



The Bibb County School District's Student Guidelines for Success

Dear Students and Parents:

Welcome to the 2013-2014 school year. As the Interim Superintendent, I consider it an honor to serve the Bibb County School District and the citizens of our community.

The 2013-2014 school term offers many challenges for our school district. We continue to face the ever-present financial challenges; however, we will prevail in the midst of this economic adversity, as we continue to provide a high quality education for every student. My belief is that overcoming obstacles makes us stronger and better prepared to face the challenges of the future. Obstacles are what we see when we take our eyes off the goal. With a keen focus on attaining high academic achievement and success for all students and staff, maintaining effective and efficient operational success, and maintaining stakeholder satisfaction and support, we will prevail in the accomplishment of our goals. Our success is dependent on teamwork and our quest for excellence.



As we look to the future, we should do so with a spirit of pride and optimism. Everywhere you turn you see evidence of the outstanding accomplishments of our students, faculty, and staff. It is critical that we continue to add to our accomplishments as we build an exemplary school district that truly meets the needs of all students and staff. An achievement oriented system is dependent on a culture conducive to teamwork and excellence, and it is the shared responsibility of school personnel, students, parents and the community.

We hope this “*Student Guidelines for Success*” contains information that will be helpful, and thus assist us in the achievement of our goals. We urge you to review the handbook completely. Please feel free to ask teachers or administrators if something is unclear to you. It is critical for parents and students to be aware of rules and policies that guide behavior, as well as consequences for those who fail to adhere to them. Sign the acknowledgment page and return it to your school within five days.

Our future is bright and very promising. I look forward to serving as the Interim Superintendent and providing leadership and direction for the Bibb County School District knowing each day that I must lead with courage and conviction as the chief advocate for children in our community.

Working together for excellence every day is a journey, not a destination.

Respectfully,

E. Steven Smith, Ph.D.
Interim Superintendent

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Go to www.bibb.k12.ga.us to review:

- Acceptable Computer Use Policy
- Alternative Education Programs
- Attendance Policy
- Bullying Complaint Procedure

- Child Abuse and Neglect
- Chronic Discipline and Misconduct
- Contact Information and Phone Numbers
- Corporal Punishment Policy
- Criminal Prosecutions and Law Enforcement
- Definitions of Specific Misconduct and Discipline Interventions and Consequences
- Discipline Procedures for Students with Disabilities
- Dress Code
- Electronic Devices
- Emergency Notification and Student Release
- Equal Opportunity Complaint Procedure
- Equal Treatment and Non-Discrimination
- Extracurricular Activities and Athletics
- Frequently Asked Questions
- Gender Equity in Sports
- Internet Safety Policies including Children’s Internet Protection Act and No Child Left Behind Technology Requirements
- Off-Campus Student Misconduct and Jurisdiction
- Parental Involvement
- Participation in Student Clubs/Organizations
- Physical Violence Targeting Teachers and Staff
- Positive Behavior Intervention and Supports
- Procedures for Administering School-based Discipline
- Procedures for Administering Suspensions, Expulsions or Assignment to Alternative Program Including the student Discipline Hearing Process
- Search and Seizures Including the Use of Metal Detectors
- Recordings
- Required Reporting to Outside Agencies Regarding to Student Discipline
- Research and Student Surveys (Protection of Pupil Rights Amendment
- Response to Intervention
- Review of Instructional materials, Media or Equipment
- School bus Regulations
- School Year Calendar
- Sexual Harassment Policy
- State-Mandated Process for Student Reporting of Acts of Sexual Abuse or Sexual misconduct
- Student Records and Family Educational Rights and Privacy Act
- Students with Criminal Convictions or Transitions from the Department of Juvenile Justice’s Youth Detention Center
- Tardiness Policy
- Removal of a Student from Class by the Teacher
- Student Transfer and Discipline
- Unsafe School Choice Designation, Option and Transfers
- Withdrawal of Students

THE BIBB COUNTY SCHOOL DISTRICT'S
2013-2014 GUIDELINES FOR STUDENT SUCCESS

I. INTRODUCTION

The Bibb County School District's (BCSD's) mission is that each student demonstrates strength of character and is college ready. Our goal is to provide a safe and effective learning environment for *each and every student*.

The BCSD's *Student Guidelines for Success* provides students and others with an outline of how the BCSD anticipates each student will conduct him or herself while on any BCSD property, while school is in session or not, at school bus stops and on school buses, and at BCSD-sponsored events (on or off-BCSD property). The BCSD shall initiate a BCSD Student Evidentiary Hearing for any on or off-campus student misconduct that may result in the disruption of the school environment, or which has the potential to endanger students, BCSD personnel and/or others, or which otherwise is subject to the BCSD's jurisdiction, as required, by law.

Additional details regarding student discipline and notification procedures are found at: www.bibb.k12.ga.us.

II. STUDENT EXPECTATIONS

Students shall:

- **REPORT** to school and to each class on time;
- **ATTEND** all regularly scheduled classes;
- **STAY** in class until excused or dismissed;
- **OBEY** all campus and classroom rules;
- **PAY ATTENTION** to and **PARTICIPATE** in instruction;
- **COMPLETE ASSIGNMENTS** to the best of their ability;
- **ASK FOR HELP** when needed;
- **NOT ENGAGE IN PROHIBITED BEHAVIOR** which interferes with the **STUDENT'S** own or other students' learning;
- **BE WELL-GROOMED** according to the **DRESS CODE**
- **TAKE CARE** of books and other instructional materials;
- **WORK COOPERATIVELY**;
- **REPORT POTENTIALLY DANGEROUS SITUATIONS** to teachers or administrators

- **DEMONSTRATE COURTESY AND RESPECT** for other students, the BCSD’s teachers, administrators, custodians and others.
 - Follow Teachers’ and Administrators’ Directions
 - Use acceptable language
 - Avoid being rude and disruptive
 - Follow BSCD school rules and procedures

III. **STUDENT DISCIPLINARY ACTION**

A Student Disciplinary Action (SDA) is used to correct and/or to eliminate student misbehavior, to encourage every student to follow the Student Guidelines for Success, to promote the positive emotional, mental, social and physical health needs of each student and to encourage each student to be an excellent citizen of the BCSD community.

SDAs shall be administered fairly based on a careful assessment of the circumstances of each case and in conformity with the applicable laws.

If a student is found guilty of violating the Student Guidelines for Success, the student and parent(s) should expect to receive a sanction(s). The sanction(s) may range from a verbal warning to an Evidentiary Hearing, which may result in expulsion from school.

The BCSD will impose appropriate sanctions for all incidents of student misbehavior. The BCSD’s administrators and teachers will endeavor to use the lowest level of SDA as required on a case-by-case basis. The acts of misconduct and the associated interventions/consequences listed below are not exclusive. The BCSD shall impose appropriate sanctions in response to student misbehavior. Consideration of necessary interventions and Positive Behavior Supports will be given through the Response to Intervention (RTI) process, if they have not already been provided.

Set forth below are Five Levels of Discipline which describe interventions and consequences following the initiation of a SDA.

IV. **LEVELS OF MISCONDUCT AND DISCIPLINE**

Student misconduct is student behavior and actions which interferes with the maintenance of good order and discipline in school, on the school bus, at school sponsored activities and which negatively impacts the morale and good conduct of the student and his or her classmates. Listed below are misconduct Levels I–V. These lists are not inclusive of every action that may constitute student misconduct. The school principal is the ultimate authority when a determination is necessary regarding categorization of student misconduct.

(A) Level I Misconduct

Level I interventions and discipline are used when a student engages in a minor act of misconduct. Level I violations interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student’s own learning process.

Examples of Level I violations include, but are not limited to:

- Violations of classroom/school/school bus rules
- A violation the Dress Code on two, documented, occasions
- Throwing paper
- Sleeping
- Inappropriate voice tone and volume, and
- Any act that interferes with the orderly implementation of school/classroom procedures or interrupts the orderly operation of the school/classroom.

(B) Level I Disciplinary Consequences may include:

- A written or verbal warning from the teacher or administrator;
- The student's parent(s) and/or guardian being notified, in writing, via email, letter, or telephone;
- The issuance of effective praise and/or a reprimand;
- Mandatory problem solving training;
- The teacher conducting a conference with the student;
- The teacher and/or administrator executing a "Behavior Contract" with the student; and
- The student being subjected to any other appropriate interventions and/or consequences as required by a teacher or school administrator.

Teachers and administrators, in the course of initiating interventions, will include Positive Behavior Interventions Support (PBIS) through the Response to Intervention (RtI) process, if not already provided. Certain Level I violations may be elevated to Level II violations or higher based on the severity or context of the alleged misconduct.

(C) Level II Misconduct

Level II misconduct occurs when a student persistently interferes with classroom instruction and/or the orderly operation of school, and/or school bus activities and/or school-related activities. These acts include, but are not limited to: 1) repeated, but unrelated, acts of minor misconduct; or 2) misbehaviors directed against persons or property that DO NOT seriously endanger the health, safety, or well-being of others.

Examples of Level II violations include, but are not limited to instances when the student:

- Engages in multiple and repeated Level I violations
- Is defiant and refuses to comply with teacher and/or administrator directives
- Fails to comply with the Dress Code on three, documented, occasions
- Engages in academic dishonesty
- Engages in disrespectful conduct towards other students, including, but not limited to the use of vulgar or profane language, and
- Engages in any act that disrupts the implementation of orderly school/classroom procedures or interrupts the orderly operation of the school/classroom.

(D) Level II Disciplinary Consequences may include:

- The teacher and/or administrator notifying the student's parent(s) and/or guardian and requiring their involvement in a conference to remediate the student's behavior
- Suspension of privilege or privileges
- Mandatory detention
- Imposition of a grade penalty for academic dishonesty
- Payment of restitution
- Student referral to a Response to Intervention (RtI) team, and
- The student being subjected to any other appropriate interventions and/or consequences as required by a teacher or school administrator.

Teachers and administrators, in the course of initiating interventions, will include Positive Behavior Interventions Support (PBIS) through the Response to Intervention (RtI) process, if not already provided. Certain Level II violations may be elevated to Level III violations or higher based on the severity or context of the alleged misconduct.

(E) Level III Misconduct

Level III Misconduct includes repeated, but unrelated, acts of minor misconduct and/or misbehaviors directed against persons or property which **may** disrupt the learning environment or jeopardize the health, safety, or well-being of others. These offenses are serious acts of misconduct and may result in a student suspension.

Examples of Level III violations include, but are not limited to the student:

- Engaging in any pattern of repeated violations cited in previous Level I and II
- Failing to comply with the Dress Code on four, documented, occasions
- Unwanted touching of others
- Uttering vulgar and/or profane language and exhibiting disrespectful conduct toward teachers, administrators, and other school personnel
- Engaging in his or her first act of bullying, harassment, or intimidation as defined by the School District's Bullying Policy and in accordance with O.C.G.A. § 20-2-2751.4
- Marking, defacing, damaging, or destroying any person's or the BCSD's property
- Inciting, advising, or counseling others to engage in prohibited acts
- Using any electronic device (personal or otherwise) to photograph, videotape, or record another student or staff member, while on school system premises, without the express prior permission of the student or staff member, and
- Engaging in any act that disrupts the implementation of orderly school/classroom procedures or interrupts the orderly operation of the school/classroom.

(F) Level III Disciplinary Consequences may include:

- The teacher and/or administrator notifying the student's parent(s) and/or guardian and requiring their involvement in a conference to remediate the student's behavior
- Office referral required
- Social skills training

- In-school suspension or positive behavior support class
- Suspension (i.e., 1-5 days per occurrence)
- Community service as determined by school administrator
- Referral to Response to Intervention (RtI) team
- The student being subjected to any other appropriate interventions and/or consequences as required by a teacher or school administrator.

Teachers and administrators, in the course of initiating interventions, will include Positive Behavior Interventions Support (PBIS) through the Response to Intervention (RtI) process, if not already provided. Certain Level III violations may be elevated to Level IV violations or higher based on the severity or context of the alleged misconduct.

(G) Level IV Misconduct:

Level IV Misconduct includes serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, results in serious disruption of the school environment, presents threats to health, safety, or property. Level V Misconduct is of a serious and aggravated nature such that the student shall be removed from class and will be subject to a long-term suspension, placement in an alternative education program, or expulsion. It is mandatory that Level IV violations be immediately reported to an administrator. The BCSD Police Department and other outside law enforcement agencies may investigate Level IV violations, which may result in state criminal proceedings being initiated against the student accused of a Level IV violation.

Examples of Level IV violations include, but are not limited to:

- Any pattern of repeated conduct listed in Level III violations
- Failing to comply with the Dress Code on five, documented, occasions
- Any action that interferes with the work of school authorities or with school operations, programs, or instruction
- Boycotts, sit-ins, or trespassing
- Verbal assault, including threatened violence, of other students, school personnel, or individuals attending a school-related function
- Second act of bullying, harassment, cyber-bullying or intimidation as defined by the School District's Bullying Policy and in accordance with O.C.G.A. § 20-2-2751.4
- Fighting or physical violence towards another student that causes no injury or only a minor injury
- Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by any school employee toward a student; and
- Committing perjury during a school investigation
- Engaging in disorderly conduct as defined by O.C.G.A. § 16-11-39
- Refusing to comply with assigned disciplinary consequences
- Failure to report any item or event to a teacher or administrator that could cause harm to self or others
- Possessing obscene or pornographic material
- Possessing any bullets or shells
- Violation of the sexual harassment policy

- Disseminating, taking, transferring, sharing, or sending lewd, obscene, pornographic, sexually explicit or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called e-mailing, texting, and “sexting”)
- Failure to report the receipt of unsolicited lewd, obscene, pornographic, sexually explicit or otherwise illegal images or photographs to School District officials
- Hazing or any behavior or activity such as defined by O.C.G.A. 16-5-61
- Violations of the Computer Use Policy
- Unauthorized distribution of copyrighted software, inappropriate material (including games, music videos, or pornography) or material of a defamatory, obscene, abusive, offensive, profane, threatening, or hateful nature
- Sabotage or deliberate destruction/alteration of software applications, operating systems, or computer files
- Gang-related behavior or activity or gang membership
- Possessing any drug paraphernalia
- Possession, use, or distribution of any substance represented to be a drug or alcohol (i.e., imitation or otherwise)
- Violation of the tobacco/smoking policy
- Possession of material which promotes or could be used to promote, advocate, or carry out criminal activity
- Using racially or ethnically offensive language and/or gestures toward others

(H) Level IV Disciplinary Consequences may include:

- The teacher and/or administrator notifying the student’s parent(s) and/or guardian and requiring their involvement in a conference to remediate the student’s behavior
- Office referral required
- A functional behavioral assessment and/or behavioral intervention plan will be undertaken on behalf of the student
- The student may be placed on an extended suspension (i.e., 6-10 days) per occurrence of misconduct
- The student may lose school privileges and be placed in a restrictive environment
- The student may be placed in the BCSD’s alternative school
- The student shall be referred for evaluation by the Response to Intervention (RtI) team
- The school administrator may request that law enforcement investigate the alleged violation, and
- The student may be subjected to any other appropriate interventions and/or consequences as required by a teacher or school administrator.

Teachers and administrators, in the course of initiating interventions, will include Positive Behavior Interventions Support (PBIS) through the Response to Intervention (RtI) process, if not already provided. Certain Level IV violations may be elevated to Level V violations or higher based on the severity or context of the alleged misconduct.

(I) Level V Misconduct

Level V Misconduct includes the most serious acts of misconduct which threatens the safety, health, or well-being of others, including, but not limited to, repeated misbehavior that is similar

in nature, results in serious disruptions of the school environment, presents threats to health, safety, or property. It is mandatory that Level V violations be **immediately** reported to an administrator. The BCSD Police Department and other outside law enforcement agencies may be summoned to investigate Level V violations, which may result in state criminal proceedings being initiated against the student accused of a Level V Violation and which is independent of any BCSD disciplinary action.

Upon a student being accused of a Level V violation(s) he or she is immediately removed from school and placed on a long term suspension, pending a BCSD Student Evidentiary Hearing. Student and parents and/or guardian participation in the evidentiary hearing is mandatory, even if any meetings have been previously held at the school level or otherwise. The Student Evidentiary Hearing may result in the student's placement in an alternative education program, or expulsion, among other things.

Level V violations include such behaviors as:

- Engaging in repeated violations cited in Level I – IV
- Failing to comply with the Dress Code on six, documented, occasions
- More than 10 days of absenteeism
- Engaging in three or more Level IV offenses within the current school year and the school year immediately preceding
- Fighting with or physically attacking another student resulting in serious physical injury
- Engaging in any type of conduct that is punishable as a felony or is a delinquent act which would be a felony if committed by an adult including, but not limited to:
 - Aggravated assault
 - Aggravated battery
 - Sexual battery or aggravated sexual battery
 - Rape or statutory rape
 - Sodomy or aggravated sodomy
 - Child molestation or aggravated child molestation
 - Enticing a child for indecent purposes
 - Cruelty to children
 - Murder, felony murder, or voluntary manslaughter
 - Kidnapping
 - Robbery
 - Burglary
 - Arson
- Engaging in a third act of bullying, harassment, cyber-bullying or intimidation as defined by the School District's Bullying Policy and in accordance with O.C.G.A. § 20-2-2751.4 within a school year
- Engaging in conduct containing the elements of the offense of terroristic threats
- Selling, giving, or delivering to another person, or possessing, using, or under the influence of marijuana, a controlled substance, or a dangerous drug (See Behavior Support Process)
- Selling, giving, or delivering to another person an alcoholic beverage; committing a serious act or offense while under the influence of alcohol; possessing, using, or under the influence of an alcoholic beverage; or admits to the use of alcohol prior to attending school or a school-related activity (See Behavior Support Process)

- Engaging in conduct which contains the elements of an offense relating to abusable glue or aerosol paint, or relating to volatile chemicals (See Behavior Support Process)
- Engaging in conduct that contains the elements of the offense of public lewdness
- Engaging in conduct that contains the elements of indecent exposure
- Engaging in sexual conduct on campus or at a school sponsored event
- Engaging in conduct that contains the elements of the offense of criminal damage to property in the first or second degree, either on or off campus
- Stealing, extorting, gambling, or possessing stolen property
- Engaging in physical violence against teachers, administrators, or other school personnel
- Using, exhibiting, or possessing a firearm
- Using, exhibiting or possessing another weapon
- Using, exhibiting or possessing fireworks of any kind
- Discharging or participating in the discharge of a fire extinguisher
- Discharging or participating in discharging a fire alarm within a Bibb County School
- Engaging in serious and persistent (i.e., chronic or repeated instances of misconduct) misbehavior (i.e., offenses that substantially disrupt or materially interfere with the orderly process in the classroom or the school or with any school-related activity).

(J) Level V Disciplinary Consequences shall include:

- A Student Evidentiary Hearing which may result in the student’s long term suspension (i.e., more than 10 days) or placement into Alternative School or expulsion
- The teacher and/or administrator notifying the student’s parent(s) and/or guardian and requiring their involvement in a conference to remediate the student’s behavior
- Referral to Response to Intervention (RtI) team
- The student being subjected to any other appropriate interventions and/or consequences as required by a teacher or school administrator

Teachers and administrators, in the course of initiating interventions, will include Positive Behavior Interventions Support (PBIS) through the Response to Intervention (RtI) process, if not already provided.

V. SPECIFIC PROVISIONS

(A) Attendance

The Official Code of Georgia Annotated (O.C.G.A) statute section 20-2-690.1, entitled Compulsory School Attendance Law,” mandates, under the penalty of criminal punishment, that all children ages 6 through their 16th birthday attend school daily. School success is defined as the ability of all students to perform at high levels of proficiency, graduate from high school, and obtain post-secondary education and training. The amount of time spent in the classroom is a good indicator of ultimate student success. Every time a student is tardy or absent, the student loses an opportunity to learn. The BCSD expects students to be in school on time every day except when illness, injury, or some serious situation beyond their control prevents attendance.

Student absences are categorized into excused and unexcused absences. Unexcused absences will result in the following consequences:

1. K -8 students in w/ **ten-plus (10+)** unexcused absences per school year will not be promoted to the next grade level.
2. 9-12 students w/ **five-plus (5+)** unexcused absences in any semester-long class will not receive credit for the course. 9-12 students who take year-long classes w/ ten (10+) unexcused absences will not receive credit for the course.
3. A student w/ **three (3) unexcused absences**, results in the BCSD notifying the student's parent(s) or guardian explaining the penalties and consequences of additional absences.
4. A student w/ **seven (7) unexcused absences**, results in the BCSD's Office of School Social Services sending a certified letter informing the student and parents that three (3) days remain before the BCSD will take action.
5. Students who demonstrate a **pattern of unexcused absences and tardiness** will be referred to the Office of Student Support Services for appropriate intervention that may include a charge of truancy being filed against a parent and/or student.
6. **Court-related Consequences:** Court-related penalties for excessive unexcused absences may include subjecting the parent(s), guardian(s), or other person(s) to criminal misdemeanor charges. Upon conviction thereof, parent(s), guardian(s), or other person(s) may be subject to a fine not to exceed \$100.00 or imprisonment not to exceed 30 days, or both, at the discretion of the court having jurisdiction.
7. **Loss of a Driver's License:** The School District is required to report to the Georgia Department of Motor Vehicle Safety, Driver's License Bureau, certain violations of the *Student Guidelines for Success* which may lead to restrictions being placed on the student's driving privileges. Violations which must be reported include: dropping out of school, **ten-plus (10+) unexcused absences** in a semester, and cumulative suspension of more than ten (10) days.
8. The BCSD will withdraw students who have missed more than **ten (10) consecutive days due to unexcused absences** and who are not subject to compulsory attendance laws, who have not responded to efforts to get them to return to school, and who are not receiving instructional services from the local school system through homebound instruction or instructional services required by the federal Individuals with Disabilities Action (i.e., IDEA).

For additional information regarding the BCSD's attendance policy and related penalties and consequences, please see the BCSD's website found at: **www.bibb.k12.ga.us**.

(B) Bullying

The BCSD prohibits bullying of a student by another student. In the event a student has committed the offense of bullying or been the victim of bullying, the school will notify the parent(s), guardian(s), or other person(s) having control or charge of such student. Upon a finding that a student has committed his/her first or second offense of bullying, said student will be subject to the penalties and consequences of Level III or IV discipline listed above. Upon a finding that a student in grades 6-12 has committed the offense of bullying for a third time in a school year, the student will be subject to Level V consequences and may be assigned to an alternative school setting. For further information on the BCSD's Bullying Policy, see the BCSD website found at: **www.bibb.k12.ga.us**.

(C) **Dress Code**

BCSD's students are required to attend school dressed in appropriate attire that does not disrupt or have the likelihood of disrupting the teaching or learning of others and/or which does not violate the School District's dress code. For example: Pants and Slacks: Jeans, pants and slacks must be in good repair and must be worn at the natural waistline. Pants, slacks and jeans must not touch the floor. Pants that have belt loops must have a belt. Belt buckles can be no wider than the belt. Shirts and Blouses: All clothing, including shirts and blouses, must be appropriately sized and worn with appropriate undergarments that do not show. In addition, during normal activities of the school day, shirts and blouses must be in good repair, with no holes or openings that exposes skin of the mid-section, bare shoulders, bare back or other parts of the torso. Cleavage shall not be exposed.

Non-Permitted Clothing Items: (This is not a comprehensive list; the BCSD may prohibit additional clothing items throughout the school year. Notice regarding additional prohibited clothing items will be posted in the main office of each school.):

- Clothing too large or too small for body size
- Spandex, athletic style or cut off shorts
- Oversized or baggy pants and short
- Tank tops, muscle shirts
- See-through, low cut or skin tight clothing
- Shoes with wheels or lights
- Removable ornamental tooth caps/grills
- Removable body piercings
- Any clothing that advertises alcohol, drugs, sex, or which contains vulgar language or pictures
- Any clothing, attire or personal belongings associated with gang activity or behavior
- No hats, caps, hoods, scarves, bandannas, "do-rags, "combs, picks, roach clips, curlers.

For additional guidance regarding the BCSD Dress Code Parents and guardians should go to the BCSD website found at: **www.bibb.k12.ga.us**.

(D) **Equal Opportunity and Non-Discrimination**

The BCSD's policy to provide equal opportunities without regard to race, color, gender, religion, national origin, handicapping condition, disability, genetic information or veteran status in its educational programs and activities. This includes, but is not limited to: admissions, educational

services, access to facilities, financial aid, and employment. Inquiries regarding the BCSD's Equal Opportunity policies may be referred to the coordinators listed below. Further information is also available on the BCSD's Website.

Title VI, VII, IX, Georgia Equity in Sports, and EEO Coordinator:

Mr. Edward Judie
484 Mulberry Street
P.O. Box 6157
Macon, Georgia 31208.
(478) 765-8504

Section 504/ADA Coordinator:

Dr. Steve Corkery
484 Mulberry Street
P.O. Box 6157
Macon, Georgia 31208.
(478) 765-8638

The Office of Civil Rights

U.S. Department of Education
61 Forsyth Street S.W.
Suite 19T70
Atlanta, Georgia 30303
(404) 562-6350

(E) School Buses

All students are required to abide by the requirements for student behavior listed throughout this document. In addition, in accordance with the law, students are specifically prohibited from:

- Engaging in any acts of physical violence; bullying; physical assault or battery; verbal assault; disrespectful conduct toward the school bus driver or other persons on the school bus or any other unruly behavior
- Use of electronic devices during the operation of the school bus including, but not limited to: cell phones, pagers, audible radios, tape or compact disc players without headphones, or any other electronic device which might interfere with the school bus communication equipment or the school bus driver's operation of the school bus, and
- Use of 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.

Further information relating to the transportation of students and the discipline requirements for students riding school buses can be found on the BCSD's website.

(F) **School Clubs**

Information on school clubs varies by school. Therefore, each school will provide a list of school clubs and organizations available at that school, including the name of the club, mission or purpose, name of the faculty advisor, and a description of activities.

(G) **Sexual Harassment**

BCSD's policy is to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for a BCSD employee to harass a student or for any student to harass another student or school employee through conduct or communication of a sexual nature. The BCSD's complete Sexual Harassment policy is located on the BCSD's website.

(H) **State Mandated Process For Student Reporting Of Acts Of Sexual Abuse Or Sexual Misconduct**

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

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

(I) Student Records

The Family Education Rights and Privacy Act (FERPA) requires that student records be maintained confidentially and provides parents and students various rights with respect to student records. In addition, FERPA allows certain types of personally identifiable information, known as “Directory Information” to be released by the BCSD without the consent of a parent or student. Students and parents can review their rights under FERPA at the BCSD’s website found at: **www.bibb.k12.ga.us**. Parents may request that the BCSD not release any directory information regarding his or her student by notifying Mr. Edward Judie, 484 Mulberry Street, P.O. Box 6157, Macon, Georgia 31208, in writing, no later than September 1, 2013.

(J) Violence Against Teachers, School Bus Drivers, or Other School Officials or Employees

Students shall not inflict violence on the BCSD’s teachers, school bus drivers, or other school officials or employees. Physical violence shall include: 1) Category 1 - intentionally making physical contact of an insulting or provoking nature with the person of another; or 2) Category 2 - intentionally making physical contact which causes physical harm to another unless such physical contact or physical harm was in defense of him or herself. In the event a student engages in such behavior, such student shall be suspended pending a hearing pursuant to the Student Evidentiary Hearing Process. If a student engages in Category 1 physical violence, the student may be disciplined by expulsion, long-term suspension, or short-term suspension. If a student engages in Category 2 physical violence, the student shall be expelled from the BCSD for the remainder of the student’s eligibility to attend school and may be permitted to attend an alternative school (i.e., located at Barden Elementary, Bloomfield Middle, or Hutchings Career Center) for the expulsion period. If a student commits such acts in grades K-5, the District may permit the student to re-enroll in the school system. If a student commits such acts in grades 6-8, the District may permit the student to re-enroll for grades 9-12. Further information is available on the BCSD’s website found at: **www.bibb.k12.ga.us**.

(K) Weapons

It is BCSD’s policy that a student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon. Weapons may include, but are not limited to: 1) a pistol, a revolver, or any weapon designed or intended to propel a missile of any kind; 2) any dirk, bowie knife, switchblade knife, ballistic knife, any knife having a blade of two or more inches, a straight-edge razor, or razor blade; 3) a spring stick, knuckles (i.e., whether made from metal, thermoplastic, wood, or other similar material), blackjack, bat, club, or other

bludgeon-type weapon; 4) any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely (e.g., nun chahka, nun chuck, nunchaku, shuriken, or fighting chain); 5) any disc (e.g., throwing star or oriental dart), of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled or any weapon of like kind; or 6) any stun gun or taser as defined in subsection (a) of Code Section 16-11-106. This shall not include any of these instruments used for classroom work authorized by the teacher.

Students who possess firearms on campus shall be subject to a minimum one calendar year suspension pursuant to the Student Evidentiary Hearing Process and will be referred to law enforcement officials. The BCSD retains the authority to modify such expulsion requirement on a case-by-case basis, and the student may be permitted to attend alternative school for the suspension period. Further information regarding the BCSD's weapon prohibition is available on the BCSD's website found at: **www.bibb.k12.ga.us**.

VI. **RESOURCES FOR FURTHER INFORMATION**

On the BCSD website found at www.bibb.k12.ga.us, students and parents will find additional information regarding student expectations and conduct as well as annual notices relating to students.

For those students and families without access to the Internet, the BCSD's Welcome Center, located at 2003 Riverside Drive, Macon, Georgia has computers with internet access specifically reserved for use by students and families. In addition, each school has a full set of all disciplinary procedures and student notices available for review at any time during school hours. A student and his/her family may obtain a written copy of the BCSD disciplinary procedures and student notices by contacting the Office of the Deputy Superintendent of Student Affairs at (478) 765-8504 between the hours of 8:00 AM through 5:00 PM.

Additional information provided on the BCSD's website includes, but is not limited to, the following items:

- Acceptable Computer Use Policy
- Alternative Education Programs
- Attendance Policy (including academic and court-related consequences for unexcused absences and the loss of driver's licenses)
- Bullying Policy
- Child Abuse and Neglect
- Chronic Discipline and Misconduct
- Contact Information and Phone Numbers
- Corporal Punishment Policy
- Criminal Prosecution and Law Enforcement
- Definitions of Specific Misconduct and Discipline Interventions/Consequences
- Discipline Procedures for Students with Disabilities
- Dress Code
- Electronic Devices
- Emergency Notification and Student Release

- Equal Opportunity Complaint Procedure
- Equal Treatment and Non-Discrimination
- Extracurricular Activities (including athletics)
- Frequently Asked Questions
- Gender Equity in Sports
- Internet Safety Policies (including the Children’s Internet Protection Act and No Child Left Behind technology requirements)
- Off-Campus Student Misconduct and Jurisdiction
- Parental Involvement
- Participation in Student Clubs/Organizations
- Physical Violence Against Teachers and Staff
- Positive Behavior Intervention and Supports
- Procedures for Administering School-Based Discipline
- Procedures for Administering Suspensions, Expulsions, or Assignment to Alternative Programs (including the student discipline hearing process)
- Search and Seizure (including the use of Metal Detectors)
- Recordings
- Required Reports to Outside Agencies Relating to Student Discipline
- Research and Student Surveys (Protection of Pupil Rights Amendment)
- Response to Intervention
- Review of Instructional Materials, Media, or Equipment
- School Bus Regulations
- School Year Calendar
- Sexual Harassment Policy
- State-mandated Process for Student Reporting of Acts of Sexual Abuse or Sexual Misconduct
- Student Records and Family Educational Rights Privacy Act (including record review and release)
- Students with Criminal Convictions or Transitioning from the Georgia Department of Juvenile Justice’s Youth Detention Center
- Tardiness Policy
- Teacher Removal of a Student from Class
- Transfer Students and Discipline
- Unsafe School Choice Designation, Options, and Transfers
- Withdrawal of Students
- Seclusion and Restraints Policy

Thank you in advance for doing your part to make the 2013-2014 school year a healthy, safe, and positive learning experience for all students.

