Coordinator
Phone: 478-457-2916
Email: rodney.tyson@baldwin.K12.ga.us
110 North ABC St.
Milledgeville, GA 31061

For more information on the School District's Title IX grievance process, please visit the School District's website. Any person who knowingly makes a false charge of discrimination and/or harassment may be subject to disciplinary action.

12. Revision of Code: This Code of Student Conduct is reviewed annually and revised as needed to provide for equitable treatment of all students as well as to ensure compliance with current laws and regulations. The District seeks input from all stakeholders including parents, students, community members, and school system personnel. Comments and suggestions may be directed to the attention of the district's Disciplinary Hearing Officer at the District's Administrative Offices.

13. Clubs and Organizations: "Clubs and organizations" mean clubs and organizations comprised of students who wish to organize and meet for common goals, objectives, or purposes and which are directly under the sponsorship, direction, and control of the school. This term includes any activities reasonably related to such clubs and organizations but does not include competitive interscholastic activities or events. "Competitive interscholastic activity" means functions held under the auspices or sponsorship of a school that involves its students in competition between individuals or groups representing two or more schools. This term includes cheerleading, band, and chorus.

It the policy of the District that schools within the District permit students to engage in political activities and expression before, during, and after the school day and be provided access to a limited open forum at a school in the same manner and to the same extent that students may engage in nonpolitical activities and expression.

The name of each club or organization, mission or purpose of the club or organization, name of the club's or organization's faculty advisor/custodian, and a description of past or planned activities are available from the individual school through the school's website, handbook, or front office. All terms of the Code of Conduct apply to all school-sponsored activities, including Clubs and Sports.

VIII. STOPit Anonymous Reporting System

The Baldwin County School District is committed to providing a safe, secure, and supportive learning environment for all students. To help maintain safe schools, the District utilizes the **STOPit Anonymous Reporting System**, a confidential reporting tool that allows students to anonymously report safety concerns, bullying, cyberbullying, harassment, threats, weapons, substance use, vandalism, self-harm concerns, or any other behavior that may place students, staff, or the school community at risk.

Reports may be submitted through the STOPit mobile application or the secure web-based reporting portal. Students may include written information, photographs, screenshots, videos, or other supporting evidence to help school officials investigate concerns.

Reports are reviewed by designated school officials and, when appropriate, appropriate emergency responders or law enforcement. The goal of the system is to identify concerns early, provide assistance to students in need, and help prevent incidents before they escalate.

Students are encouraged to use STOPit responsibly and in good faith. Knowingly submitting false, misleading, or malicious reports is a violation of the Student Code of Conduct and may result in disciplinary action.

Accessing STOPit

Students and parents are encouraged to download the free STOPit mobile application to a personal smartphone or tablet.

The STOPit app is available for download from:

- **Apple App Store:** [STOPit for iPhone and iPad](#)
- **Google Play Store:** [STOPit for Android Devices](#)

STOPit may also be accessed through the secure web portal:

- **Web Reporting Portal:** [STOPit Web Reporting](#)

To begin using the application or web portal, users will be prompted to enter the Baldwin County School District access code:

Access Code: BaldwinStopIt

Students should only use the Baldwin County School District access code provided by the District.

Important Reminder

The STOPit Anonymous Reporting System is **not** a substitute for calling 911 during an emergency. If there is an immediate threat to life or safety, students should immediately notify a teacher, administrator, School Resource Officer, or other trusted adult, and call **911** when it is safe to do so.

LEVEL I RULE VIOLATIONS	LEVEL I CONSEQUENCES
● Rule 1- Complying with Directions/ Commands & Policies ● Rule 2- Disruption and Interference with School ● Rule 5- Damaging, Destroying, or Vandalizing Property (Minor) ● Rule 13- Absenteeism ● Rule 14- Dress Code ● Rule 15- Cell phone/Electronic Devices ● Rule 16- Honor Code Violations ● Rule 17- Disrespectful Conduct ● Rule 18- False Reporting ● Rule 19- Passive Participation in Prohibited Acts ● Rule 21- Public Displays of Affection or Inappropriate Contact ● Rule 25- Horseplay ● Rule 26- Interference with School Bus Operations	● Student conference (Required) ● Parent notification (Required) Counseling ● Confiscation of electronic communication devices/nuisance items ● Test invalidation ● Loss of privileges ● Special assignments ● Lunch Detention/Saturday detention ● Restitution ● Administratively assigned Time out ● Exclusion from extracurricular activities ● Suspension of bus transportation

LEVEL II RULE VIOLATIONS	LEVEL II CONSEQUENCES
● Repeated Level I offenses ● Rule 3- Substantial Disruption and Clear Danger ● Rule 4- Committing Illegal Acts ● Rule 5- Damaging, Destroying, or Vandalizing Property ● Rule 6- Bullying and Cyberbullying ● Rule 11- Tobacco and Tobacco Substitutes/ Vaping (Tobacco) ● Rule 13- Truancy ● Rule 15- Cell Phones/Electronic Devices (repeat offender) ● Rule 20- Internet/Electronic Use	● All level II consequences require a student/ parent conference. ● Detention ● Loss of privileges or credit (including driving on campus) ● Restitution ● Removal from class ● Prohibit attending or participating in extracurricular activities ● Behavioral contracts ● Counseling ● In-school suspension (ISS) ● *Out-of-school suspension (OSS) at home ● Assignment to an alternative educational setting ● Suspension of bus transportation ● Possible court referral and/or disciplinary hearing for repeated Level I & II violations, or any Level I & II violations of a substantially serious nature, at the discretion of the Superintendent.

LEVEL III RULE VIOLATIONS

- Substantial or Repeated Level II offenses
- Rule 3- Substantial Disruption and Clear Danger
- Rule 4- Committing Illegal Acts
- Rule 5- Damaging, Destroying, or Vandalizing Property (Major)
- Rule 6- Bullying and Cyberbullying
- Rule 7- Assault, Battery, and Threatening Others
- Rule 8- Physical Violence toward School Employees
- Rule 9- Weapons and Dangerous Instruments
- Rule 10- Bom/ Terroristic Threats
- Rule 11- Vaping (THC)
- Rule 12- Alcohol and Other Drugs/ Psychoactive Substances
- Rule 22- Sexual Harassment/ Sexual Offenses
- Rule 23- Gang Related Activity
- Rule 24- Off-Campus Misconduct

- **All Level III consequences require a student/parent conference.**

- Unsatisfactory conduct grade
- Out-of-school suspension at home (5 to 10 days)
- Long-term suspension (more than 10 days)
- Expulsion (Beyond the current school semester)
- Full calendar year expulsion
- Permanent expulsion
- Court referral and/or referral to a student discipline hearing.
- Long term or permanent loss of bus transportation privileges
- Loss of privileges (including driving on campus)

- **Mandatory referral for Level III offenses.**

A teacher must remove a student from class and send to the principal for referral, as appropriate, a student who engages in conduct described under Level III Violations/Consequences. The Public School Disciplinary Tribunal Act found in **O.C.G.A. § 20-2-750, et. seq.**, in conjunction with Board Policy, will be used to determine appropriate sanctions.

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7/1/2026