



# BEAR CREEK MIDDLE SCHOOL

2022-2023

## Student Handbook

School Website: [www.barrow.k12.ga.us/bcms](http://www.barrow.k12.ga.us/bcms)

228 Jefferson Street, Statham, GA. 30666

Phone: 770-725-5575 Fax: 706-510-2821

Dr. Lauren Carter, Principal

Dr. Shane Lancaster, Assistant Principal

# **Bear Creek Middle School**

**Proud—Accountable—Willing—Successful**

**Be a PAWS-itive Influence!**

## **POSITIVE BEHAVIOR INTERVENTION SYSTEM (PBIS)**

Positive Behavior Intervention Support is a program used at BCMS to teach behavior and model our PAWS-itive expectations.

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

Following a behavioral incident, the student will move through the flowchart below before receiving an office referral.

1. Parent Contact
2. Silent Lunch, Segment Isolation, or Grade Level Detention
3. Parent Conference
4. Office Referral

After the second flowchart office referral, the student will be placed on a team contract. After the fifth office referral (direct or flow-chart), the student will be placed on an administrative contract.

This year, BCMS will be utilizing PBIS Rewards to monitor behavior and offer incentives.

## **WHAT IS PBIS REWARDS?**

PBIS Rewards is an app that helps your child's school create a positive learning environment. Teachers can reward points for good behavior and hard work, as well as document negative behavior and corresponding comments. By working hard on a regular basis, your child will be able to earn rewards and participate in fun events.

## **WHAT IS THE GOAL OF THE PROGRAM?**

Research shows that one of the biggest factors on your child's learning is the classroom environment. Using PBIS REWARDS, teachers can create a more positive learning environment for your child.

# BEAR CREEK MIDDLE SCHOOL INFORMATION

Barrow County Board of Education policies can be found online at the [Barrow County School System website under Board of Education](#).

## SECTION 504 INFORMATIONAL NOTICE

Section 504 is an Act that prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who: Has a mental or physical impairment which substantially limits one or more major life activities (major life activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working); Has a record of such impairment; Is regarded as having such an impairment. In order to fulfill its obligation under Section 504, the Barrow County School System recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. Our Section 504 Compliance Coordinator for the Barrow County School System is Dr. Christina Lowe - 770-867-4527.

## ADVISEMENT/TAA

Every student will be assigned a staff member to be their advisor and they will meet at least once a month.

## ARRIVAL/DISMISSAL

**Bear Creek Middle School does not open until 8:00 a.m.** Classes begin at 8:30 a.m. If you arrive later than that, you will be considered tardy, and an adult must check you in. All students are dismissed at 3:10 p.m. **Students should not report to school before 8:00 a.m. or remain after 3:30 p.m. unless they are at a specific activity under the supervision of a teacher or are being detained because of misconduct; otherwise, supervision WILL NOT be provided.** The front doors of BCMS are locked at 4:00 p.m. daily. Phone messages are taken from 8:00 a.m. until 4:00 p.m.

## ATTENDANCE POLICY (BARROW COUNTY BOARD OF EDUCATION)

### School Attendance and Georgia's Compulsory Education Law

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

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

### Student absences may be excused for the following reasons:

1. Personal illness and when attendance in school would endanger their health or the health of others.
2. A serious illness or death in the immediate family necessitates absences from school.

3. Absences mandated by other governmental agencies, including pre-induction physical examinations for service in the armed forces, or court orders.
4. Observing a religious holiday that necessitates an absence from school.
5. Conditions that render attendance impossible or hazardous to their health or safety.
6. Registering to vote or voting, for a period not to exceed one day.
7. A maximum of five (5) school days per school year may be excused for students whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard for the student to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment overseas to a combat zone or combat support posting or during the parent's or guardian's leave from such a deployment.

*(Note: Students serving as pages for the Georgia General Assembly are counted present on the days serving in the Assembly. In addition, students who are present for at least one-half of the instructional day shall be counted present partial attendance).*

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

### **BCMS ABSENCES**

Students are expected to attend school on a regular basis. A written note from the parents explaining the reason for any absence must be brought to the front office upon returning to school.

We will be in contact regarding absences the following ways:

1. After 5 Unexcused Absences-Parents will be contacted by phone and letter
2. After 10 Unexcused Absences-Parents will be contacted by letter, and a parent conference can be held

To facilitate student success, early checkouts are discouraged. Students who are present for at least one-half of the instructional day or three full periods (whichever is greater), shall be counted present for perfect attendance purposes. The accumulation of five (5) or more partial attendance days, in any combination of tardies and early dismissals, within a 9-week grading period shall disqualify a student from perfect attendance recognition. Tardies and early dismissals are both considered partial attendance and shall be treated in a similar manner.

**Students who do not attend school during a major part of the day may not attend school functions in the afternoon or evening.**

### **MAKEUP ASSIGNMENTS**

Students are expected to make up all missed work due to absences. Students must contact the teacher immediately upon their return to school to create a plan for making up missed work. The student must make up work according to a schedule set by the teacher, usually allowing 2 days for every day missed.

### **ASSIGNMENTS DURING ABSENCES**

**Please do not call the school office for assignments until the student misses 2 or more days.** Assignments may be obtained by emailing or calling the teacher and requesting them. Please call the school office prior to noon to arrange getting any needed books. Materials may be picked up in the front office after 3:30 p.m. Collecting work for long-term absences need to be scheduled by calling the counseling department.

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

Booster clubs are an important part of the athletic and extracurricular program in the Barrow County School System. Booster clubs play a significant role in supporting, encouraging, and in advancing these programs. The following

rules and regulations are basic and broad guidelines for the establishment and operation of all booster clubs that support our schools in Barrow County.

1. The principal of each individual school must approve all booster clubs, and questions about individual booster clubs will be addressed to the principal of each school.
2. Booster clubs exist only to support the school and its programs.
3. A copy of each booster club's constitution, by-laws, and annual budget must be submitted to the principal before club activities each year. Each booster club will have a written operational philosophy with clear-cut objectives to be carried out by the club.
4. If booster club funds are administered through the principal's office, purchases are handled as Local School Funds. If not, there must be a clear understanding of procedure with the booster club officers. These procedures should be clearly stated in the booster club by-laws. For further information, please discuss procedures for budget development with the school principal.
5. Each booster club will have in its constitution procedures for an annual audit.
6. The superintendent and principal have the right and the authority to audit booster club financial records.
7. The principal has the right and the authority to audit booster club financial records.
8. Each booster club will develop an annual budget with input from the coach or sponsor and submit it to the principal for approval prior to the start of the season. A final annual financial report will be submitted to the principal at the conclusion of the season.
9. The booster club will provide a written copy of their treasurer's report to each member present at each meeting.
10. The principal or his/her designated representative will approve all booster club meeting dates, the meeting site, and the time of the meeting.
11. Coaches or sponsors of each individual activity will attend booster club meetings.
12. All fundraisers and projects conducted by a booster club must have prior written approval of the principal or his/her designee. Booster clubs must follow all Barrow County School System guidelines and policies pertaining to fundraising activities and facilities usage. Please note: The Georgia Sales and Use Tax Regulations prohibit booster clubs access to the school's Sales Tax Exemption Form.
13. Booster clubs must abide by all guidelines, rules, and policies set forth by Barrow County Board of Education, State Board of Education, Georgia High School Association, and all local, state, and federal laws.
14. All gifts or donations given to the school by the booster club will be accepted by the principal with a signed statement indicating that they will become the property of the school.
15. The superintendent and principal have the discretion to disband or dissolve any booster club if he/she determines the guidelines above are not being followed.
16. If the booster club is dissolved for any reason all associated funds immediately are to be transferred to the school.

### **PROHIBITION AGAINST BULLYING**

The Barrow County School District prohibits conduct which may be construed as bullying. Bullying may be defined as an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

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 that would give the victim reason to fear or expect immediate bodily harm.
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 as defined in law or visible bodily harm as defined in law.
  - b. Has the effect of substantially interfering with a student's education.
  - c. Is so severe, persistent, or pervasive that it creates and intimidating or threatening educational environment.
  - d. Has the effect of substantially disrupting the orderly operation of the school.

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

### **BUS**

You may ride the bus home with a friend, BUT you must bring a note to the front office prior to getting on the bus. If you fail to do this, you may not be allowed to ride on that bus. Please refer to [www.barrow.k12.ga.us](http://www.barrow.k12.ga.us) for additional bus information. If there is a change in your child's regular transportation schedule, please make arrangements with your child before they leave home in the morning. Students may be denied bus privileges when behavior is inappropriate.

## **SCHOOL NUTRITION PROGRAM**

### **CAFETERIA**

It is our privilege to provide low-cost nutritious breakfast and lunch meals to all students and staff of the Barrow County schools. Nutrition is a particularly important part of the education process since a hungry child cannot learn. Barrow County School Nutrition meals adhere to the USDA dietary guidelines and requirements. Our menus offered are analyzed to reduce calories from fat while ensuring proper amounts of nutrients and total calorie intake for different age groups. Monthly menus are available on the Barrow County Schools Homepage on the Internet at [www.barrow.k12.ga.us](http://www.barrow.k12.ga.us) for both breakfast and lunch meals. Children with health issues or allergies (including lactose intolerance) must have a letter stating such on file with the cafeteria manager.

### **MEAL ACCOUNTS**

Each cafeteria has a computer program for tracking meals and payments. **ALL Barrow County School students are assigned a computer identification (ID) number from which serves as their meal account number. ALL students must learn their account number to use at the cashier station at the end of the meal line. Prepayment** for school meals enables the meal line to move more quickly. At all school levels, prepayment may be made weekly or monthly in envelopes provided by the school. The **student's name and account number must be listed on the envelope** in order to credit the proper account. Money not used can be refunded at the end of the school year or carried over to the next school year even if they will attend a higher-level Barrow County School. Parents should call the school nutrition manager's office at the individual school if they have questions about the child's account during the year.

Families with more than one student at the same school should send the cash or check **SEPARATELY** for each student. **Checks** are to be made to BCMS Nutrition Program with the student's name and account number on the check. Upon receipt of a returned check, payment will be accepted only in the form of cash or money order for the remainder of the school year unless the bank documents in writing that the returned check was due to a bank error. Other purchases from the school office or classroom must **NOT** be included with meal payments. For your convenience, we now offer online prepayments. You may access this service at [www.myschoolbucks.com](http://www.myschoolbucks.com) and put money in your child's account.

### **FREE OR REDUCED-PRICE MEALS**

Students may qualify for free school meals if they receive food stamps or Temporary Assistance for Needy Families. Families may also qualify for free or reduced-price meals based on family income. **Families must complete a new application each year to determine eligibility.** Family applications rather than individual applications are used. Only **one application** will be needed per family. ALL household members including all children must be listed. School locations are required for all school age children. Please make certain that your application reaches the school nutrition manager at one of the schools your children attend. Applications will be completed at the time of registration

at the Barrow County Professional Development Center. Parents may also fill out the free and reduced meal application online: [www.myschoolapps.com](http://www.myschoolapps.com).

**CHARGE BOARD POLICY (EE)**

**CAFETERIA CHARGE**

A copy of the charge policy shall be sent home with each student at the beginning of the school year. The charge policy shall also be included in handbooks and/or online portals. School lunch meals should be paid for in advance or time of purchase. Payments may be made with cash or check at the register. Secure online payments may be made with a debit or credit card with an online meal pay service found at a link on the School Food Nutrition Website.

If necessary, a student lunch may be charged. All charges must be paid as soon as possible. Students with a negative balance are not allowed to purchase A la Carte items or extra food items in the cafeteria.

A charge notice will be sent to parents weekly via the following method: email, text, or letter. Principals will also be notified of charged meal balances. Families must reapply each school year for free and reduced-price meal benefits. Applications are available at each school, on the Barrow County Schools website, and online. All information provided is confidential. Students with unpaid meal charges may be denied participation in special events or activities (field days, non-instructional field trips, Prom/dances, graduation activities, and/or purchasing parking passes) if deemed necessary. All charges must be paid by the end of the school year. Principals will aid in the collection of outstanding balances.

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

	PK – 5		6 – 8		9 – 12	
	Full Price	Reduced Price	Full Price	Reduced Price	Full Price	Reduced Price
Breakfast	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
Lunch	\$1.50	\$0.40	\$1.45	\$0.40	\$2.00	\$0.40
Lunch 5 Days	\$7.50	\$2.00	\$8.75	\$2.00	\$10.00	\$2.00
Lunch 20 Days	\$30.00	\$8.00	\$35.00	\$8.00	\$40.00	\$8.00

**CAR RIDERS**

All car riders should be dropped off and picked up on the side of the school in the designated area.

**CHECK-INS/CHECKOUTS**

**Parents or guardians must check students in and out at the front office personally.** The office must have a written list, given to us by the parent or guardian, stating all persons who are allowed to check the student out of school. **NO CHECKOUTS after 2:45 p.m.** If there is any change in the custodial status, the school must be notified in writing, and proof is required. For safety reasons, students may not leave the school campus during the school day with any person other than those listed. Proof of identification may be requested at the time of checkout in order for the school to insure the well-being of each student. Students who are car riders are not monitored after 3:30 p.m.

**CLUBS AND ORGANIZATIONS**

Clubs and organizations are available at BCMS for student participation. The clubs and organizations that are available are listed on our school website along with the purpose, faculty advisor and a description of past or planned

activities. If you do **NOT** want your child to participate in one of these clubs or organizations, you must notify the principal in writing by completing the clubs and organizations section of the policy signature letter. You may obtain a policy signature letter from the school office. If a club or organization not listed below is started during the school year, students will have to have parental permission prior to participation.

## **COMPLAINT PROCEDURES**

### **1. Grounds for a Complaint**

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

### **2. Federal Programs for Which Complaints Can Be Filed**

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

### **3. Complaints Originating at the Local Level**

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

### **4. Filing a Complaint**

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

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



The complaint must be addressed to:

Dr. Angela Moton, Federal Programs Director  
Barrow County School System, 179 W. Athens Street, Winder, GA 30680.

### 1. Investigation of Complaint

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

- a. The date the Barrow County School System received the complaint.
- b. How the complainant may provide additional information.
- c. A statement of the ways in which the Barrow County School System may investigate or address the
- d. complaint.
- e. Any other pertinent information.

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

### 2. Right of Appeal

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

### CONFERENCES

We encourage parent conferences with our teachers to assess student progress and to discuss needs or concerns identified by the teachers or parents/guardians. Teachers are encouraged to meet as a group with parents/guardians in order to provide a comprehensive assessment of student progress and reach consensus regarding academic and behavioral needs. If you would like to have a conference with any faculty member, please contact the school, and arrangements will be made. **We ask that you do not come to talk with a teacher without an appointment except in an emergency. All visitors must sign in at the front office and get a visitor's pass.** Any parent wishing to visit a classroom during the school day should contact the principal who will provide guidelines and arrange for visitation. **In the interest of safety, please be advised that any visitor not complying with check-in procedures is subject to possible criminal charges.**

### DANCE AND BALL GAME RULES

1. Only current Bear Creek Middle School students may attend dances. Students who are counted absent from school on the day of a dance or ball game, who are in Alternative School or who are suspended in or out of school may not attend on that day. Students may be restricted from the dance or other activities for disciplinary reasons.
2. Dances are held from 3:30pm - 5:00pm. Ball games begin around 4:00pm and typically end around 6:00pm but vary somewhat.
3. The dress code for after school dances is the same as for the school day, unless stated otherwise.
4. Students will enter from the lower lobby of the gym for dances. Students enter ball games from the concession area of the gym.

5. Dance admission is no more than \$5.00. Ball game admission is \$3.00 for students and \$5.00 for adults with a \$15 family cap for immediate family members only.
6. For dances, book bags and other belongings may NOT be left in the restrooms or the concession area. Any left will be confiscated because these are NOT safe places. Students may leave belongings in the bleachers at their own risk.
7. Students must have a ride here at 5:00pm sharp for dances and no later than 6:00pm for ball games. Chaperones have family obligations and can stay only a limited time after dances/games end. Those students not picked up at a reasonable time may lose dance/game privileges in the future.
8. Dances and ball games are optional activities, and students and their families should make transportation arrangements in advance of a dance/game day.
9. Anyone leaving the dance or ball game must pay to re-enter. Students who leave the gym do so at their own risk.
10. Concessions will be sold.
11. School behavior rules apply to all extracurricular activities including dances and ball games.
12. Parents are welcome to attend dances at any time at no charge. In addition, there is always a law enforcement officer on duty at dances and ball games.

### **DELIVERIES**

Necessary items, which are brought for students during the school day, are to be left in the office. School personnel will deliver them to the student at a time which will least affect classroom instruction. **School deliveries of flowers, balloons, etc. for special occasions are not allowed.**

### **DETENTION**

After-school detention is used by teachers and administration for academic and behavioral concerns. Students are expected to stay their entire assigned time; leaving early will result in another assigned detention. Contact must be made with an administrator or a school personnel to reschedule a detention.

### **DRESS CODE/UNIFORM POLICY**

The purpose of this dress code is to assist administrators, teachers, students, and parents in fulfilling the mission of Barrow County Schools: to provide all students quality educational opportunities that enable them to become successful, responsible, and contributing citizens. To accomplish this mission, the learning environment must be one that is safe, disciplined, and free of distractions. Therefore, the dress code regulations that follow are not designed to inhibit personal taste but to encourage learning, good behavior, and safety. If you come to school wearing clothing/jewelry that creates a disruption to the learning environment and/or is in violation of any of the following rules, you will be asked to call your parent/guardian to bring appropriate clothes to wear. Remember, always consider the **outer layer** of clothing for dress code compliance.

1. Any clothing, hairstyle (including hair color), jewelry (including facial piercings), chains, or attire that is distracting or causes a disruption or constitutes a safety issue will not be permitted at school.
2. **Shorts, skirts, dresses, and spirit wear must be of a reasonable length, e.g. mid-thigh/fingertip length.**
3. All shirts, dresses, and blouses must have moderate sleeves. No spaghetti straps or tank tops are allowed.
4. Clothing such as skirts, pants, trousers, etc. must be worn at the waist. Clothing shall not be poorly fitted or oversized/extremely baggy. Clothing that exposes underclothing or impedes walking will not be permitted.
5. **Jeans and other clothing with holes are NOT permitted.**
6. Clothing and/or jewelry, which advertises or displays any insignia of alcohol, illegal drugs, or tobacco is not permitted.
7. Clothing and/or jewelry with words or symbols which are offensive, insulting, embarrassing, sexually suggestive, obscene, gang related, or promote violence, terrorism, or abusive behavior will not be permitted at school.

8. Clothing that distracts by exposing or accentuating the body, such as spandex pants, leggings/tights, see-through garments, halter or tube tops, backless dresses, muscle shirts, bare midriff outfits, or shirts, blouses, etc. that are tied at or may rise above the waist will not be permitted at school.
9. Sunglasses, caps, hats, and other head-coverings such as bandanas and hoods will not be worn inside the school building.
10. Appropriate shoes must be always worn at school. House/bedroom slippers are not permitted.
11. Pajamas/pajama pants are not permitted.
12. Pullover hoodies are not permitted.

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



# BEAR CREEK MIDDLE SCHOOL



## Grades 6-8 UNIFORMS

### What can we wear?

Items	Females	Males	Colors
<u>Shirts/Tops:</u> <ul style="list-style-type: none"> <li>No Hoods</li> <li>Solid Colors Only</li> <li>School Logos (Optional)</li> </ul> <small>*Embroidery should be in school colors</small>	<u>Collared Polo Shirts:</u> Long or short-sleeved  <u>Oxford-Type Button Up Shirts:</u> Long or short-sleeved	<u>Collared Polo Shirts:</u> Long or short-sleeved  <u>Oxford-Type Button Up Shirts:</u> Long or short-sleeved	<u>Solid:</u> Black Grey White Dark Green
<u>Pants/Bottoms:</u> <ul style="list-style-type: none"> <li>No Sweatpants</li> <li>No Solo Leggings</li> <li>No Yoga Pants</li> <li>No Athletic Shorts</li> <li>No Denim Color</li> <li>NO HOLES - INCLUDING DRESS DOWN DAYS</li> </ul>	Pants Shorts Skirts Skorts Capris/Crop Pants Khaki/Black Colored Jeans Khaki/Black Corduroys <small>*Shorts, skirts, etc. must be of a reasonable length. Ex. mid-thigh/fingertip length</small>	Pants Shorts Khaki/Black Colored Jeans Khaki/Black Corduroys Khaki/Black Cargo Pants	<u>Solid:</u> Khaki Black
<u>Tights / Leggings</u>	Tights must cover feet Tights / leggings must be worn with an appropriate dress/skirt	N/A	<u>Solid:</u> Black Grey White Dark Green

- Pullover hoodies will NOT be allowed. Students will be asked to remove hoodies and store them in their lockers. All outerwear, including sweaters and jackets, must be a solid uniform color. All outerwear items not meeting dress code standards must be removed and stored in lockers.
- Students will have the option to wear a spirit wear shirt with uniform bottoms on Fridays.
- In accordance with district guidelines, any clothing that displays inappropriate materials/activities is not permitted.
- Due to COVID-19, masks may be worn and do not have to be uniform colors.
- \*The administration reserves the right to allow occasional dress down days.



# BEAR CREEK MIDDLE SCHOOL



## Grades 6-8 UNIFORMS

### What can we wear?

Items	Females	Males	Colors
<u>Sweaters/Jackets</u>	Cardigans Crew Neck Sweatshirts Zip-up Sweatshirts Vests	Cardigans Crew Neck Sweatshirts Zip-up Sweatshirts Vests	<u>Solid:</u> Black Grey White Dark Green
<u>Belts:</u>	Not Required	Not Required	<u>Solid:</u> Black Grey White Dark Green
<u>Shoes:</u> • <u>No Slippers</u> • <u>No House Shoes</u>	No Slippers/House Shoes	No Slippers/House Shoes	N/A
<u>Accessories:</u> • No Hats • No Bandanas	Scarves Headbands Sweatbands	Scarves Headbands Sweatbands	<u>Solid:</u> Black Grey White Dark Green

- Pullover hoodies will NOT be allowed. Students will be asked to remove hoodies and store them in their lockers. All outerwear, including sweaters and jackets, must be a solid uniform color. All outerwear items not meeting dress code standards must be removed and stored in lockers.
- Students will have the option to wear a spirit wear shirt with uniform bottoms on Fridays.
- In accordance with district guidelines, any clothing that displays inappropriate materials/activities is not permitted.
- Due to COVID-19, masks may be worn and do not have to be uniform colors.
- \*The administration reserves the right to allow occasional dress down days.

## BCMS CELL PHONE/ELECTRONIC DEVICES POLICY

To minimize distractions during instructional time, cell phones and other electronic devices (MP3, electronic games, laser pointers, etc.) are not permitted during school hours unless specific permission is given by a teacher for an educational purpose. Devices must be disabled and out of sight during school hours. Students who have their devices out at inappropriate times, or without teacher permission, will receive the following consequences:

Offense #	Consequences
1st Offense	Teacher warning
2nd Offense	Teacher confiscates device; returns the device at the end of the period
3rd Offense	Device is sent to the front office; student signs a documentation log acknowledging an administrative warning before the device is returned at the end of the day.
4th Offense	Device is sent to the front office; a parent/guardian must sign a documentation log acknowledging an administrative warning before the device is returned.
5th Offense	Device is sent to the front office; a parent/guardian must sign a documentation log acknowledging consequences before the device is returned. The student receives 1 day of ISS.
6th Offense	Device is sent to the front office; a parent/guardian must sign a documentation log acknowledging consequences before the device is returned. The student receives 2 days of ISS.
7th Offense	Device is sent to the front office; a parent/guardian must sign a documentation log acknowledging consequences before the device is returned. The student's electronic device privileges are revoked until further notice from admin.

\*A discipline referral is submitted for any student refusing to give his/her device to a teacher.

\*The use of electronic devices in the hallways, restrooms, cafeteria, or other areas without explicit teacher permission is forbidden. If a student violates this rule, the teacher should confiscate the item and send it to the front office.

## ELIGIBILITY FOR ATHLETICS & COMPETITIONS

State Board Policy IDE regulates activities that occur during the school year. The year is defined as August 1 through the end of the school year for students. The policy does not cover activities occurring from the end of school until August 1. No pressure can be applied for a student to participate in summer activities as a condition for making a team or program during the school year. Competitive activities include all individual and team sports, cheerleading, and academic teams. They do not include band, field trips, homework, or occasional work required outside the school day for a scheduled class. Students participating in competitive interscholastic activities must have passing grades in at least 5 out of the 6 instructional segments the semester immediately preceding participation, including summer school, in order to be eligible. Failure to meet these criteria will result in a period (one semester) of ineligibility following the student's failure to meet eligibility requirements. **Students who are ineligible cannot dress out or practice for a competitive interscholastic group or program.** We encourage participation in interscholastic activities by both boys and girls. To represent our school and community is not a duty, but an honor, and certain policies must be followed by every athlete to have a successful program.

### **To participate, a student:**

1. Must meet eligibility requirements.
2. Set examples for everyone and show leadership, good attitude, and sportsmanship.
3. Must demonstrate appropriate behavior in order to be a part of the team.

4. Must carry school insurance or a policy from home (for athlete).
5. Must have a current physical examination of file (for athlete).
6. Must be at school on the day of the activity in order to participate.
7. Must be in grades 7 or 8 for athletics. Students have **two** years of athletic eligibility in middle school and cannot be 16 years old on or before May 1st in the year of participation.

The Sports Equity Coordinator for the Barrow County School System, Winder Barrow High School, 272 Fifth Ave., Winder, GA 30680; Phone 770-867-4519

### **EMERGENCY DRILLS**

Fire and/or tornado drills are held on a monthly basis throughout the school year. Safety during a real emergency dictates that students take these drills very seriously. Students must follow their teacher's instructions and move to designated areas as quickly and quietly as possible. These areas and procedures are posted and fully explained to students by their teachers. **Students must not talk, run, or push.** A signal bell will be given for returning to class. Behavior that interferes with the emergency drills will result in disciplinary action being taken.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

1. The right to inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is 18 or older, your own education records.
2. The right to request the amendment of the student's education records to ensure they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parent or eligible student of the decision and inform them of their right to a hearing.
3. The right to consent to disclosures of personally identifiable information from the student's educational records with certain exceptions. One exception that permits disclosure of personally identifiable information without consent is for school officials with a legitimate educational interest. A school official may be a person employed by the school district, a person or company that the school system has contracted to perform a specific task, or other party to which the school system has outsourced services. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.
4. In accordance with OCGA §20-2-667 section(g)(1), the Barrow County procedures and process for handling parent complaints in regard to possible violations of rights under federal and state privacy and security laws:
  1. Barrow County School System will provide the Parent/Eligible Student Complaint form to the Complainant within 3 business days of receiving the request. The complaint form will also be made available on the local school system's website.
  2. Complaint forms should be sent Dr. Christina Lowe at the Barrow County Central Offices at 179 West Athens Street, Winder, GA.
  3. A written response will be provided to the Complainant within 10 business days of receipt of complaint.
  4. The Complainant may file an appeal with the local school superintendent within 10 business days of receiving a written response from local school system.
  5. Parents or eligible student may file an appeal for a final decision to Barrow County Board of Education within 10 business days of receipt of written response from local school system.
  6. The Barrow County Board of Education will render a decision within 10 business days of receiving an appeal.

1. The Barrow County Schools, in Board Policy JR Student Records, designates the following information as directory information:
  - a. Student's name.
  - b. Student's grade level.
  - c. Student's photograph.
  - d. Student's participation in officially recognized clubs and sports.
  - e. Weight and height of student if he/she is a member of an athletic team.
  - f. Dates of attendance while enrolled in Barrow County Schools.
  - g. Degrees, honors, and awards received during the time enrolled in Barrow County Schools

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

#### **FOOD/DRINK/GUM**

Food is not allowed in classrooms unless the teacher has given permission. Only water in clear water bottles will be allowed at school. Gum is NOT allowed.

#### **GRADING SYSTEM**

Numerical grades are used for all subjects. Comments on conduct may be made in appropriate circumstances. The current grading scale is as follows: A=90-100 B=80-89 C=70-79 F=below 70

#### **HONOR ROLL**

The honor roll is compiled midyear and at year end. To qualify, a student must have a grade point average of 90 or above in **ALL** subjects in which he/she is enrolled in that semester.

#### **HEAD LICE**

The Barrow County Board of Education has adopted a policy and procedure regarding head lice. Please see [Board Policy JGCCA](#).

#### **Barrow County School System Head Lice Procedures**

The Barrow County School System will take action to prevent the spread of head lice among students. Head lice are transmittable during the period in which the louse is live and viable and, in a school setting, is most frequently transmitted by head-to-head contact and sharing of combs, hats, or other clothing. Students in Barrow County Schools who have been identified as having live head lice will not be allowed to attend class. School officials will take the following steps to identify and respond to cases of head lice.

1. Within the first week of school each year or within one week of a transfer student enrolling in a Barrow County School, parents will be notified of this policy and their responsibility for preventing and treating cases of head lice.



2. School personnel may, at the principal's direction and discretion, conduct head checks at various times throughout the year.
3. Teachers or paraprofessionals will report any suspected cases of head lice to a school administrator or trained designee in a reasonable time frame from point of discovery. Suspected cases may be identified at any time during the year. Upon receiving a report, the school administrator or designee will take steps to verify the suspected case.
4. Head checks, unless a part of a whole class screening, should be conducted discreetly, individually, and out of sight of other students.
5. If a case of live head lice is found parents or guardians will be called to transport the student home. A case of head lice may be defined as the direct observation of live lice. If transportation from the school is not feasible after contact with the parent or guardian is made, the principal will ensure the student is able to complete work in an individual setting until they can be picked up.
6. School officials will give parents written procedures and resources on the treatment of head lice.
7. No student will be allowed to return to class until he/she is free of all live lice. The parent or guardian will have to be present for the student to re-enter school.
8. Prior to return to class, the parent must provide proof of treatment to the school administrator or trained designee and a head check will be conducted to ensure no live lice are present before he/she is allowed back in class
9. Proof of treatment can include a written note from a physician or health agency, receipt for lice treatment supplies contemporaneous with the discovery of lice, empty bottle or box of lice treatment product, or other evidence at the principal's discretion.
10. Any absences in excess of two per incident will be classified as unexcused. An incident is defined complete cycle including detection, treatment, and verification that the student is free of all live lice.

### **INSURANCE**

School insurance is offered to each student on an optional basis. It covers all school functions and is available in different types of policies. Information is given out by homeroom teachers at the beginning of the school year, and an initial enrollment period is established to ensure that all students receive maximum benefits from coverage. **All students participating in athletics must be covered by either a school policy or a policy through the parent/guardian.** Students entitled to an insurance claim should contact the principal's office for instruction.

### **INTERNET**

The Barrow County Board of Education has adopted a policy regarding internet use. See Barrow County Schools Internet Safety and Acceptable Technology Use Policy after the Student Code of Conduct in this agenda.

### **LOCKER/VALUABLES**

Placing name labels on personal articles and wearing apparel is helpful. The borrowing/loaning of personal possessions is discouraged. Lost articles, including textbooks, are placed in the lost and found area. Students are discouraged from bringing large sums of money or valuable items to school; if they choose to, they claim responsibility for those items and the school is **not** responsible if items are **lost or stolen**. Lockers are provided for the

safekeeping of personal property. A combination lock may be placed on the gym locker (provided the home base teacher has the combination). Lockers are the property of the school and may be checked by school administrators on a random basis throughout the year without prior notice. **All** property of students brought to school is subject to search without prior notice.

### **LOST AND FOUND**

A designated area is in the office and/or gym where students can inquire about missing articles or turn in items found. Items not picked up at the end of each nine weeks will be donated to a charitable organization.

### **MEDIA AND INTERNET PUBLICATION RELEASE NOTICE**

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

1. First name and / or photograph of your child and / or their work.
2. Slide / tape presentation of your child and / or their work.
3. Video of your child and / or their work.
4. Computer generated presentations, which may incorporate photographs and video of your child and / or their work.

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

1. Faculty professional learning
2. Classroom activities / projects
3. Parent programs
4. Media festivals and / or competitions (local, state, and international)
5. Public relations / radio broadcasts / podcasts / newsletters / newspapers
6. TV presentations
7. Barrow County School System Internet web pages
8. School, teacher, and / or classroom project-based web pages
9. Social media including, but not limited to Facebook, Twitter, YouTube, and Instagram

### **NEWS MEDIA RELEASE NOTICE**

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

### **STUDENT SOCIAL/EMOTIONAL SCREENING NOTICE**

Bear Creek Middle School uses various tools to assess the well-being of our students. The results from assessments like the [Strengths & Difficulties Questionnaire \(SDQ-4\)](#) and the [Character Strong Student Survey](#) help us plan lessons, interventions, and small groups that meet the needs of all of our students. If do not want your student to participate in these assessments, written notice should be sent to the principal of the school where your student is enrolled in writing within 10 days from the date of enrollment.

## **CHARACTER STRONG**

One of the aims at our school is to equip young people for all the realities of today's world. With that in mind, we have partnered with CharacterStrong – an organization that provides training for educators and social & emotional learning curriculum for students. Their work in grades 6-12 focus on 3 main outcomes: increasing a sense of belonging for all students, improving skills that support student well-being, and deepening student engagement in their academics, in their school, and in their community. If you would like to learn more about the Character Strong program, please visit [characterstrong.com](http://characterstrong.com). If you have concerns, please reach out to Ms. Shepherd, our school counselor, or Dr. Carter, our principal.

## **MEDICAL POLICY**

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

1. All medicines, prescription or otherwise, brought to school shall be carried to the principal or his / her designee immediately upon arrival at school and must be accompanied by written permission from the parent / guardian stating what the medication is, why the student is required to take it during the school day, the number of pills in the bottle, the dosage to be taken by the student and at what times. The parent / guardian should also state any potential adverse reaction the student may experience. Any student not complying with this policy and possessing any medication on the school campus shall be subject to discipline as set forth in the [school district drug policy \(JCD\)](#) and the [Student Code of Conduct](#).
2. Any medication brought to school must be contained in its original container with the nature of the medication and instructions for use clearly indicated. All prescription medication must be contained in the original prescription labeled container with the student's name, date, the name of the prescribing physician, the name of the medication, instructions for administering the medication and the name of the pharmacy filling the prescription stated on the label.
3. The parent or guardian shall authorize the school nurse or principal's designee to speak or correspond directly with the child's physician in the event the nurse or designee deems it appropriate or necessary. In an emergency, the school nurse or principal's designee may call for emergency medical services (911). The parent will be notified of the emergency and their child's condition as soon as possible.
4. Written parental permission must be given on at least a yearly basis or when changes in medication occur. Parents must immediately notify the school of any changes in medication. No medication shall be given contrary to label instructions, regardless of parent permission, without specific written instructions from the child's physician.
5. Medications that are out-of-date or discontinued will be available for parents / guardian to pick up. Medications not picked up within one week of expiration or by the end of the school year will be properly disposed of in the presence of a witness.
6. Other than topical first aid ointments, no medicine shall be bought or supplied by the school or any employee. The school nurse or principal's designee may use first aid topical ointments, approved by the school nurse, for first aid purposes such as insect bites, abrasions, poison ivy etc., unless a parent / guardian requests in writing that first aid topical ointments not be administered.

7. Nurses or other school employees are authorized to administer auto injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer auto injectable epinephrine to a student in such circumstances shall be immune from civil liability.
8. The major responsibility for a student taking medication at school rests with the student's parents. Barrow County Schools will not be responsible if a student misses a dose of medication.
9. If a student requires frequent doses of over-counter medication, a doctor's order may be required.

For Additional Information see [Board Policy - Medicines – Board Policy JGCD](#)

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

**BARROW COUNTY SCHOOLS GENDER EQUITY IN SPORTS**

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

**TITLE VI AND TITLE IX NOTIFICATION**

The Barrow County School District does not discriminate in its education and employment programs based on religion, age, race, color, national origin, gender, marital or parental status, and disability. This district complies with Title VI of the Civil Rights Act of 1964, Title IX education amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the Perkins CTE Act of 2006.

Inquiries may be made to the respective coordinator regarding Title VI, Title IX and the Perkins Act or Dr. Christina Lowe regarding 504 and ADA at: Barrow County Schools, 179 West Athens St. Winder, GA 30680, 770-867-4527.

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

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

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

If you wish to request information concerning your child's teacher's and / or paraprofessional's qualifications, please contact Dr. Lauren Carter at 770-725-5575 or Meggan McNally, Barrow County School System Title II- A Coordinator at 770-867-4527.

## **PARENT VOLUNTEERS**

There are several opportunities for which parents can volunteer at Bear Creek Middle School. Volunteers should contact an administrator, PTO officer, or the Community Relations Coordinator at school, Christa Minak.

## **PHYSICAL EDUCATION**

All students are expected to dress appropriately for participation in P.E. To be excused from P.E., a written note from the parent will be required if a student cannot participate with the class. Illnesses or injury requiring that a student be excused from P.E. for a period exceeding three days will require a written doctor's excuse.

## **PROFESSIONAL STAFF**

The **principal** is responsible for supervising and evaluating the total program for the school, assumes responsibility for pupil welfare during school hours and promotes desirable relationships within the school among parents, teachers, students, and other members of the community.

The **assistant principal** works directly with the principal and also with the teachers, parents, and students regarding student attendance, behavior, instruction, and discipline.

The primary role of the **counselor** is to help students and parents with problems that might occur.

The **media specialist** is trained to assist teachers, students, and parents in obtaining necessary materials for research, special projects, or leisure time reading.

**Classroom teachers** are qualified personnel specifically trained to meet the needs of middle school students. They are professionals who work in team situations to provide an effective educational program for students.

The **School Resource Officer** bridges the gap between youth and law enforcement as he / she serves to improve the safe atmosphere of the school, conducts classroom activities on a wide range of topics, and assists with security of the campus during school and extracurricular activities.

## **PROMOTION GUIDELINES**

Students must pass four of the five subjects (language arts, math, science, social studies, and Connections) to be promoted to the next grade. The grades for each Connections course taken during the school year will be averaged to determine the connection grade for purposes of promotion and retention. In cases where promotion is questionable, we attempt to notify parents several months in advance, and a cooperative effort is made by all involved personnel to ensure the student's successful completion of the grade.

## **PROPERTY, CARE OF**

Bear Creek Middle School is a well-equipped building of which each student can be proud. Students are urged to take pride in the appearance of their school, the building, furniture, buses, and surroundings. The physical condition of a school usually reflects the types of students and teachers who work there. Students will be required to pay for any damage they cause to school property.

## **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The following guidelines will be followed conducting research involving students:

1. No individual, including teachers, administrators, other school district employees and college students, shall gather any data or otherwise conduct research on Barrow County students for his or her own personal use, including use for college classes, dissertations, thesis, or similar purposes, without receiving approval in advance from the Superintendent or his / her designee.

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

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

### **REGISTRATION**

Times and dates of registration are available at the school and via various news media as well as other communication sources. Registration is held at the Professional Development Center throughout the year.

### **REPORT CARDS**

At the end of each nine-week grading period, report cards will be issued to all students. These indicate numerical grades earned in each subject area and provide attendance data and behavioral comments. Parents and students may find summary information about student performance in Barrow County Schools on the district website under [Assessment & Data Services](#).

### **PROGRESS REPORTS**

Progress reports, sent home approximately midway through the quarter, are intended to be an estimate of progress at the time and are not intended to be an accurate reflection of the students' final quarterly average.

### **RESTITUTION**

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

### **SCHOOL CLOSING**

In case of extreme weather conditions or other emergency changes in the daily schedule made after school hours, listen to radio stations in Athens, Gainesville, and Winder. Refer to [BCSS Emergency Closing Information](#).

### **SCOPE PROGRAM FOR GIFTED STUDENTS**

Barrow County School District endorses the philosophy that education is a means by which everyone can reach his or her fullest potential. Students in grades K-12 who demonstrate a high degree of intellectual, academic, and / or creative abilities may be nominated for evaluation to determine eligibility to participate in the Program for Gifted Students. Referrals for consideration may be made by teachers, parents or guardians, counselors, administrators, peers, self, and other individuals with knowledge of the student's abilities.

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

### **SENSITIVE ISSUES POLICY (IFAA-R)**

Occasionally students will encounter controversial or sensitive topics through materials read, class discussion, or assignments. Educational curriculum cannot always avoid controversial issues in our society. A duty charged by the school system is to prepare learners to acquire the insights and the skills necessary to make important personal and political decisions. Teachers shall be knowledgeable of controversial issues occurring in curriculum and thus be prepared to present a balanced perspective that addresses multiple views. Teachers welcome the opportunity to discuss and review the curriculum and materials for this course with the parents. Parents shall have opportunities to select alternate assignments should they believe the material in question is inappropriate for their child.

### **Student Complaints and Grievances:**

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

1. If a student has a complaint of discrimination or unfair treatment, he / she should report concerns to the Level One Administrator (as described in [Board Policy GAE, section 2](#)), principal, the local school's Title IX coordinator, teachers, counselors, or other school administrators. If a student is not satisfied that a complaint presented to a member of the school staff has been resolved satisfactorily, the student or his / her parent may request a meeting with the principal, following which, the principal will inform the parent in writing of his / her decision on the complaint.
2. If, after meeting with the school principal, the student is not satisfied with the principal's decision, a written appeal may be submitted to the Superintendent's Office within 10 working days of the receipt of the principal's decision. The appeal must give specific reasons for reconsideration, state precisely the reasons for dissatisfaction with the principal's decision and be limited to the matter under review. The complaint shall include
  - a. mailing address of the complainant.
  - b. intent of the complainant.
  - c. reference or description of the statute, policy, rule, contract provision or regulation that is alleged to have been violated, misinterpreted, or misapplied.
  - d. a brief statement of the facts.

For assistance with the student complaint or grievance process, you may contact the district Equity Compliance Officer / Title IX Coordinator of Barrow County Schools, 179 West Athens St. Winder, GA 30680, 770-867-4527.

Retaliation on account of filing a complaint at any level is strictly prohibited.

### **STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT**

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

### **TARDIES**

Students should arrive at school on time. All tardy students **MUST BE CHECKED IN BY AN ADULT** in the front office before they report to home base or any class. For perfect attendance and other recognition purposes five (5) or

more tardies within a 9-week grading period shall disqualify a student from Perfect Attendance. Tardiness may result in disciplinary action.

### **TEENAGE AND ADULT DRIVER RESPONSIBILITY ACT (TAADRA)**

Georgia's Teenage and Adult Driver Responsibility Act (TAADRA) of 1997 requires that local school systems certify that a student is enrolled and not under expulsion in order for the student to be eligible to have a Georgia learner's permit or driver's license. Please contact the school registrar at 770.725.5575 for the certificate of enrollment.

More information on TAADRA can be found on the Georgia Department of Education website under [Teaching and Learning](#).

### **TELEPHONE CALLS**

Students are not allowed to use any school phone except in an emergency. Parents and teachers should stress to students the importance of being responsible and coming to school prepared with materials, supplies, and items of personal need. Students **should not use class time** to make calls of a personal nature. Phone calls from the office phones should be limited to students who are sick and have a legitimate emergency. **No student may use the phone without written permission from the teacher.** Students needing to use the phone should go to the front office. Students will sign a phone log each time a call is made. **We do not call students out of class to receive calls except in the case of extreme emergencies.**

### **TEXTBOOKS**

Students sign for or check out from the media center each book received at the time of issue. A student's name on the textbook list indicates that he / she is assuming the responsibility for loss or damage. Parents should check over textbooks to make sure they are in good repair. Students and parents / guardians must pay for all books that are not returned in good repair or lost. Another textbook will not be issued by the media center until damage or loss is paid for in the media center. Textbooks and agendas should not be loaned to other students or left in other student's lockers. Teachers should not be asked to store books or supplies and cannot be responsible for them. **Books left lying around campus unattended may be stolen, and students will be held accountable for replacing any books issued to them.**

### **TRANSPORTATION**

**School Buses** - Students may be denied bus privileges when behavior is inappropriate. Students must bring a note from home if they intend to change their means of transportation or the place they are to be dropped off after school. A school employee must approve these notes, and students will be issued a bus pass **prior** to the end of the school day.

**Private Cars** - Students who are transported in cars should be dropped off on the side of the school in the designated area. Automobiles must not use the bus loading area in the front of the school. Both the front and side driveways are one-way. Students are not allowed to drive private cars to Bear Creek Middle School.

### **VENDING MACHINES**

Vending machines are off limits until after lunch and then only with a pass from a teacher.

### **VISITORS**

All parents and visitors **must** first check in at the main office to be issued a visitor's pass before going to other parts of the building. **In the interest of safety, please be advised that any visitor not complying with check-in procedures is subject to possible criminal charges.**



## **WITHDRAWALS**

Parents or guardians of students who are planning to withdraw during the school year should contact our registrar to complete the withdrawal process prior to the move.

## **BARROW COUNTY SCHOOLS INTERNET SAFETY AND ACCEPTABLE TECHNOLOGY USE POLICY**

The Barrow County Board of Education believes the use of school district technology supports curricular and administrative objectives and has the potential to promote 21st Century skills such as creativity, collaboration, and communication. Technology can significantly enhance both the teaching and learning process and help prepare students for their roles in a technical society. This technology includes computer hardware, software, local and wide area networks and access to the Internet, the use of which is to be encouraged within guidelines that protect students and the rights of others.

## **INTERNET SAFETY**

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

It shall be the policy of the Barrow County Board of Education that the school system shall have in continuous operation, with respect to any computers belonging to the schools having access to the Internet:

1. A qualifying “technology protection measure,” as that term is defined in Section 1703(b)(1) of the Children’s Internet Protection Act of 2000.
2. Procedures or guidelines developed by the superintendent, administrators and / or other appropriate personnel which provide for:
  - a. Monitoring the online activities of users.
  - b. The use of the chosen technology protection measure to protect against access through such computers to visual depictions that are:
    - i. obscene, as the term is defined in section 1460 of title 18, United States Code.
    - ii. child pornography, as the term is defined in section 2256 of title 18, United States Code.
    - iii. harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children’s Internet Protection Act of 2000.

Such procedures or guidelines shall be designed to:

1. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web.
2. Prevent unauthorized access, including so called “hacking,” and other unauthorized activities by minors online.
3. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors.
4. Restrict minors’ access to materials “harmful to minors,” as that term is defined in Section 1703(b)(2) of the Children’s Internet Protection Act of 2000.
5. Educate minors about their safety and security when using electronic mail, chat rooms, and other forms of direct electronic communication (including instant messaging).
6. Educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.
7. Educate minors about cyberbullying awareness and response as required by the Children's Internet Protection Act.

## **USING TECHNOLOGY AT SCHOOL**

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

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

[Barrow County School System Student Responsible Use of Technology Resources](#)

[Barrow County School System Bring Your Own Technology \(BYOT\) Regulation and Student Agreement](#)

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

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

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

### **Barrow County School System's Google Apps for Education Environment**

This is hosted by Google and managed by the district. This collection of online applications provides students with a Google email account, calendar, and access to Google Drive, where students can create, share, and publish documents, spreadsheets, presentations, and other artifacts of their learning. The district creates and manages user accounts, manages access to applications and email based on grade level organizations, and manages permissions. For example, email accounts the district creates can only communicate with other email accounts created by the district. (Note that Google Apps for Education (GAFE) accounts are covered by more restrictive data privacy practices than "regular" Google accounts, including a restriction on advertising and the use of student data for advertising purposes. GAFE also was an early signatory to the [Student Privacy Pledge.](#))

### **Web 2.0 Tools for Educational Use**

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

1. Compiling research
2. Online classroom discussions
3. Teacher-led video conferences
4. Multi-media projects
5. Video production
6. Research reporting
7. Individual / collaborative projects

## 8. Reading / writing/peer review

### **BYOT (Bring Your Own Technology) Program**

This program permits students to bring their technology devices to school for academic use at the discretion of teachers and staff, using Internet access provided by the district and filtered in compliance with the Children's Internet Protection Act (CIPA). Parents and students who participate in this program are bound by the rules and conditions found in the [BYOT Regulation \(IFBG-R3\)](#).

### **Online Curriculum Systems**

Most of the curriculum adopted in the district is accompanied by or depends on access to an online system where content and assessments are stored. Many of these systems require students to have a unique account created for them which allows them to access supplemental video content, take quizzes, and strengthen their understanding about the ideas in a content area. For district-wide curriculum, the district creates and manages these accounts. In these cases, the terms of use and privacy policies are reviewed thoroughly before providing any student account data to the vendor.

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

If you do not want your student to use district technology resources or participate in the BYOT program, please be aware that your decision to eliminate access to these tools may significantly affect your student's ability to work collaboratively with his or her peers on class assignments and projects and may impact the development of skills necessary to live and work in this increasingly digital world. Only complete the form if you choose for your student **NOT** to use the technology resources outlined above or participate in the BYOT program. Parents / guardians should return the signed form to your school's principal within a reasonable amount of time after school begins. The opt-out request will remain in effect for one school year and expires at the end of this school year. To keep the opt-out in effect, you must complete a new form every school year.

**If no documentation is on file, it will be assumed that permission has been granted for access to the Internet, Google Apps for Education (including email), online curriculum services, Web 2.0 Tools, BYOT and other online applications and services that have been selected for use by the district, your child's school, or your child's teacher. Questions about the Opt-Out request can be directed to your school's principal.**

Subject to approval by and under the supervision of an administrator, principal or designee, the technology protection measure or Internet filter will only be disabled or relaxed for the purpose of bona fide research or other lawful purposes for adults. Procedures for the disabling or otherwise modifying any technology protection measures shall be the joint responsibility of the Assistant Superintendent of Teaching and Learning and the Network Telecommunications Manager or designated representatives.

### **TECHNOLOGY USE**

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

Students and employees accessing network services or any school computer shall comply with the district's [Internet and Technology Acceptable Use Guidelines](#). User privacy is limited regarding the use of the system network and technology. The district reserves the right to monitor, access, and disclose the contents of any user's files, activities, or communications.

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

Additionally, access to the Internet and computer resources is a privilege, not a right. Therefore, users violating the Barrow County Board of Education's Internet Safety and Technology Acceptable Use Policy shall be subject to revocation of these privileges and potential disciplinary action.

### **Student Responsible Use of Technology Resources**

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

This regulation was established by the Barrow County School System's Internet Safety and Acceptable Technology Use Policy and outlines guidelines and procedures defining responsible use of district-owned technology, network resources, Google Apps for Education (GAFE) tools, and Web 2.0 / Social Networking tools (for education) by its students.

<p>Respect and Protect Yourself</p>	<p>I will take responsibility for my actions when posting/viewing information and images online  I will not reveal personal information such as my age, address, or phone number, or those of other individual(s) with any online service or person.  I will only use accounts created for my use.  I will not share passwords for accounts created for my use.  I will remember that anything I say online is public and usually permanent.  I will follow school and BCSS policies, regulations, and behavior standards.</p>
<p>Respect and Protect Others</p>	<p>I will not use technologies to degrade or defame others.  I will obtain permission of the individual(s) involved and a school staff member before photographing, videoing, publishing, sending, or displaying their image or likeness.  I will obtain permission from individual(s) when sharing commonly created electronic data.  I will not share or forward inappropriate materials or communications.  I will always act with integrity and respect.</p>
<p>Respect and Protect Intellectual Property</p>	<p>I will understand the rules and laws applying to:  copyright  intellectual property  fair use</p>
<p>Respect and Protect Property</p>	<p>I will ask permission before I post/publish content and media created by others.  I will use correct citations when I use content and media created by others in my own work.  I will only download, save, or use either full or portions of any music, movies, and images in accordance with copyright laws.</p>
<p>Student use of Personal Technology Devices</p>	<p>I will take full responsibility for, and respectfully use, any technology available to me at school.  I will use network bandwidth, file storage space and printers reasonably and responsibly.  I will report abuse of technology to a staff member.</p>
<p>Student use of Web 2.0 / Social Networking Tools for Education and Google Apps for Education (GAFE) (Grades 6 -12)</p>	<p>I will report any material that may be deemed inappropriate to a staff member.  I will report security or network problems to a staff member.</p>
	<p>All of the above guidelines apply to the use of any personal electronic devices brought to school for learning purposes, in addition to those outlined in the Barrow County School System Bring Your Own Technology (BYOT) Regulation. Students and parents must agree to the guidelines in the BYOT regulation prior to their use in school.</p> <p>Students are expected to follow all classroom/school rules online just as they do in class and will be held accountable for misconduct, which includes violations of the district’s Internet Acceptable Use Policy and its established guidelines and the Student Code of Conduct.  Parents are always encouraged to review the online activities of their children and can access student accounts or be provided a parental account, when available. Parents are also encouraged to speak with teachers when questions or concerns arise about the use of web-based tools in the classroom.</p>

## **BARROW COUNTY SCHOOLS BUS CODE CONDUCT**

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

### **1. Parent/Guardian Responsibility**

Parents and guardians will be responsible for ensuring their child follows all rules and guidelines outlined by the policy, driver, and administrator. If the student violates the school bus policy, the parent will provide transportation for their child. Students will be picked up and dropped off at their designated stop. Exceptions will require a written request from the parent to the principal for initialing and presentation by the student to the bus driver. In emergency or other special circumstances, a phone call by the parent to the principal and subsequent written approval from the principal to the bus driver will be acceptable.

The School Bus Student Discipline Policy will be published each fall in the Student Handbook and Agenda. This policy will be reviewed during the beginning of each school year along with other discipline procedures required by each school. A signature by the student and / or parent will become part of the documentation required by the building principal to ensure that all students and parents understand the policy.

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

### **2. Transporting of School Related / Non-Related Items**

No animals or any items that may be deemed objectionable in nature will be transported on any bus. If necessary, the bus driver may confiscate these items and turn them into the school administrator. Any item that may be considered a weapon (per Georgia law) or dangerous to others in any way will not be allowed on the bus. (This may include sports equipment, laser pointers, toys, etc.) Band instruments that will be allowed on the bus are those that are small enough to be held in the student's lap. Instruments may not be in the aisle or take the space of a student if that space is needed to sit down. Damage to personal items is not covered by the school bus insurance coverage.

**3. Behavior Guidelines** - Each infraction of class I and II offenses shall be reported by the driver to the respective school administrator.

#### **a. Class I Offenses**

- i. Eating or drinking on bus
- ii. Out of seat while the bus is in motion
- iii. Horseplay, yelling out bus window, loud noise (should be classroom behavior)
- iv. Possession of unacceptable material / objects, or obscene gestures
- v. Profanity
- vi. Riding unassigned bus without signed note from parent and signed by school administrator
- vii. Checking the mailbox while the bus is still in sight (Area is in danger zone.)
- viii. Other offenses as reported by the driver or principal

#### **b. Class II Offenses**

- i. Profanity, verbal abuse, and harassment (directed at student or driver)

- ii. Body parts out of window (i.e., head, hands, arms, and legs)
- iii. Throwing / shooting of any object (i.e., paper, pencils, paper clips, etc.)
- iv. Physical aggression or use of any object as a weapon
- v. Use of tobacco, inhalants, or any controlled substance
- vi. Destruction of school property (vandalism - suspended until restitution is made)
- vii. Loading or unloading buses improperly or tampering with any portion of bus
- viii. Lighting of matches, fireworks, or any flammable object or substance
- ix. Riding of any bus after being suspended from one
- x. Fighting (of any kind) treated as Class II 3<sup>rd</sup> offense or 4<sup>th</sup> offense
- xi. Other offenses as reported by driver or principal
- xii. Any offense committed on any bus outside regular transportation to and from school (shuttles, activity, field trip) will carry a minimum disciplinary action of a Class II 1<sup>st</sup> offense.

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

### **Bus Rules**

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

**The following 5-Step Discipline Intervention Program outlines consequences for poor behavior choices for all students riding the bus:**

<b>5-Step Discipline Intervention Program</b>	
<b>Step 1</b>	Driver changes or assigns new seat
<b>Step 2</b>	Driver speaks to student privately
<b>Step 3</b>	Student is relocated closer to driver (a letter is sent to parent/guardian and copied to administrator)
<b>Step 4</b>	Driver telephones parent/guardian
<b>Step 5</b>	Bus conduct report is issued to school administrator

An immediate office referral may be issued for major disciplinary infractions.

**Administration assigns consequences in accordance with the Code of Conduct and district guidelines regarding the severity and nature of offenses.**

**A bus suspension applies to all buses unless otherwise designated by school officials.**

**BCSS STUDENT BUS TRANSPORTATION CHANGES PROTOCOL**

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

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

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

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

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



**No bus transportation changes will be accepted over the telephone.**

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

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

**Remember "Safety First!"**

**Effective Date:** 07/01/2021



## **Barrow County School System Student Code of Conduct**

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

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

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

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

### PARENTAL INVOLVEMENT

Parental involvement is key to the success of students in school. Therefore, it is important that parents have opportunity to know what is happening with their children on a regular basis. Parents can stay informed about their child’s progress through regular progress reports and report cards, weekly folders at the elementary school level and daily agendas at the middle and high school level. Parents are encouraged to review these materials with their children regularly. Additional notices will be sent home with students when they are referred to the principal or assistant principal for a violation of the code of conduct. When notices of disciplinary action are sent home it is the responsibility of the parent to sign and return the notice to school. More direct contact such as a mailed letter or phone call may be made for Class II or III offenses. Class IV offenses require a more formal parental notification such as a mailed letter or phone call and a conference with the parent. At any time, a parent may request a conference with the principal, assistant principal, or teacher to discuss issues related to discipline and the code of conduct. This code was developed with input and review by parents and suggestions for improvement from parents, students, teachers, and staff are always welcome.

The Barrow County School System encourages parents and guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an

adult. The superior court shall have exclusive jurisdiction over the trial of any child 13 to 17 years of age who is alleged to have committed any of the following offenses: (i) Murder; (ii) Voluntary manslaughter; (iii) Rape; (iv) Aggravated sodomy; (v) Aggravated child molestation; (vi) Aggravated sexual battery; or (vii) Armed robbery if committed with a firearm.

#### POSITIVE BEHAVIOR INTERVENTION & SUPPORTS (PBIS)

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

#### STUDENT SUPPORTS

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

#### COOPERATION

Cooperation is essential to a successful discipline program. Every person has an important role to play. Students must know the rules and accept responsibility for the choices they make and the consequences, positive or negative, that result from these choices. Teachers and administrators must enforce the rules consistently and fairly. Parents must be aware of situations affecting their child and provide support for correcting problematic behavior. Everyone must be a role model by setting a positive example. When parents, teachers, administrators, and students work together, our students can become fully prepared for life beyond school.

#### TEACHER AUTHORITY TO REMOVE A STUDENT FROM CLASS

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

#### STUDENT SEARCHES

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

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

### TARGETS OF INAPPROPRIATE BEHAVIOR

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

### FIREARMS AT SCHOOL

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

### CHRONIC DISCIPLINARY STUDENTS

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

### ACTS OF PHYSICAL VIOLENCE

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

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

### DISCIPLINARY HEARINGS

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

### STUDENTS WITH DISABILITIES

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

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

### SCHOOL ATTENDANCE

School attendance is a high priority in the Barrow County School system. Regular attendance is vital to each student's academic progress and the development of positive habits for his/her adult life. Georgia Law O.C.G.A. 20-2-690.1 mandates school attendance for students between the ages of 6 and 16. This law also applies to younger children once

they enter school. According to O.C.G.A. 20-2-690.1 parents are responsible for enrolling and sending their children to school and school staff are responsible for enforcing this law. Failure to comply with Georgia's Compulsory Education law may result in consequences for both students and parents/guardians. Consequences for students include, but are not limited to, detention, Saturday school, revocation of driving privileges and refer to Juvenile court on truancy charges. Consequences for parents/Guardians include a fine of not less than \$25.00 and not more than \$100.00, imprisonment not to exceed 30 days, community service or any combination of such penalties at the discretion of the court for each absence in violation of this policy. Parents may also be charged with deprivation for failure to comply with this law.

#### MITIGATING CIRCUMSTANCES

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

The Code of Conduct is subject to change. Check [www.barrow.k12.ga.us](http://www.barrow.k12.ga.us) for the most current versions.

## **BCMS STUDENT/PARENT POLICY UNDERSTANDING ACKNOWLEDGEMENT**

The Bear Creek Middle School Student Handbook and the [BCSS Student Code of Conduct](#) includes some important information about the upcoming school year. Please take the time to read this information now and refer to it frequently. If you have questions, contact the school office. We will be happy to talk with you.

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

**A completed and signed form must be on file for all students.** Parents / Guardians and students aged ten (10) years or older by September 1<sup>st</sup> are required to sign this acknowledgement form in the space below. Please return the form to your child's teacher as soon as possible.

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

Parent Student

- \_\_\_\_\_ 1. Student Code of Conduct and Transportation – Bus Discipline
- \_\_\_\_\_ 2. School Attendance and Georgia's Compulsory Education Law
- \_\_\_\_\_ 3. School Nutrition: Cafeteria Charges
- \_\_\_\_\_ 4. Medical Procedures
- \_\_\_\_\_ 5. Parent's Right to Know Teacher's Training and Credentials
- \_\_\_\_\_ 6. Internet Safety

I have read and understand the 2022 - 2023 Student Handbook. I understand that I am responsible for following the guidelines set forth in this document.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have reviewed the student handbook with my child:

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Barrow County School System

**Required Notifications for Student Handbooks/Agendas  
SY 2022 – 2023**

**SCHOOL CLUBS AND ORGANIZATIONS  
2022 - 2023**

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

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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

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

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_