Brantley Primary/Elementary
Student/Parent Handbook



2025-2026

Amber Green
Principal

Dr. Kim Morgan
Superintendent

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Handbook Calendar 2025-2026

Pre-Planning / In-Service for Faculty / Staff	**July 29-Aug 4**
First Day of School	**Aug 5**
Labor Day Holiday – no school	**Sep 1**
Planning / In-Service for Faculty / Staff (no students)	**Sep 2**
1st 9-Weeks Mid-term Progress Reports Issued	**Sept 5**
End of 1st 9-Weeks	**Oct 7**
1st 9-Weeks Report Cards Issued	**Oct 10**
Fall Break – no school	**Oct 13-14***
Planning / In-Service for Faculty / Staff* (no students)	**Oct 15**
2nd 9-Weeks Mid-term Progress Reports Issued	**Nov 11**
Thanksgiving Holidays – no school	**Nov 24 - 28**
End of 1st Semester / End of 2nd 9-Weeks**	**Dec 19****
Christmas Holidays – no school	**Dec 22-Jan 2**
Planning / In-Service for Faculty / Staff (no students)	**Jan 5-6**
First Day of 2nd Semester/2nd 9-Weeks Report Cards Issued	**Jan 7**
Dr. Martin Luther King, Jr. Holiday – no school	**Jan 19**
3rd 9-Weeks Mid-term Progress Reports Issued	**Feb 6**
Presidents' Day Holiday - no school	**Feb 16**
Planning / In-Service for Faculty / Staff* (no students)	**Feb 17***
End of 3rd 9-Weeks	**March 12**
School Holiday - No School*	**March 16**
3rd 9-Weeks Report Cards Issued	**March 18**
Early Release Day	**April 3**
Spring Break – no school	**April 6-10**
4th 9-Weeks Mid-term Progress Reports Issued	**May 1**
Last Day of School, 2nd Semester, & 4th 9-Weeks** /Graduation	**May 22****
Holiday	**May 25**
Post-Planning / In-Service for Faculty / Staff	**May 26-27**
Final Report Cards Mailed	**May 29**

*Possible weather make-up days

**Early Release Days

Telephone Directory

Board of Education	462-6176
Special Education	462-6612
Bus Transportation	462-5159
Georgia Toll-Free School Safety Hotline	1-877-729-7867

Central Office Staff
462-6176
www.brantley.k12.ga.us

Dr. Kim Morgan	Superintendent
Mr. Blake Johns	Finance Director
Mr. Wendi Lee	Special Education Director/Student Services
Dr. Angela Haney	Asst. Superintendent, Curriculum Director
Dr. Christopher Harris	School Food Service Director

Board of Education

Mr. David Herrin
Mrs. Kathy Hendrix
Mr. Cliff Adams
Mr. Mike Kersey
Mrs.Teresa Lairsey

Elementary / Primary School Principals

Mrs. Amber Green	Atkinson Elementary	778-6098
Mrs. Marcia Chesser	Hoboken Elementary	458-2135
Mrs. Celia Horne	Nahunta Elementary	462-5166
Mr. Drew Harris	Nahunta Primary	462-5179
Dr. Adrian Thompson	Waynesville Primary	778-3068

System Statements

Vision: Reach Every Student, Every Day!
Mission: Educate to Graduate, Equip to Soar: College Career, and Community
We believe in……
Relationships, Rigor, Relevance
Equipping with Skills to Succeed
Academic Achievement
College, Career, Community
High Expectations

Statement of Nondiscrimination

Federal law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Education Act of 1990); or disability (Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990) in education programs or activities receiving federal financial assistance.

Employees, students and the general public are hereby notified that the Brantley County Board of Education does not discriminate in any educational programs or activities or in employment practices.

The following individuals have been designated as the employee responsible for coordinating the Brantley County school system's effort to implement this nondiscriminatory policy.

ADA - Wendi Lee, Brantley County Board of Education, 272 School Circle, Nahunta, Georgia 31553; (912) 462-6612.

Section 504, Title IX, Title VI, Perkins Act – Teri Hendrix, Brantley County Board of Education, 272 School Circle, Nahunta, Georgia 31553; (912) 462-6176.

Inquiries concerning the application of the Perkins Act, Title VI, Title IX, or Section 504 and ADA to the policies and practices of the school may be addressed to the people listed above.

Gender Equity

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A.& 20-2-315). Students are hereby notified that the Brantley County school system does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is Max Stieve, Brantley County Athletic Director. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator at (912) 462-5121.

Student Records

NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) AND PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA**)**

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

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

(3) The right to consent to disclosures of personally identifiable information (PII) from the student's education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. One exception that 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 (including school nurses and school resource officers); a member of the school board; a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist, or online educational services provider); a contractor, consultant, volunteer, or other party to whom the school district has outsourced services, such as electronic data storage; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his/her tasks. The District allows school officials to access only student records in which they have a legitimate educational interest. School officials remain under the district's control with regard to the use and maintenance of PII, which may be used only for the purpose for which disclosure was made, and cannot be released to other parties without authorization. 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 district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
(4) FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the district may disclose appropriate designated "directory information" without written consent, unless the parent or eligible student has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school to include this type of information from the student's education records in certain school publications, such as the annual yearbook, graduation or sports activity programs, and honor roll or other recognition lists.
The School District has designated the following information as directory information:
(a) Student's name, address and telephone number;
(b) Student's date and place of birth;
(c) Student's participation in official school activities and sports;
(d) Weight and height of members of an athletic team;
(e) Dates of attendance at schools within the district;
(f) Honors and awards received during the time enrolled in district schools;
(g) Student Image; and
(h) Grade level.
Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters, upon request, with students' names, addresses, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 30 days after officially enrolling in school.
(5) You are also notified that from time to time students may be photographed, videotaped, or interviewed by the news media at school or some school activity or event; unless you, as a parent/guardian object in writing to the principal to your student being photographed, videotaped or interviewed. You must notify the principal of your objection by the date specified above. The

principal will take reasonable steps to control the media's access to students. However, your submission of a written objection does not constitute a guarantee that your student will not be interviewed in circumstances which are not within the knowledge or control of the principal.
(6) You have the right to file with the United States Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of FERPA 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.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and eligible students (18 or older or emancipated minors) certain rights regarding the conduct of surveys, collection 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 (ED)—

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 or 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 part of the educational curriculum.

The school is required by federal law to give this notice to parents. However, the school does not have scheduled any such activities as are described above. If any such activities are initiated during the school year, parents will be notified accordingly and will be afforded all the rights described herein.
Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

Process for Parents to Address Concerns

When parents have concerns about their child's education or educational setting, the following is an outline of the process to follow.

1. The first step is to talk with the teacher(s) of the child. This should take place in a scheduled parent teacher conference which is scheduled through the School Counselor.
2. If the parent is not pleased with the outcome or response after working with the teacher(s) on the specific concern, the parent needs to address his/her concerns to the principal of the school.
3. If the parent is still not pleased with the outcome or response after meeting with the principal, the parent will need to contact system level personnel based on the specific concerns.
   - Transportation - Mr. Jeff Johns, 462- 5159
   - Maintenance - Mr. Craig Morgan, 462-6344
   - School Nutrition Program -Dr. Christopher Harris, 462-6109
   - Federal Programs, Financial Services - Mr. Blake Johns, 462-6176
   - Student Services/ Section 504 - Mrs. Teri Hendrix, 462-6176
   - Special Education and Gifted services - Mrs. Wendi Lee, 462-6176
   - MTSS – Mrs. Amber Green, 778-6098
   - PBIS – Teri Hendrix, 462-6176
   - Facilities-Mr. LeVance Gay 462-6176
   - Curriculum & Instruction, Professional Learning, Testing -Dr. Angela Haney, 462-6176
   - Athletics – High School - Mr. Max Stieve – 462-5121
   - Athletics – Middle School - Mr. Tyler Page – 462-7092
4. The Superintendent of Schools is willing to work with parents regarding concerns. However, parents should try to resolve their concerns as close to their child's classroom setting as possible. This is where services are provided and the school personnel know the most about the child and the issue. If you feel that you have followed this process and have been unsuccessful at having your concerns addressed, contact the Superintendent's Secretary at 462-6176.

Statement from the Georgia General Assembly

The General Assembly of Georgia encourages parents and guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be treated as an adult.

Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8.16 Unsafe School Choice Option.

Tardiness / Time Required To Be Counted Present For The Day

Students arriving at school after the school's beginning time are considered tardy unless riding a "late bus." For grades K – 3, students must stay at school until 10:15 or be checked in to school by 12:45. For grades 4 and 5, students must stay at school until 10:30 or be checked in to school by 12:30. For grade 6, students must stay at school until 10:45 or be checked in to school by 12:15. For all check in times mentioned above, it is assumed that once the student is checked in for the day he or she will remain at school until the end of the day to be counted present. It is also assumed that if a student leaves at 10:15, 10:30, or 10:45 (depending on his/her grade) that he or she arrived on time and was not tardy.

Check Out Procedures

Please do not check students out early unless absolutely necessary. Students need to be in class in order for learning to occur. Students who are leaving school early on a given day for any reason must be signed out in the school office by the parent/guardian or an adult properly identified to school officials. Students returning to school before the end of the day should sign in on the same sheet. Students are to remain in the classroom until notified to come to the office for dismissal. When a situation arises that a student needs a message delivered to him or her regarding transportation home from school, we ask that all of those messages be brought to the school's attention by 2:15. Student check out from the front office must occur prior to 2:30.

Hospital/Homebound

A child who has a medically diagnosed physical condition that is non-communicable and restricts the student to home or hospital for a period of time which will significantly interfere with that child's education (a minimum of 10 projected school days) is eligible for the services of an itinerant hospital/homebound teacher.

Request for Assignments

If you would like schoolwork sent home for your child because of illness, please call the school office within the first two hours of the school's beginning time. The schoolwork may be sent home with another student at your request or may be picked up in the school office within a half-hour after the school's ending time.

Makeup Work

Students must arrange to make up work missed resulting from an excused absence **within 2 days** of returning to school. It is the student's responsibility to contact the teacher within 2 days of returning to school and to make arrangements for making up work. The makeup work is to be completed within two days after returning to school unless arrangements are made with the teacher to give extended time for makeup work. Makeup work is not scheduled during class, but on the student's time and at the teacher's convenience. Students who fail to make up work in the allotted time shall receive a zero for the work missed because of the absence.

School Nutrition

The Brantley County School Nutrition Program (SNP) will be continuing a Community Eligibility Option program. This CEO Program will continue to allow all students to eat breakfast and lunch at No Cost. We are able to carry out this program because of the number of directly certified students and the great participation we have at lunch in these schools. There will be no free and reduced applications gathered from parents, which means students are no longer categorized by income. There will be no charges allowed. Students will have the opportunity to purchase extra items as long as they have money in their account or money in hand.

Parent Notification

Pyramid of Interventions

Tier 1: ALL students are receiving differentiated instruction and frequent progress monitoring in their current standards-based classroom.
Tier 2: Students struggling in Tier 1 are provided more focused interventions through methods that differ from Tier 1 and that provide more frequent monitoring.
Tier 3: Through the Student Support Team (SST) process, students that continue to be unsuccessful are given more individually-targeted instruction in addition to the Tier 1 & 2 strategies.
Tier 4: Students are entered into a specialized learning program to help provide for their instructional needs.

Student Support Team/Response to Intervention
The purpose of a Tier 3/Student Support Team (SST) is to support and assist students who may be having difficulty at school academically or behaviorally. The team assists teachers in providing interventions through the pyramid of interventions for struggling students and/or providing referrals to other school programs to assist students in becoming more successful. RTI/SST referrals may be made by a student, counselor, teacher, administrator or parent. This team is responsible for writing the education plan and monitoring the progress of students receiving interventions.

Student Services:

Child Find Notice
In accordance with IDEA regulations, the Brantley County School System seeks to ensure that all disabled students (ages 3-21) who are in need of special education within its jurisdiction are identified, located, and evaluated, including those attending private school and home school. Final identification of students with disabilities and programming for such students occur only after an appropriate evaluation and determination by a Multidisciplinary Placement Team.
If the “child find” process indicates that a student may require special education and supportive services in order to benefit from the regular education, the student shall be referred to a Multidisciplinary Placement Team to determine the student’s eligibility for special education services.
If you know a child with a disability that is not being served, please notify:

Brantley County School System
Special Education Department
272 School Circle
Nahunta, GA 31553
912-462-6612

Special Education
Special education services are provided to students with disabilities who need specialized instruction. Programs are provided in all areas of disability: intellectual disabilities, specific learning disabilities, emotional/behavioral disorders, orthopedic impairment, other health impairment, visual impairment, hearing impairment, speech/language impairment, autism, significant developmental delay (ages 3-5), and traumatic brain injury. Parents who suspect their child may have a disability should contact the principal or the chairperson of the school's Response to Intervention Team.

Georgia Special Needs Scholarship
Under provisions of the Georgia Special Needs Scholarship, parents of students who receive special education services may choose to transfer their children to other public or private schools in Georgia. For additional information, please visit the Georgia Department of education website at http://public.doe.k12.ga.us, or contact the Brantley County Schools Special Education Department at 912-462-6612.

Section 504 of the Rehabilitation Act of 1973
Section 504 of the Rehabilitation Act of 1973 is a directive to any person, business or government agency that receives federal funds to eliminate discrimination against persons with disabilities. Specifically, Section 504 states: No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which benefits from federal financial assistance. Under Section 504 a person with a disability (handicap) is anyone who has a mental or physical impairment which substantially limits one or more major life activities, such as caring for oneself; performing manual tasks; walking; seeing; hearing; speaking; breathing; learning and working; eating; sleeping; standing; lifting; bending; reading; concentrating; thinking; communicating; and major bodily functions (i.e. immune systems, cell growth, digestive, bowel, or bladder functions). The term "substantially limits" means the person is unable to perform a major life activity or major bodily function that a non-disabled person can do, or the person is significantly restricted in the performance of a major life activity in comparison to a non-disabled person. It is the policy of Brantley County School System to comply with the provisions of Section 504 of the Rehabilitation Act of 1973 in providing a free appropriate public education for students with disabilities who qualify under the definition of the law. No student or other qualified individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any program or activity, on the basis of disability. The Brantley County School System has specific responsibilities under Section 504, including the requirement to identify and evaluate students with disabilities. Any student or other disabled individual who is qualified for services under Section 504 will receive appropriate accommodations providing equal access to educational programs, services, and facilities. If a parent, guardian, or adult student has a question about parental or student rights under Section 504, contact Teri Hendrix at 912-462-6176. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at the system website (www.brantley.k12.ga.us) or may be picked up at the Brantley County Board of Education office or at any of the schools.

Gifted Education Program
A gifted-identified student, as defined by the Georgia Board of Education, is one who demonstrates a high degree of intellectual, creative, and motivation ability(ies); possesses exceptional leadership skills or excels in specific academic fields and who needs special instruction and/or special ancillary services to achieve at levels commensurate with the student's abilities. Students, grades kindergarten through twelve, in the Brantley County School System

who demonstrate a high degree of intellectual, academic, creative, and motivation ability shall be provided special services by the Program for Gifted Students. Students currently enrolled in the Brantley County School system may be nominated for consideration in the gifted program during the months of December, January and February of the current school year. These nominations may be made by teachers, parents, peers, or the students themselves. The gifted coordinator at each school site will be responsible for providing the documents for this nomination process. All nominations are reviewed by the system Eligibility Team during the months of February and March of the current school year for consideration for referral for formal evaluation. Students referred for formal evaluations will have data gathered in four assessment areas – aptitude, achievement, creativity, and motivation. Students who qualify for eligibility will begin gifted services at the beginning of the next school year. Gifted students who were enrolled in a gifted program from another state will be evaluated immediately upon receipt of records. Newly enrolled students who were in a gifted program in another Georgia school will be placed immediately upon written confirmation of eligibility.

Right to Know Professional Qualifications of Teachers and Paraprofessionals

Date of Notification: August 6, 2024

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

- Whether the student's teacher—
    - has met 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 criteria have been waived; and
    - is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact [Insert Title of Principal], at [Insert phone number].

Student Support Process

The Brantley County Board of Education provides a variety of resources which are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems.

School counselors, social workers, psychologists, and Student Support Team / RTI coordinators use a team approach to assist students, staff members, and parents in developing and implementing disciplinary and behavioral correction plans for students with behavioral problems. Such support personnel also assist in meeting the needs of students by networking appropriate home, school, and community services to address identified student behavioral problems.

Student Reporting of Acts of Sexual Abuse or Sexual Misconduct

O.C.G.A. § 20-2-751.7.(a) "The Professional Standards Commission shall establish a state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities. Each local school system shall be required to implement and follow such state mandated process and shall include the mandated process in student handbooks and in employee handbooks or policies."

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

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

(c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.
Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

Complaint Procedures for Students

Pursuant to federal and state laws, students are entitled to a Complaint Procedure to address allegations of discrimination on the basis of race, color, national origin, sex (including, but not limited to sexual harassment), disability, harassment and/or bullying. Both informal and formal resolution processes are available to address any Complaints arising out of the above-described categories. Allegations of discrimination should be immediately reported to an administrator or counselor at the school, center or any school event. The Local Administrator shall assist the student with formalizing and processing the complaint, which should include a statement of facts, identification of witnesses and any other information necessary to fully describe the matter. Formal complaints should be filed within thirty (30) calendar days of the alleged incident. All policies and/or procedures mandated by any agency of the State of Georgia, or the United States, will be followed. **As per O.C.G.A. § 20-2-751.5, it is unlawful for a student to falsify, misrepresent, omit, or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator or other school employee, including during off-school hours.**

Grievance Procedure

This procedure is established in order to provide a formal method for the resolution of any grievance concerning the treatment of students by system personnel, which is alleged to violate either system policy or student legal rights. These formal procedures should not be used unless informal conferences with the appropriate teacher and principal do not resolve the matter to the satisfaction of the aggrieved. Any student may bring a grievance, or the parents of such student, whose rights under system policy or application of law have allegedly been violated. The system Title IX/Section 504 Coordinator should be consulted whenever discrimination or harassment is alleged. (See Nondiscrimination Notice)

- Level One

If a grievance cannot be resolved informally the person(s) may submit a grievance within ten school days in writing to the principal of the school in which the grievance arose.

- Level Two

A notice, in writing, to the Superintendent within five school days may be filed. Copies of the original grievance and the decision made at level one must accompany such notice.

- Level Three

The aggrieved may request a hearing before the Board of Education by submitting notice of appeal with the Superintendent within ten school days. Copies of the original grievance and decisions made at levels one and two must accompany such notice. In addition, such notice shall contain a statement of reasons why such decisions are unacceptable. Further information concerning this procedure may be obtained by contacting the Central Office at 462-6176.

Non-Resident Students

Brantley County Board of Education Policy JBCB states:

The Brantley County Board of Education's primary mission is to offer and provide a free appropriate public education to all students residing in the Brantley County School District's jurisdictional area.

In addition, Georgia law 20-2-293 allows non-resident students to attend and be enrolled in the school in which a parent or guardian is employed full-time as a teacher, professional, or other employee if the parent or guardian is a Georgia resident.

Students residing outside of the School District's jurisdictional area may be eligible to enroll in and receive educational services from Brantley County Schools after first satisfying the specified admission criteria and after obtaining administrative approval. In deciding whether to grant or deny requests from students who reside out of district, it is Brantley County Schools policy to give preference to intra-district transfer requests and to comply with the provisions of O.C.G.A. § 20-2-2131.

** (Non-resident students must complete an application for admission to Brantley County Schools on an annual basis or upon entry from another school system. The acceptance of a non-resident student’s application may be revoked upon actions or events that would have caused initial entry of the non-resident to be denied.)

Enrollment

To enroll at a school in Brantley County one must be a resident of the county and reside with a legal guardian or parent. A child must be five years of age on or before September 1st of the current year in order to enroll in kindergarten, and six years of age on or before September 1st to enroll in 1st grade. The following student documents are needed when a student enters a school in Brantley County:

1. A birth certificate with a State file number.
2. An up-to-date Immunization Record.
3. A dental, vision, and hearing screening record.
4. A transcript and/or clearance form from the school last attended.
5. A signed student registration card indicating that any false information provided at enrollment may result in the denial of the child from the Brantley County School System.

Head Lice and Bed Bugs

If a child is found with nits, head lice, or bed bugs, the parents/guardians are notified and asked to come pick up the child. The child must be treated before returning to school. A student may not return to school until a parent has brought the child to the school nurse and is clear of nits, lice, and bed bugs. Absences due to head lice or bed bugs are considered unexcused absences.

Immunizations

Georgia law requires that immunizations are kept current and updated records are kept in each student's file. Any child of sixth grade age must have at least one additional dose of MMR vaccine, for a total of two MMR vaccines, and two Varicella (chicken pox) vaccines or proof of immunity for admittance to school. This means that any child who has been retained and is entering the fifth grade is of sixth grade age and must meet this requirement.

Insurance

The school makes a group accident insurance policy available. Students are provided information concerning coverage and rates to take home to parents at the beginning of the school year. This policy protects students while at school, en route to and from school, and while participating in all school activities. A 12-month, 24-hour coverage is available.

Medical Concerns

All students need to return a Health Profile/Consent form to be kept on file with the school nurse.

All medications other than the exceptions listed in this policy, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the principal of each school. All medications must be taken by the student, parent or guardian to the school office immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District's drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook.

A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine for allergic reactions and all necessary supplies and equipment to perform monitoring and treatment functions authorized by the student's diabetes medical management plan. Students authorized to

self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.

In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. The terms of this paragraph may be met through a student's diabetes medical management plan developed and implemented pursuant to state law.

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

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

If parents do not pick up student medication within one week after school is out, the school system will dispose of the medication.

Physical Education Exclusion

If a student is unable to participate in physical education classes due to illness or physical disability, the parent must send a note to the school, signed by a physician, stating the reason for exclusion. The student may be excluded from any physical activity that may endanger that student's health and safety.

Textbooks

All schoolbooks are supplied by the Board of Education. Students are responsible for all books issued to them. The student must pay for any books that are lost or damaged. Failure to make restitution for lost or damaged books becomes a part of the student's record.

School Council

School councils are intended to help local boards of education develop and nurture participation and to bring parents and the community together with teachers and school administrators to create a better understanding of and mutual respect for each other's concerns and to share ideas for school improvement. School councils shall be reflective of the school community. There are four scheduled school council meetings each year—the dates are to be announced.

Pick up / Drop off Zone Information

Each school will identify an area(s) where student(s) may be dropped off for school and picked up after school dismisses. A person who carries a student(s) to school or picks a student(s) up from school may do so at the designated drop/pickup area. Any person who accompanies or meets the student(s) beyond the designated drop/pickup area is considered a visitor. A person on school grounds other than the designated drop/pickup area is considered a visitor. Visitors must first sign in at the front office.

Extracurricular sponsors/coaches will designate drop off and pickup areas for their respective clubs or teams.

Academics

Academic excellence is our major objective at the elementary school level. Teachers help students every way they can, but students must do their part as well. Students are expected to complete all assignments given to them and to try their best to succeed. If they have any problems understanding the work they have been assigned it is their responsibility to ask questions and to tell the teacher that they do not understand and need help.

Grading System

A=100-90 B=89-80 C=79-70 F= below 70

Honor Roll and Principal's List

In order to recognize academic excellence, elementary schools in Brantley County have both an "Honor Roll" and a "Principal's List".

In order for a student to earn a place on the **"Honor Roll"** for each nine-weeks grading period, the following two criteria must be met:

- The student must earn a grade average of 90 or above in all courses.
- All grades must be above 69. A student cannot have a failing grade in any course.

In order to be placed on the school's **"Principal's List"** for each nine-weeks grading period, the following two criteria must be met:

- The student must earn a grade average of 95 or above in all courses.
- All grades must be above 69. A student cannot have a failing grade in any course.

The End-Of-Year Honor Roll and Principal's List students will be determined from the first three nine-weeks grading periods.

Report Cards

Report cards will be issued at the end of each nine-week grading period. The report card will be taken home and signed by a parent or by a guardian. If a conference is desired with the teacher, the parent can make the arrangements by calling the school office.

Progress Reports

At mid-point of each nine-week grading period students will be given a progress report. This will help both the student and the parent to assess the progress that the student is making and to make recommendations for improvement if needed.

Promotion / Retention

The Board of Education shall require all schools governed by its authority to abide by the State Board of Education Rule 160-4-2-.11, which specifies how the state-adopted assessments administered in grades 3, 5, and 8 will be used in making promotion, placement and retention decisions for students once the Georgia Milestones Assessment Program is fully implemented by the State Board of Education.

The Board hereby authorizes each school to develop procedures or regulations that specify how the state-adopted assessments and what local promotion criteria will be used in making decisions concerning promotion, placement or retention of students in Grades 1, 2, 4, 6, and 7, (and for students in grades 3, 5, and 8 in years when reliance on state-adopted assessments has been waived). Such procedures or regulations must be approved by the Superintendent or designee(s) and shall provide for the following:

1. Each teacher shall be responsible for determining through a variety of assessments whether a student appears to be on grade level or achieving at a level which, with accelerated, differentiated, or additional instruction or interventions, would allow the student to perform at grade level by the conclusion of the subsequent school year.
2. Where the teacher believes the student is not performing at such level, the teacher must implement remediation efforts as set forth in regulations or procedures.
3. To be promoted students should meet the following minimum requirements excluding any requirements tied to state assessments when applicable:
   - A. Kindergarten: First grade promotion or placement decisions are made on an individual basis, using the Georgia Kindergarten Inventory of Developing Skills (GKIDS) results in concert with teacher recommendations and other relevant information.
   - B. Grades 1-5: An elementary student shall be promoted to the next grade if he/she passes English Language Arts (ELA) and Math and either Science or Social Studies. No third grade student shall be promoted to the fourth grade if the student does not achieve grade level on the state-adopted assessment in reading. No fifth grade student shall be promoted to the sixth grade if the student does not achieve grade level on the state-adopted assessments in reading and mathematics and meet promotion standards and criteria established by the local board of education for the school that the student attends. Students who do not meet all of the above criteria shall be referred to the Retention Review Committee as described in # 4 of this policy.
   - C. Grades 6-8: A middle school student shall be promoted to the next grade if he/she passes:
     - Grade 6: Three (3) out of Four (4) academic courses. The required academic courses for 6th grade are: English Language Arts, Mathematics, Social Studies, and Science.
     - Grade 7-8: Three (3) out of Four (4) academic courses. The required academic courses for 7th and 8th grades are: language arts, mathematics, social studies, and science.
     - The equivalent of 50% of the connection courses in which the student is enrolled during the school year.
4. A mechanism shall be established whereby a school level team (Retention Review Committee) will review a student's performance prior to any decision to retain the student.

5. Prior to a student's retention, the student's parents must be notified of the possibility of retention and given the opportunity to attend a meeting to discuss the matter.
6. School level promotion and retention decisions shall be final and not subject to further appeal.

Visitors

For the protection and safety of our students, visitors and parents coming to campus must report to the main office. Students are not permitted to bring visitors to school during the school day.

School Safety

Our school safety committees have developed plans to address and help curb the growing incidence of violence in schools to respond effectively to such incidents, and to provide a safe learning environment for our children, teachers and other school personnel. The plan addresses preparedness for natural disasters, hazardous materials, acts of violence, and acts of terrorism. Parental and community input is welcome. Georgia has a Toll-free School Safety Hotline available to the public: 1-877-729-7867

Detection System

To help ensure the safety and security of all students, staff, and visitors, all individuals must enter the school through designated access points equipped with a detection system. All students and visitors are required to pass through the system upon entry.

If the system detects any unauthorized or potentially unsafe item, school personnel may conduct a search of personal belongings, including bags and clothing. Refusal to follow these safety procedures may result in disciplinary action for students or restricted access for visitors. These measures are in place to support a safe and orderly school environment.

Search and Seizure

Students and parents are hereby notified that school officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student book bags, school lockers, desks and other school property are subject to inspection and search by school administrators at any time without further notice to students and parents. Students are required to cooperate if asked to open book bags or lockers. At the discretion of administrators metal detectors and drug or weapon sniffing dogs may be utilized at school, at any school function, including activities that occur outside normal school hours or off school campus. To help ensure the safety and security of our staff and students, closed circuit security cameras are in place throughout WPS. Fourth amendment rights are in no way violated by the use of video cameras. Video may become evidence in disciplinary concerns and student hearings.

Internet Use

<u>Purpose of INTERNET service</u>:

The purpose of the INTERNET service is to provide students and employees access to the INTERNET to: 1) enhance delivery of education; 2) provide access to career and professional development activities; 3) allow for limited high-quality self-discovery.

The purpose of education is to prepare students for success in life and work in the 21st Century. (a) Students must learn what actions are appropriate on a limited purpose network as compared

to what actions might be appropriate through a general personal account.
(b) District employees have an obligation to use the district system in a manner specified by their employer.

Specifically, the System supports resources that will enhance the learning environment under directed guidance of the school staff. Therefore, students' access to and use of the INTERNET at school will be under staff direction and will be monitored, as is any other classroom activity.

Limited Access Level:

The level of access for students and employees is limited as set forth in the purpose of INTERNET service. The use of the INTERNET will reflect on the district; therefore, employees and students are to guide their activities accordingly.

Parental Permission:

A parental permission form will not be required. Only a form RETURNED will automatically deny the student access to this resource unless it is part of teacher-directed large group demonstration**.**

Expectations:

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school rules and standards. The use of the network is a privilege, not a right, and may be revoked if abused. The users are personally responsible for their actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

The district AUP prohibits the use of the INTERNET for the purpose of purchasing products or services. The district will not be responsible for financial obligations arising from the unauthorized use of the INTERNET.

INTERNET Activities That are Not Permissible:

The following practices shall be prohibited:

1. Searching, viewing or retrieving materials that are not related to the district's stated educational purpose;
2. Copying, saving or redistributing copyrighted material outside the guidelines of "fair use" copyright law;
3. Subscribing to any service or ordering goods or services;
4. Sharing of a student's home address, phone number or other personal identification;
5. Playing games unless specifically assigned by a teacher;
6. Visiting/participating in chat rooms;
7. Disrupting the use of the network;
8. Any activity deemed unsuitable or undesirable by the local administrator;
9. Any activity that violates a school rule or local, state or federal law.

All users should also be advised that any other use which is not in keeping the purpose as stated in this policy shall also be prohibited and result in disciplinary action. Student violations may result in discipline up to and including loss of privileges, suspension or expulsion. Staff violations may result in discipline up to and including dismissal.

Publication of Materials:

The publication of any materials (e-mail, web page, etc.) must contain the author's e-mail address. Plagiarism is considered inappropriate, and students and employees are to stay within the bounds of what is acceptable and the "fair use doctrine" of copyright law. All users should give credit where credit is due.

Copyright law prohibits the transfer of a work, in the form of digital date, without the explicit written consent from the creator of the work. No copyright notice or registration is required in order to be considered a copyrighted piece of work.

Online Safety Education:

All students attending Brantley County Schools will receive Internet safety education including appropriate online behavior, cyber bullying awareness and response, and interacting with others on social network sites.

Media Center

Your Media Center is an outstanding facility that can be both enjoyable and enlightening. Students may use the center as part of a class, as an individual, or as a member of a small group. When visiting the center without a teacher, students must present upon arrival a library pass to the Media Specialist. The Media Center is an extension of the classroom. Therefore, students should always have a planned purpose for their visits. Instruction is often being conducted and any student wandering aimlessly around the center and/or talking excessively with friends disrupts the learning environment. Any student not performing their assigned media related activities will return to the classroom. Before checking out materials each student shall receive orientation on the check out procedure. Each student shall receive a patron card that is required for book check out. Materials may be checked out for a period of two weeks unless otherwise designated. Reference materials and magazines will not be checked out and must be used in the Media Center. Do not remove materials from the Media Center without first checking them out at the circulation desk. Each student who borrows Media materials is responsible for their return within the specified time and in good condition. Failure to do so shall result in the restriction of Media privileges (no additional materials may be checked out).

Parental Involvement

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

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

The Code of Conduct specifies within its standards of behavior various violations of the Code that may result in a school staff member's request that a parent or guardian come to school for a conference. Parents are encouraged to visit the school regularly and are expected to be actively involved in the behavior support processes designed to promote good choices and behavior.

Georgia law states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by a telephone call and by mail

at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed $500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

PBIS

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety and support improved academic outcomes.

The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety and learning.

Progressive Discipline Procedures

When it is necessary to impose discipline, school administrators and teachers will follow a **progressive discipline process**. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

The following disciplinary actions may be imposed for any violation of this Code of Conduct:

- Verbal Reprimand
- In-class isolation
- Loss of privileges
- Lunch detention
- Requirement to obtain appropriate articles of clothing
- Telephone parent
- Parent conference with teacher, student, parent
- Writing assignment
- Change seating
- Send to another classroom
- Participation in service project which allows student to engage in desired character traits
- Restriction from school programs/assemblies
- Compensation-cleaning repair
- Compensation-financial
- In-School Suspension
- Corporal Punishment
- Out of School Suspension
- Suspension or expulsion from the school bus
- Assigned to Alternative School
- Expulsion from school
- Referral to Law Enforcement or Juvenile Court officials

Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his/her behavior. If the student is suspended the student's parents will be notified if possible. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

The maximum punishment for an offense includes long-term suspension or expulsion, including permanent expulsion. Those punishments will be determined by a disciplinary tribunal as outlined in the Brantley County Board of Education policies.

In the event that a student is referred to a disciplinary tribunal, parents or the student may elect not to contest whether the student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or student waiving a right to a hearing before the disciplinary tribunal. Such an agreement and waiver must be approved also by the tribunal facilitator from the superintendent's office.

In the event the student to be brought before the Brantley County Board of Education or the tribunal is with a disability or is receiving special education services from the school system; the foregoing procedures shall be modified in accordance with the requirements of the state and federal law. The Director of Special Education and building Coordinator for Special Education shall be consulted and appropriate steps taken pursuant to the provisions of the Individuals with Disabilities Education Act of 1997 (IDEA) and Section 504 of the Rehabilitation Act of 1973. This process will be followed to determine an appropriate placement for the student and to ensure that all of the student's procedural rights are protected.

Students Subject to Discipline of other schools / systems

In accordance with Georgia law, if WPS has "any student who attempts to enroll or who is enrolled in WPS during the time in which that student is subject to disciplinary order (e.g., suspension or expulsion) of any other school system," the administration "is authorized to refuse to enroll or subject that student to short-term suspension, long-term suspension, or expulsion for any time remaining in that other school system's disciplinary order…." In addition, "if any school administrator determines from the information obtained… that a student has been convicted of or has been adjudicated to have committed an offense which is a designated felony act…, such administrator shall so inform all teachers to which the student is assigned… Such information shall be kept confidential." Also, students may be disciplined for criminal conduct off campus that may pose a threat to the school's learning environment or the safety of students and employees.

Authority of the Principal

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 The Code of Conduct, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided any such action does not violate school board policy or procedures.

Authority of the Teacher

Classroom teachers have the authority and responsibility to handle minor acts of misconduct that interfere with orderly classroom procedures, school functions, extracurricular programs, or a student's own learning process. Teachers and other professional staff members may use discipline management techniques appropriate for the situation, which include, but are not limited to, detention, loss of privileges, isolation, parent conference, or assignment of the

development of a written or graphic representation that reflect understanding of the specific misbehavior, the nature of the expected behavior, and/or the related character trait.

Code of Conduct

It is the purpose of the Brantley County School District to operate each school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend schools within the district. In accordance with that purpose, the Brantley County Board of Education has adopted a policy which requires students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district.

The primary goal at the Elementary School is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in this Code of Conduct.

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

- At school or on school property at any time;
- Off school grounds at any school activity, function or event and while traveling to and from such events;
- On vehicles provided for student transportation by the school system.
- While waiting for or departing from school transportation.

SBOE 160-4-8-.15 STUDENT DISCIPLINE

Also, students may be disciplined for criminal conduct off campus which may pose a threat to the school's learning environment or the safety of students and employees.

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

Progressive discipline processes designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior, that the previous discipline history of the student and other relevant factors will be taken into account; and that all due process procedures required by federal and state law will be followed

Student Conduct and Discipline

001 Alcohol

A student shall not manufacture, sell, purchase, transport, possess, or use intoxicating alcoholic beverages or substances represented as alcohol during the school year.

Disposition

1st Offense – Up to 10 days OSS and notification of law enforcement.

2nd Offense – 10 days OSS and referral to a disciplinary tribunal or up to 10 days OSS with placement by waiver of a disciplinary tribunal into the Brantley County Alternative School and notification of law enforcement.

3rd Offense –10 days OSS and referral to a disciplinary tribunal or up to 10 days OSS with placement by waiver of a disciplinary tribunal into the Brantley County Alternative School and notification of law enforcement.

002 Arson

A student shall not unlawfully or intentionally damage or attempt to damage any real or personal property by fire or incendiary device. Examples include firecrackers, fireworks, and trashcan fires if they are contributing factors to a damaging fire.

003 Battery

A student shall not physically attack or "beat up on" another individual. This refers to the actual and intentional touching or striking of another person against his or her will or intentionally causing bodily harm to an individual. This includes an attack with a weapon or one that causes bodily harm to the victim.

004 Burglary

A student shall not enter, unlawfully, a school building or activities related to a school, with the intent to commit a crime.

005 Computer Trespass

A student shall not delete, obstruct, interrupt, alter, damage or in any way cause a malfunction of the computer, network, program(s), or data. This includes the unauthorized use of a computer or computer network.

006 Disorderly Conduct

A student shall not in any manner, substantially disrupt the orderly conduct of a school function, substantially disrupt the orderly learning environment, or pose a threat to the health, safety, and/or welfare of students, staff, or others.

007 Drugs, Except Alcohol and Tobacco

A student shall not use, cultivate, manufacture, distribute, sell, purchase, possess, transport, or import any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or substances represented as drugs. This includes over the counter medications if abused by the student. For disposition of this infraction see below:

Possession, Use, or Under the Influence of Drugs:
Distribution of, Selling, Giving, or Providing Drugs:

Disposition may include:

1st Offense – 10 Days OSS with a Referral to a Disciplinary Tribunal or up to 10 Days OSS with placement by waiver of a Disciplinary Tribunal Hearing into the Brantley County Alternative School and notification of law enforcement.

2nd Offense – 10 Days OSS with a Referral to a Disciplinary Tribunal or up to 10 Days OSS with placement by waiver of a Disciplinary Tribunal Hearing into the Brantley County Alternative School and notification of law enforcement.

3rd Offense – 10 Days OSS with Referral to a Disciplinary Tribunal Hearing with a possible recommendation of expulsion and notification of law enforcement

008 Fighting

A student shall not fight or cause a fight on school grounds or during a school function. This includes the mutual participation in a fight involving physical violence where there is no one main offender and no major injury. A fight does not include verbal confrontations, tussles, or other minor confrontations.

009 (Homicide) Omitted from Elementary code of Conduct

010 (Kidnapping) Omitted from Elementary code of Conduct

011 (Larceny/Theft) Omitted from Elementary code of Conduct

A student shall not participate in the unlawful taking, carrying, leading or riding away of property of another person without threat, violence, or bodily harm. This includes pocket picking, purse or backpack snatching, if left unattended; theft from a building, theft from a motor vehicle, theft from a coin operated machine, and all other types of larcenies.

012 (Motor Vehicle Theft) Omitted from Elementary code of Conduct

013 Robbery

A student shall not take, or attempt to take, anything of value that is owned by another person or organization, and under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. An essential difference between robbery and larceny is the threat or battery. Examples: Extortion of lunch money.

014 Sexual Battery

A student shall not sexually molest another person, indecently expose himself, rape or engage in any heterosexual or homosexual act on school property during school functions, or under school supervision. This includes the touching of private body parts of another person either through human contact or using an object.

015 Sexual Harassment

A student shall not use deliberate, repeated, and unsolicited physical actions, gestures, or verbal or written comments of a sexual nature, when such conduct has the purpose or effect of interfering with a student's academic performance or creating an intimidating, hostile, or offensive learning environment. Examples: leering, pinching, grabbing, suggestive comments, jokes, or pressure to engage in sexual activity. Sexual harassment consists of unwelcome sexual advances, inappropriate touching, requests for sexual favors, sexually motivated conduct or other verbal or physical conduct or communication of a sexual nature.

016 Sex Offenses

A student shall not participate in any sexual behavior or contact intended to result in sexual gratification. This includes indecent exposure and obscenity. Examples: downloading pornographic content on school computers or possession of pornographic materials on school grounds.

017 Threat/Intimidation

Unlawfully placing another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack.

**For incidents involving threats…At the discretion of the Principal, the student may be required to enroll in and complete a self-funded Brantley County Board of Education approved intervention/counseling program.

018 Tobacco, Vapes/Vape oil, and Juuls

A student shall not possess, use, distribute, or sell tobacco products, vape or juul products, including cigarettes, tobacco, and snuff, in any form on school grounds, at school-sponsored events, or on transportation to or from school.

019 Trespassing

A student shall not enter or remain on a public school campus or School Board facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion, and unauthorized persons who enter or remain on a campus after being directed to leave by the chief administrator or designee.

020 Vandalism

A student shall not destroy or deface private property or school property, either on school grounds or during a school activity, function, or event off school grounds or while under school supervision. This includes the willful and/or malicious destruction, damage or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it. Examples: graffiti, destroying school computer records, carving initials or words in desk tops, spray painting on walls.

022 Weapons Possession – Knife

A student shall not possess, use, or intend to use any type of knife, including a pocket or penknife, to inflict harm on another person, or to intimidate any person.

023 Weapons Possession – Other

A student shall not possess, use, or intend to use any instrument or object to inflict harm on another person or to intimidate any person. This includes, but not limited to weapons as defined in the local Board Policy.

The administration reserves the right to determine inappropriate objects that they deem unsafe and unacceptable at school such as knives less than two inches, toy guns, cigarette lighters, or any other object which is potentially dangerous.

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

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

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

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

Reporting Requirements

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

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

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

024 Other Serious Discipline Incident

Any other discipline incident for which a student is administered corporal punishment, in-school or out-of-school suspension, expelled, suspended from riding the bus, assigned to an alternative school, referred to court or juvenile system authorities, or removed from class at the teacher's request.

025 Weapons Possession – Handguns

A student shall not possess a handgun of any kind, loaded or unloaded, operable or inoperable.

026 Weapons Possession – Rifles

A student shall not possess a rifle or shotgun of any kind, loaded or unloaded.

027 Serious Bodily Injury

"Serious bodily injury" means bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

028 Other Firearms

Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921. Includes any weapon (including starter guns) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks).

029 Bullying

The Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

Bullying is defined as follows: An act that is:

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

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

Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, at the person's option, to report or otherwise provide

information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

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

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

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

030 OTHER - Attendance Related

Repeated or excessive unexcused absences or tardies; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions.

031 OTHER – Dress Code Violations

A student shall not dress, groom, or wear or use emblems, insignias, badges, or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school. Clothing and accessories containing profanity, a reference to drugs, weapons, or alcohol are prohibited. Hats or any other head coverings may be worn only on special occasions and students must have permission before wearing them. Students will not be allowed to wear tank tops or mesh shirts. Students should not have any under clothes showing. Students may not wear tops that allow their navel to show. If a student is dressed inappropriately parents will be called to either bring proper clothes or take the student home. For safety reasons, students will be asked to bring appropriate shoes to participate in physical education.

032 Academic Dishonesty

Receiving of unauthorized assistance on classroom assessments and assignments.

033 OTHER – Student Incivility

Insubordination or disrespect to staff members or other students; Includes but is not limited to refusal to follow school staff member instructions, use of vulgar or inappropriate language, inciting, advising, or counseling others to engage in prohibited acts, and misrepresentation of the truth.

034 OTHER – Possession of Unapproved Items

The use or possession of any unauthorized item disruptive to the school environment.

Due to the potential for class disruptions, as well as for theft or damage, ELECTRONIC DEVICES are not permitted at school unless approved by the school principal for educational purposes: such items may include but are not limited to, personal music devices, smartwatches, cameras, electronic gaming devices, cell phones etc…(If an electronic device is allowed by the principal for an educational purpose, the school is not responsible for any theft or damage since it is the choice of the student/family to bring such a device).

Confiscated cell phones may be used in school investigations. Students are responsible for all material on cell phones (images, pictures, video, text messages, audio messages, etc.). Students may receive disciplinary action for possession of inappropriate content on cell phones or other electronic devices.

035 Gang Related

Any group of three or more persons with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in school disruptive behavior

036 Repeated Offenses

040 Other Non-Disciplinary Incident

This code is used exclusively for reporting Physical Restraint.

Elementary School Codes

049 Altering Records or Misrepresenting Information

A student shall not alter grades in a teacher's grade book, or any other school record. A student shall not misrepresent information on school records. Students are prohibited against falsifying, misrepresenting, omitting or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator or other school employee.

051 Buying/Selling/Trading Items

A student shall not buy, sell, or trade personal items at school or on the bus.

052 Misuse of Equipment

A student shall not misuse playground equipment, computers, or any other equipment belonging to the school.

054 Bus Safety

Misbehavior on the Bus

A student shall not misbehave on any Brantley County School Bus. At the principal's discretion and in cooperation with the transportation department, suspension from bus and/or school is permissible.

As adopted by the General Assembly in 2002 (SB 291):

B. Students shall be prohibited from acts of physical violence, bullying, physical assault or battery of other person on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior.

C. Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.

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

According to Brantley County Board of Education policy:

Pupils in transit by bus to and from the Brantley County Schools shall be under the direction of the bus drivers, principals, and faculty members. Any pupil who refuses to obey the regulations or directives set by the school principals, and habitually causes trouble on the buses shall find his/her own way to school. The name of such offender shall be reported in writing to the Brantley BOE.

<u>For your safety and the safety of others:</u>

1. Be courteous, use no profane language
2. Do not hit or push others
3. Do not eat or drink on the bus
4. Keep the bus clean, do not litter
5. Cooperate with the driver

6. Do not use tobacco
7. Do not be destructive
8. Stay in your seat
9. Keep head, hands and feet inside bus
10. A student shall not buy, sell, or trade personal items at school or on the bus.
11. Bus driver is authorized to assign seats
12. Students are not permitted to get off the bus en route to or from school or ride a different bus without prior written permission from parents.

Possible consequences for not following bus rules will be as follows:

- The student may be required by the driver to write an action plan, or by school personnel to demonstrate an understanding of the rules of proper bus behavior.
- The student may be counseled by the principal or designee. As part of the counseling, the student will be informed that on subsequent infractions he/she may face bus suspension.
- Parental contact. As part of this contact, the parent will be informed that on subsequent infractions he/she may be suspended from the bus.
- Bus suspension.
- Other disciplinary actions as deemed appropriate by school administrative personnel.
- Conference with the Director of Transportation regarding possible further consequences that might be deemed necessary or appropriate.

055 Other Misbehavior

The administration of the school system and the local school reserves the right to discipline for any behavior which is subversive to good order and discipline in the Brantley County School System, even though such behavior is not specified in the other written discipline rules.

072 Display of Affection

An outward display of affection through physical contact is inappropriate at school. Violation will result in a disciplinary referral and parent notification. Examples of inappropriate displays of affection may include but not be limited to the following: kissing, holding hands, leaning on one another, arms around one another while walking to class.

Personal Electronic Devices (PEDs) Policy

To support a focused and respectful learning environment, students may not use personal electronic devices (PEDs)—including cell phones, smartwatches, tablets, and gaming devices—during the school day, from the first bell to dismissal. This rule also applies to all school-sponsored off-campus activities, such as field trips, bus rides, athletic events, and extracurricular programs, unless a staff member gives permission for instructional, safety, or communication purposes.

All PEDs must be turned off and stored out of sight during the school day. Students who violate this policy will face consequences in line with the school's code of conduct, which may include a warning, device confiscation, parent contact, or other appropriate actions.

Parents who need to contact their child should call the school office directly. All emergency communication during school hours or at school-sponsored off-site events will be handled exclusively through the school's emergency communication systems and coordinated by school personnel.

Exceptions to this policy may be granted for students with an approved Individualized Education Program (IEP), Section 504 Plan, or medical plan that requires device use. These exceptions must be approved by school administration.

Technology Use

Responsible behavior by individuals given access to system technology and equipment is essential and mandated by the Board of Education. In addition to the policy requirements included below, Georgia law, O.C.G.A. §16-9-90 (Georgia Computer Systems Protection Act) provides definitions, criminal liability and penalties for crimes related to computer theft, computer trespass, computer invasion of privacy, computer forgery, and computer password disclosure. Commission of a computer crime under this law carries the possible penalty of a fine not exceeding $50,000 and/or incarceration for a period not to exceed 15 years. Property laws covering theft, vandalism, destruction, and copyright also apply to computing resources. The Brantley County School District also complies with the Children's Internet Protection Act.

Definition

Computing resources include, but are not limited to, servers, switches, mini and microcomputers, as well as peripherals, networks, software, data, labs, computer-related supplies and the Internet, a world-wide telecommunications network with numerous resources.

General Computing Policies

1. Intentional abuse of computing resources, intentional interference with the operation of computing resources, intentional interference with the work of other users, violation of confidentiality, copyrights, or license agreements, and intentional wasting of computer resources is prohibited.
2. Actions which attempt to circumvent prescribed channels of obtaining computer privileges and resources are prohibited.
3. Changing wiring, connections, or placement of computing resources is prohibited.
4. Modifying any system configuration, startup files, or applications, without the explicit permission of the computer lab supervisor, media specialist, or Technology Department is prohibited.
5. Informing the media specialist or Technology Department of improperly working equipment or software is highly encouraged so that computing resources can be better maintained for efficient availability.
6. Using computing resources for commercial purposes is prohibited.
7. Adults or students may not use or download privately owned computer software on school computers.
8. In instances where teachers determine that student-owned or teacher-owned software may be advantageous to the instructional program, such software must first be brought to the attention of the appropriate curriculum staff and instructional materials selection committee for review and assessment. Student-owned or staff-owned software shall not be permanently loaded or copied for use in school system computers.
9. Under no circumstance shall students, employees of the school system, or any individual exhibit or disseminate obscene materials on school property by computers or any other means.

Internet Safety

It is the policy of the Brantley County Board of Education: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c)

prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter access to inappropriate information over the Internet.

Specifically, as required by Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Students must be supervised by staff when accessing the Internet for any purpose. Technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

See BOE Policy IFBGE for further Definitions and Information on CIPA.

Internet Acceptable Use

INTERNET POLICY
The purpose of the INTERNET service is to provide students and employees access to the INTERNET to: 1) enhance delivery of education, 2) provide access to career and professional development activities and 3) allow for limited high-quality self-discovery.
LIMITED ACCESS LEVEL: The level of access for students and employees is limited as set forth in the purpose of INTERNET service. The use of the INTERNET will reflect on the district; therefore, employees and students are to guide their activities accordingly.
A copy of the INTERNET policy is located at the back of this handbook. No student will be allowed internet access except as provided for in the policy.
Students are reminded that using the internet is a privilege given to them as students of Brantley County Schools. At no time are students to use school computers to send, receive, or check personal emails. Students are not allowed to access social media. Students are not permitted to use proxy servers on school computers. All students are reminded that they must sign the Brantley County Schools Internet Usage form in order to use Brantley County Schools computers.
Parents who do NOT want their children to use the internet need to inform the school by completing the Parent OPT OUT form found in the back of this handbook.
INTERNET ACCEPTABLE USE POLICY
Purpose of INTERNET service:
The purpose of the INTERNET service is to provide students and employees access to the INTERNET to: 1) enhance delivery of education; 2) provide access to career and professional development activities; 3) allow for limited high-quality self-discovery.

The purpose of education is to prepare students for success in life and work in the 21st Century. (a) Students must learn what actions are appropriate on a limited purpose network as compared to what actions might be appropriate through a general personal account. (b) District employees have an obligation to use the district system in a manner specified by their employer.

Specifically, the System supports resources that will enhance the learning environment under directed guidance of the school staff. Therefore, students' access to and use of the INTERNET at school will be under staff direction and will be monitored, as is any other classroom activity.

Limited Access Level:

The level of access for students and employees is limited as set forth in the purpose of INTERNET service. The use of the INTERNET will reflect on the district; therefore, employees and students are to guide their activities accordingly.

Expectations:

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school rules and standards. The use of the network is a privilege, not a right, and may be revoked if abused. The users are personally responsible for their actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

The district AUP prohibits the use of the INTERNET for the purpose of purchasing products or services. The district will not be responsible for financial obligations arising from the unauthorized use of the INTERNET.

INTERNET Activities That are not Permissible:

The following practices shall be prohibited:

1. Searching, viewing or retrieving materials that are not related to the district's stated educational purpose;
2. Copying, saving or redistributing copyrighted material outside the guidelines of "fair use" copyright law;
3. Subscribing to any service or ordering goods or services;
4. Sharing of a student's home address, phone number or other personal identification;
5. Playing games unless specifically assigned by a teacher;
6. Visiting/participating in chat rooms;
7. Disrupting the use of the network;
8. Any activity deemed unsuitable or undesirable by the local administrator;
9. Any activity that violates a school rule or local, state or federal law.

All users should also be advised that any other use which is not in keeping the purpose as stated in this policy shall also be prohibited and result in disciplinary action. Student violations may result in discipline up to and including loss of privileges, suspension or expulsion. Staff violations may result in discipline up to and including dismissal.

Publication of Materials:

The publication of any materials (e-mail, web page, etc.) must contain the author's e-mail address. Plagiarism is considered inappropriate, and students and employees are to stay within the bounds of what is acceptable and the "fair use doctrine" of copyright law. All users should give credit where credit is due. Copyright law prohibits the transfer of a work, in the form of digital date, without the explicit written consent from the creator of the work. No copyright notice or registration is required in order to be considered a copyrighted piece of work.

Online Safety Education:

All students attending Brantley County Schools will receive Internet safety education including appropriate online behavior, cyber bullying awareness and response, and interacting with others on social network sites.

Parental Permission:

A parental permission form will not be required. Only a form RETURNED will automatically deny the student access to this resource unless it is part of teacher-directed large group demonstration.

Security and Damages

Responsibility to keep the device secure rests with the individual owner. The Brantley County School System, its staff, or employees, are not liable for any device lost, stolen or damaged on campus. If a device is lost, stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

The use of technology to access educational material is not a necessity or a right but a privilege. A student does not have a right to use his or her laptop, cell phone, or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole. Students and parents/guardians participating in BYOD must adhere to the Student Code of Conduct, as well as all Board policies, particularly the Internet Safety (Policy IFBGE).

Additionally:

- The device is allowed for educational purposes and only to enhance the classroom experience. **Teachers will decide when it may be used and for what purpose(s).** The technology may only be used to access files on computer or Internet sites which are relevant to the classroom curriculum.
- Students take full responsibility for their personal electronic/digital devices. The school/district is not responsible for the security of the electronic devices. Additionally, students are responsible for management, troubleshooting, and technical support of their personal devices. The school/district is not responsible for technical support of or repairs to personal devices.
- The device may not be used to cheat on assignments or tests or for non-instructional purposes (such as making personal phone calls and text/instant messaging) unless authorized by the administration.

- The device may not be used to record, transmit, or post photographic images or video of a person or persons on campus during school activities and/or hours unless authorized by the administration.

Students acknowledge that:

- Each teacher will decide if, when, and how BYOD will be used in his/her classroom.
- The school's network filters will be applied to one's connection to the Internet, and there will be no attempts to by-pass those filters.
- Bringing on premises, attempting to infect, or infecting the network with a Virus, Trojan, malware, or program(s) designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation to the Code of Conduct.
- Processing or accessing information on school property related to "hacking," altering, or bypassing network security policies is in violation to the Code of Conduct.
- The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- Access to student drives through the district network while using BYOD is not possible. Files may have to be saved on the C drive of the laptop, to the student's Google Apps account, or another media device.
- Printing and scanning from personal devices will not be possible at school.
- Personal devices should be charged prior to bringing it to school and run off its own battery while at school.

Accounts and School Devices

The use of chromebooks and computers is an important component in the learning process in Brantley County Schools. Each student has his/her own email account through Google's Gmail. This account is used to give them access to chromebooks, Google applications, and other learning sites. It is important for each student to understand that these devices and accounts are not to be used to conduct personal business. Every student is responsible for what happens while logged in to their account. Each student must remember to logout of each device they use to ensure another individual does not gain access to their account. In addition, the school has an internet and device monitoring system that alerts administrators and IT personnel to a student's inappropriate online activity; which includes, but is not limited to, threatening language, inappropriate content, and referencing self-harm. This monitoring occurs any time a student is logged in under their school issued account.

G Suite and Microsoft O365

Brantley County Schools uses G Suite and Microsoft O365 to enhance the education of its students. Brantley County Schools creates G Suite for Education accounts for all students with the features listed below enabled, unless a parent/guardian specifically requests that the account not be created.

- G Suite (online suite of tools similar to MS Office, formerly known as Google Apps)
- Google Drive (online file storage and sharing within the Brantley.k12.ga.us domain)
- Google Classroom (Lets teachers create and organize assignments, provide feedback and easily communicate with their classes.)
- Google Chrome Sync (allows user settings in Google Chrome to be synchronized across multiple devices)
- Google Play (allows students to install applications for use in classrooms)

- Gmail (student accounts are limited to sending and receiving email within the Brantley.k12.ga.us domain, and approved educational resources)
- Microsoft O365 (online MS Office suite used in some business classes)

Technology/Internet Opt Out

Parents who do not agree with the terms of BYOD and/or parents who do not want their children to use the Internet, GSuite, or O365 should contact the school and provide a written request to opt out.

ATTENDANCE/TRUANCY INFORMATION SHEET

- Every parent, guardian or other person residing in the school system is required either to enroll and send children in their care and charge between their sixth and sixteenth birthdays to a public

or private school or to provide a home study program for these children which meet the requirements set forth in law, unless the child is specifically exempt. The Board of Education shall assure that all children between their sixth and sixteenth birthdays be enrolled in the public schools in the district in which they reside unless they are enrolled in a private school or home study program. Specific exemptions from the requirements of the compulsory school attendance law are provided in State Board Policies JB,JBD, O.C.G.A. 20-2-693, O.C.G.A. 20-2-690.1, and O.C.G.A. 20-2-692.

- The parent who fails to comply with mandatory attendance requirements may be found guilty of a misdemeanor. Each days' absence from school in violation of said law, after the child's school notifies the parent, guardian or other person who has control or charge of a child of 5 unexcused days of absence for such child shall constitute a separate offense. Upon conviction, the parent may be fined not less than $25, nor more than $100, imprisoned for 30 days, required to do community service, or any combination of such penalties. *See Code Section 20-2-690.1(c).*
- Absences will be classified as excused or unexcused. Excused absences are those due to emergencies such as illness, death in the family, or other extreme circumstances. Excused absences are religious holidays, service as a page in the General Assembly, school-sponsored activities, and voter registration (Policy JBD). Unexcused absences are all failures to attend school without proper documentation. Local boards of education are not required to provide make-up work for unexcused absences.
- Upon returning to school, students must bring documentation stating the date and reason for absence with the signature of a parent/guardian, doctor, dentist, or judge. The student and/or parent have the responsibility to present the written excuse within two (2) school days of the student's return to school. At each school the attendance clerk will receive and file excuses. The principal will resolve any question in determining whether an absence is excused or unexcused.
- If a student is deemed to have excessive excused absences by the school administration, the school may require a physician's excuse in order to consider a health related absence as an excused absence.
- For students in any grade K-12, students are absent from school if not present for at least half of the instructional time required at each grade level.
- Excused and unexcused absences will result in the loss of full credit for class participation unless students arrange to make up the work within 2 school days of returning to school. The student must complete makeup work and tests within a reasonable amount of time.

Student
Name_____

Signature of students 10 years of age or older_____
Date_____

Parent/Guardian Signature_____
Date_____