



# Baconton Community Charter School

## Student and Family Handbook 2019-20

### OUR MISSION

To provide a safe, nurturing environment for a diverse community of learners to develop academic potential and ethical character leading to productive citizenship in the 21st century

### Our Beliefs

All students can become confident, lifelong learners.

Students should be actively involved in the learning process.

Teachers, administrators, parents, students, and the community share the responsibility for providing a supportive learning environment.

Our school should utilize current technology to prepare students for the future.

Because students are diverse and learn in different ways, instructional practices should incorporate a variety of learning activities and provide opportunities beyond the regular curriculum.

Students should understand the relationship of what they learn to the world around them.

Students deserve a safe, orderly, and positive environment in which to learn.

Our school should provide experiences which promote social and emotional development.

Our school should increase students' involvement with the fine arts.

To provide our students with appropriate curriculum and learning experiences, our school should continue its commitment to their improvement.

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## **STUDENT HONOR CODE**

We, the students of Baconton Community Charter School, realizing that honesty is necessary to develop good character and a sense of pride, do hereby agree to be honest under all circumstances. This commitment of honesty will prevail in our schoolwork and in our relationships with others, including students and faculty.

We further agree to be respectful of the property of others, both on and off the school campus. We also commit ourselves to report to the proper school authorities any dishonest acts of which we have knowledge. At Baconton Community Charter School, we strive to create an environment wherein all act honestly. We believe it is the right, privilege, and responsibility of each individual to contribute to and work in an environment of trust.

The following items further define components of the Honor Code of Baconton Community Charter School:

### **Cheating encompasses, but is not limited to, the following:**

- Willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in school work over other students.
- Attempted cheating.

Some examples include the following: deception; the use of talking, signs, or gestures during a quiz; copying from another student or allowing the copying of an individual assignment; passing test or quiz information during a class period or from one class period to members of another class period with the same teacher; submission of pre-written writing assignment at times when such assignments are supposed to be written in class; illegally exceeding time limits on timed tests, quizzes, or assignments; unauthorized use of study aids, notes, books, data, or other information; computer fraud; sabotaging the projects or experiments of other students.

### **Plagiarizing encompasses, but is not limited to, the following:**

- Presenting as one's own, the works or the opinions of someone else without proper acknowledgement.
- Borrowing of the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgement.

Some examples include the following: having a parent or another person write an essay or do a project which is then submitted as one's own work; failing to use proper documentation and bibliography.

### **Lying encompasses, but is not limited to, the following:**

- Willful and knowledgeable telling of an untruth or falsehood as well as any form of deceit, attempted deception, or fraud in an oral or written statement.

Some examples include the following: lying or failing to give complete information to a teacher; feigning illness to gain extra preparation time for tests, quizzes, or assignments due;; falsifying parent's signature.

### **Stealing encompasses, but is not limited to, the following:**

- Willful and knowledgeable telling of an untruth or falsehood as well as any form of deceit, attempted deception, or fraud in an oral or written statement.

Some examples include the following: lying or failing to give complete information to a teacher; feigning illness to gain extra preparation time for tests, quizzes, or assignments due.

## **RESPONSIBILITIES**

### **Students will:**

1. Avoid situations which might contribute to cheating, plagiarizing, lying, and stealing.
2. Avoid unauthorized assistance on all school work.
3. Document borrowed materials by citing sources.
4. Avoid plagiarizing by:
  - a. using quotation marks for statements taken from others.
  - b. acknowledging information, ideas, or patterns of thought borrowed from any source.
  - c. consulting faculty about any questionable situations.

### **Parents will:**

1. Have knowledge of the Baconton Community Charter School Code of Honor and its consequences.
2. Provide a positive example for adhering to the Honor Code.
3. Support faculty and administration in enforcing the Honor Code.

### **Teachers will:**

1. Take immediate action when violations related to school are determined.
  - a. Counsel the student.
  - b. Report the violation to the student's administrator on a discipline referral form.
  - c. Contact the student's parent.
2. Structure conditions during testing to minimize the possibility of cheating.
3. Specify the types of collaboration that are discouraged and those that are encouraged.
4. Teach or review correct use of documentation when assigning work.
5. Review the Honor Code at the beginning of the school year. Teachers are encouraged to review periodically the Honor Code as it relates to a specific discipline.

### **Administrators will:**

After a report of a violation to the Honor Code, Administrators will assign the following consequences:

1. First Offense – Office referral, Students will receive a zero on the assignment. Student will also serve one day suspension redoing the assignment. Student will lose 1 point off his/her quarterly average for each day of suspension in every class (see Suspension Policy). A parent, teacher & administrator conference will also be held. Students will not be allowed to participate in extra-curricular activities for the day.
2. Second Offense – Office referral, meeting with parents and an automatic three day suspension Student will lose 1 point off his/her quarterly average for each day of suspension in every class (see Suspension Policy). Parent, teacher & administrator conference will be held. Student will not be allowed to participate in extra-curricular activities for the three days.
3. Third Offense – Office referral, meeting with parents required and the student must appear before the Baconton Community Charter School Governing Board for enrollment review. Student will be suspended until the meeting of the Board is held to review the case. Student will lose 1 point off his/her quarterly average for each day of suspension in every class (see Suspension Policy). Student will not be allowed to participate in extra-curricular activities pending decision from the Board.

## **PARENT HONOR CODE**

It is our belief that the parents and guardians of BCCS students are bound by the same Honor Code as the students. Realizing this, it is the policy of the BCCS Governing Board to ensure that our faculty, staff and any volunteers are treated with respect and dignity. Any threat made against a faculty member, staff member, or volunteer, whether it is verbal, physical or written, will be considered an assault and will be reported to the proper legal authorities. Further action will then be taken by the BCCS Board which may include the permanent expulsion of the family from the school.

Parent(s) are expected to take an active part in the discipline of their child enrolled in BCCS. Parent(s) may administer corporal punishment to their own child on BCCS property. BCCS and its employees will not be held responsible for acts committed by a parent administering corporal punishment on BCCS property.

## STUDENT CODE OF CONDUCT

BCCS students are expected to adhere to a strict Code of Conduct. The Code of Conduct is effective during the following times and in the following places:

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

**Items marked throughout this handbook with \*\* indicate violations that may result in immediate expulsion from BCCS.**

### **\*\*A. Disruption and Interference with School**

No student shall:

- occupy any school building, school grounds, properties or part thereof with intent to deprive others of its use;
- block the entrance or exit of any school building, property, corridor or room thereof so as to deprive others access thereto;
- set fire to or otherwise damage any school building or property;
- discharge, display or otherwise threateningly use any firearms, explosives or other weapons on school premises;
- prevent the convening or continued functioning of any school, class, activity, lawful meeting or assembly on school campus;
- prevent students from attending a class or school activity;
- except under the direct instruction of the principal, block normal pedestrian or vehicular traffic on a school campus or adjacent grounds;
- continuously and intentionally make noise or act in any other manner so as to interfere seriously with the teacher's ability to conduct his/her class;
- in any other manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process or function;
- refuse to identify himself/herself upon request of any teacher;
- activate a fire alarm under false pretense.

### **\*\*B. Damage, Destruction or Theft of Property**

A student shall not damage, destroy, dispose of, or steal either school or private property, at any time, whether on the school grounds or during a school activity, function or event off school grounds. Parents shall be responsible for the cost of any repairs or replacements. (See Parent's Liability).

### **\*\*C. Assault, Battery, Fighting, and Bullying**

A student shall not cause physical injury to or behave in such a way as could reasonably be expected to cause physical injury to any person.

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

*Battery:* Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person. (An unprovoked attack on an Individual.)

*Fighting:* A violent action between two or more individuals in a way of physical harm.

*Bullying:* Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or any intentional display of force that would give the victim reason to fear or expect immediate bodily harm. Bullying can be physical, verbal or written. Any cases of bullying must be immediately reported to the teacher, who will investigate students involved.

A three step process will be used as discipline for fighting:

*1st Offense:* Major Discipline referral. Out of School Suspension for 1 day.

*2nd Offense:* Major Discipline referral. Out of School Suspension for 3 days. Student will be placed on a **No Tolerance** Discipline Contract.

*3rd Offense:* Major Discipline referral. Case will be discussed to determine further enrollment at BCCS.

A three step process will be used as discipline for bullying if the student is found guilty:

*1st Offense:* Discipline referral. Parent contact. Warning letter will be issued.

*2nd Offense:* Discipline referral. Parent contact. Out of School Suspension for 3 days. Loss of privileges. Referral to discipline committee. Student will be placed on a **No Tolerance** Discipline Contract.

*3rd Offense:* Discipline referral. Parent contact. At this point, the offense may be grounds for expulsion.

The discipline protocol for bullying and fighting may be altered depending on the severity of the offense.

Assault on any employee or volunteer at BCCS will result in immediate expulsion from BCCS.

**\*\*D. Weapons and Dangerous Instruments**

A student shall not possess, handle, or transmit any object that reasonably can be considered a dangerous weapon, or use any object in such a manner which reasonably might be expected to cause injury to another person. Ammunition is also not allowed.

**\*\*E. Narcotics, Alcoholic Beverages, Stimulant Drugs and Tobacco**

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. The use of tobacco or "vaping" products is strictly forbidden. A student shall not possess any substance with the intent to imitate illegal drugs.

All prescriptions will be checked in and distributed from the front office. A violation of this rule is grounds for immediate expulsion.

**Drug and Alcohol Testing Policy for Students Attending Baconton Community Charter School Middle and High School**

The Governing Board of Baconton Community Charter School values students' performance and promotes a safe, nurturing environment on our campus. To achieve our goals and to maximize the skills and talents of our students, it is important that each student understands the dangers of drug and alcohol use. BCCS reserves the right to conduct full student body and random drug tests. This policy statement qualifies our position on student drug and alcohol use.

Baconton Community Charter School is a school of choice and a student's enrollment is a privilege that can be taken away if a student fails to comply with the philosophy of the school's mission statement and purpose.

The purpose of this drug policy is as follows:

- 1) To provide for the health and safety of all students;
- 2) To undermine the effects of peer pressure by providing legitimate reason for students to refuse use of illegal drugs and/or alcohol;
- 3) To identify students who use illegal drugs and/or alcohol; to encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs.

**Students who are under suspicion of drug use can and will be tested.** Students who are found positive for use of drugs will be placed on a discipline contract. These students will be automatically tested during the next round of drug tests conducted by BCCS. Refusal to take a drug test will result in expulsion.

**A second positive drug test may result in immediate expulsion from BCCS. (See Academic/Discipline Section).**

**F. Disregard of Directions/Commands or Uncooperative Behavior**

A student shall not fail to comply with lawful directions (verbal and written) or commands of any principal, teacher, student teacher, substitute teacher, paraprofessional, school bus driver, volunteer, or other person in a position of authority within the school system.

**G. Disrespect toward School Authorities**

A student shall not behave with disrespect toward any principal, teacher, student teacher, substitute teacher, paraprofessional, school bus driver, volunteer, or other person in a position of authority with the school system.

**\*\*H. Extortion**

A student shall not communicate a threat to another student with the intention of extorting anything of value or any advantage or benefit for himself/herself or another person.

**I. Forgery**

A student shall not sign the name of any person or any fictitious person to any document, which is to be submitted to any school official with the intention of gaining any benefit or advantage for the student signing the document or for any other student. (See Honor Code)

**\*\*J. Vulgar, Profane and/or Sexually Explicit Language**

A student shall not use vulgar, profane and/or sexually explicit language or material. This includes written, verbal or non-verbal expressions and possession of pornography in any form on school property or in the vicinity thereof.

**K. Encouraging Others to Violate Rules**

A student shall not encourage, urge or counsel others to violate any of the substantive rules contained herein.

**L. Communication Devices**

No electronic devices are allowed on campus unless approved by the administrators of BCCS. This includes cell phones, cameras, game players, IPODS, MP3 players, Apple watches, or any such equipment. Student drivers who need a cell phone for safety must leave them in their cars. Students who must have a cell phone for after-school purposes will check these into the front office before school starts. These items will be confiscated and subject to the following protocol if found to be in the student's possession during the school day.

*1st offense:* Major Discipline Referral. Electronic device will be taken by administration for **2 weeks and a \$25.00 fine** charged. Parents must pick up the device.

*2nd offense:* Major Discipline Referral. Electronic device will be taken by administration and kept until the **end of the school year**. Parents must pick up the device at the end of the year.

**M. Extracurricular Activities during Suspension/Withdrawal/Expulsion**

Students who have been suspended from school will not be allowed to participate in any extracurricular activities or to attend any school-sponsored events during the period of suspension. Students who have been expelled may not attend any extracurricular activities without permission from administration. Students who have withdrawn from BCCS must obtain permission from the administration in order to attend school-sponsored events.

Baconton Charter School may also place on probation a student who is re-admitted to school following suspension or expulsion. The terms of probation will be determined on an individual basis.

**\*\*N. Sexual Harassment & Misconduct**

Sexual harassment of one student to another or from a student to an adult is prohibited. It is a violation of state and federal law for any person to sexually harass any other person. Sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual or sexually oriented nature by anyone, including students."

A student shall not engage in physical sexual activity on school property or at school sponsored events. A student shall not be in possession of any sexually oriented device or material. No public displays of affection are allowed.

Students also are prohibited from engaging in sexually explicit talk. Because BCCS houses PreK-12th grade students, we are particularly aware of the influence that words and actions of older students may have on younger students. Inappropriate behavior may result in expulsion.

**\*\*O. Gang Related Activity**

A student shall not participate in any gang-related activity.

**\*\*P. Terroristic Threats**

Any terroristic threat made to students or employees concerning BCCS may result in expulsion.

**\*\*Q. Discriminatory Behavior**

Any behavior based on a student's race, national origin, sex or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, or physical contact.

**R. School/Class Attendance**

Students are expected to attend school and each class daily. It is the intent of the faculty and the Board that available slots at BCCS be filled by students who desire to learn each day. Perfect attendance is the goal for every BCCS student. However, circumstances may arise which prevent this.

Students who have been absent must bring a note from a parent, legal guardian or physician on the day they return to school. This note will be given to the homeroom teacher who will turn the note into the office. Any absences not followed up with a note will be considered unexcused.

No make-up work will be granted until the school has received the note. Once the note has been received, all make-up work must be completed promptly.

Excused absences are those for personal illness or death in the family. **All other absences must be approved in advance by the Administrator; failure to do so will result in an unexcused absence.**

**Unexcused Absences** At the end of each quarter, one point will be deducted from the student's grade in each course for every unexcused absence. Students with unexcused absences during the year will be ineligible for attendance awards. **More than one unexcused absence is grounds for dismissal from BCCS.**

**Excessive Absences** The Charter attendance goal for BCCS is 97.5% of the required days of school. In accordance with regulations of the state of Georgia, **ten unexcused absences within one school year is grounds for dismissal from Baconton Charter School.** The CCRPI Attendance indicator is fewer than 6 absences. Should a pattern of absenteeism develop, the student will be placed under a contract. Should attendance problems persist after being placed on a contract, the family will be referred to the BCCS Board for further action which may include a referral to the Mitchell County Attendance Task Force.

**Skipping Class** Skipping class is considered a serious infraction and results in an unexcused absence. Immediate referral will be made to the Discipline Committee and the student will be placed under a discipline contract. Should the contract be broken, recommendation for expulsion will be made to the Board.

**Tardiness** To receive the maximum benefit from classroom and instructional participation, it is important that a student report to school on time each day. Students tardy for school are required to bring a written excuse the same morning.

Students tardy after 8:00 A.M. will report to the office, accompanied by a parent or guardian (if plausible), where they will receive a tardy slip and their name will be deleted from the morning's absentee report.

After 5 tardies, a family will be referred to the Attendance Committee and placed under an attendance contract. Should the contract be broken, the family will be referred to the BCCS Board for further action which may include a recommendation to appear before the Mitchell County Attendance Task Force. After five tardies, every three tardies will be equal to one unexcused absence, and will result in the loss of one point per course on the quarterly average. After three of these unexcused absences, a family will be referred to state court. Student drivers who appear before the Board for tardiness may lose their driving privileges if further tardies occur. It is the desire of both the faculty and the board that the available slots at BCCS be filled with students who are at school on time, unless unavoidably detained. Students with 5 or more tardies will not be eligible for attendance awards.

**Illness** If a student becomes ill during the day, the office will contact the parent. The parent, or designated adult, must sign for the student to leave the school.

**Early Leave** If a student has to leave school for an appointment, a note should be sent for the teacher and the office to see. The parent, or designated adult, must sign in the office for the child to leave school. If the student returns to school, she/he must report to the office for the time to be recorded. Be aware that each class will take roll, and students have to receive the required number of hours in class to receive credit for the class (seat time). A maximum of 5 sign-outs will be allowed. Additional sign-outs will result in referral to the Discipline Committee and the student will be placed under an attendance contract. Should the contract be broken, recommendation will be made to the Board to dismiss the student permanently.

**Activities** Participation in any non-BCCS event during a school day must be approved in advance by the Administrator. Students must be in good standing with academics, attendance and behavior. Failure to receive advance approval will result in an unexcused absence.

## CONSEQUENCES FOR MISBEHAVIOR

BCCS uses a discipline referral form for violations. This form will be sent home with the student listing the violation and the consequence issued. Parents are to sign the discipline form and send it back to school. If a pattern of misbehavior continues, a conference will be held with the student, parents, teachers, and discipline committee members. (For further consequences, **please see Academic/Discipline Contract**)

### Corporal Punishment

As noted in the Family Contract each family signs at the time of registration, corporal punishment is one method of punishment used at BCCS. The policy of BCCS in regards to corporal punishment will allow the Administrator, teachers and staff employees to use corporal punishment to obtain proper control and discipline; however, corporal punishment shall not be excessive or unduly severe. It is to be anticipated that corporal punishment will, with proper application, cause discomfort and pain and short time bruising. Corporal punishment shall not be the first line of punishment unless the student/parents were told beforehand that specific behavior would result in corporal punishment. Parents will be notified before corporal punishment is administered.

Teachers/Staff Members shall follow these steps before issuing corporal punishment:

- Warning to student
- Taking away privileges
- Contact parent
- Office Referral

Examples of conduct which could result in corporal punishment as the first line of punishment include fighting, cursing, stealing, cheating, destroying property

Administrator, teacher or any staff employed by BCCS may apply corporal punishment. There will be a witness while corporal punishment is being administered. A witness can be any employee, parent, volunteer or any staff member.

The employees of BCCS shall make contact with the parent(s) before administering corporal punishment to state why corporal punishment is needed. Employee shall also notify the school Administrator..

### Suspension

**For each day a student is suspended, one point will be subtracted from the quarterly average in each course.** The deduction will be recorded by the office staff after faculty members have posted grades. Students will be expected to complete all assignments given during the suspension period. This policy ensures that the suspension affects students' grades equitably across all classes.

### Searching Students

Any student may be searched with a duly issued warrant. Any student may be searched without a warrant where there is reasonable suspicion and such circumstances, which make it impractical to secure a warrant. (Example: Where a student is obviously under the influence of drugs, or where school officials have reasonably reliable reports or reasonable suspicion that the student possesses drugs and/or dangerous weapons and the student could get away if the authorities delayed to get a warrant.)



Other conditions under which school authorities would be acting properly in searching a student or his possessions without a warrant are:

- if the student has consented;
- if the contraband item is in plain view;
- if the evidence or contraband is discovered while responding to an emergency;
- if the official has reasonable suspicion to believe the individual is armed and dangerous; and
- in all other circumstances where the school official acts to protect the life and property and health of students, teachers, or other individuals.

### **Parents' Liability**

Under House Bill 1450, passed by the 1982 Georgia General Assembly, "parents and guardians of minor children will be liable for their willful or malicious damage to school property up to \$5,000 plus court costs."

## **ACADEMIC and DISCIPLINE CONTRACTS**

Terms of Academic and Discipline Contracts provide a new set of standards for the parties involved. All requirements and consequences that are listed supersede provisions that are listed in the BCCS Student Handbook. Abiding by the contract's requirements is imperative to the student's future enrollment at BCCS.

### **Academic Contract**

Academic Contracts will be used for students who are not performing up to their potential. If any student is failing two or more subjects at a nine week grading period, he/she will meet with the administration to determine potential causes for the failing grades. Should the failing grades be determined to be the result of the student's work ethic and attitude, that student will be placed on an academic contract. Once a student is on an Academic Contract, he/she will be required to improve all grades to a **C** or better during the next grading period. Students that end a year on contract will enter the next school year on contract until the end of the first 9 weeks.

Tutoring is offered at BCCS for students in need. If a student on Academic Contract does not improve his/her grades, administration will determine future BCCS enrollment.

A student who fails two or more classes on the quarterly report card is ineligible to participate in any GHSA function for the following quarter. Such students will be placed on an academic contract. If a student loses a course credit, he/she is ineligible to participate in any GHSA function until the credit is recovered.

### **Discipline Contract**

In most cases, if a student accumulates three major discipline referral forms, the Academic and Discipline Committee will use a Discipline Contract to hold BCCS students accountable for their behavior. This contract is a signed document involving the student, the parents and the Administrator. This contract indicates problems, goals, and consequences for the student. Regular meetings with the student will be held with the Committee in a determined effort to redirect the student's behavior in a positive direction. Students that end a year on contract will enter the next school year on contract until the end of the first 9 weeks.

BCCS follows a "Three Strikes, You're Out" policy. If a student is in violation of the contract three times, expulsion may be recommended. For each strike, parents will be contacted by administration. In-school and out-of-school suspension may be assigned as a consequence for each individual strike.

The BCCS Board empowers its Administrators, teachers, and staff to maintain a proper learning environment for its student body. If a student continues to be disruptive to the learning environment of other students, the Administrator may suspend said student. The Administrator shall provide in writing to the parent the reason for the suspension and the length of time. Parent(s) shall have the right to appeal the Administrator's decision within ten (10) days in writing, to a BCCS tribunal, starting from the date the parent(s) were notified of the incident. All recommendations for expulsion will be at the discretion of the Administrator.

Students on Academic and Disciplinary Contracts will remain under contract for the duration of the school year. Students under contract may enter the next year on a probationary period of four weeks, at which time their contracts and progress will be evaluated. If the student has successfully attended the first four weeks with no disciplinary violations or failing grades, the contract may be terminated. However, should disciplinary

problems arise during the remainder of the first quarter, the Administrator reserves the right to place the student back on the discipline contract.

### **Students coming into BCCS with Academic and Disciplinary Issues**

Students who enroll at BCCS with excessive Academic or Disciplinary problems from a previous school may be placed on a contract. This will help the student learn and maintain the high standards that are imperative for success at BCCS.

## **RULES, PROCEDURES & EXPECTATIONS**

### **Dress Code**

Every student is required to maintain the level of personal hygiene necessary to insure a healthy school environment and to abide by the BCCS uniform code.

- Pre-K through eighth grade students must wear the blue polo style shirt with the official BCCS logo on Monday – Thursday. High school students may wear the blue or white polo style shirt with the BCCS logo or a long sleeve white oxford cloth shirt with a button down collar. Spirit shirts may be worn on Friday only.
- Khaki pants, jumpers, skorts, or shorts must also be worn.
- All clothing must be of appropriate fit and length. Shorts must have at least a 6 inch inseam.
- Blue jeans may be worn on Friday along with a spirit shirt. Jeans may not have frayed edges or have holes or embellishments. No spirit shirts are allowed on Monday-Thursday with the exception of out of uniform days.
- Shirt tails must be tucked in at all times while in uniform.
- No cutoffs or frayed edges of any sort may be worn to school.
- Pre-K -5<sup>th</sup> grade students may not wear backless shoes. No flip flops are allowed in any grade. Seniors may be granted the wearing of flip flops as a Senior Privilege.
- Boys' hair must be above the collar, above the ears, and above the eyebrows.
- Girls' hair must be worn out of the face.
- All hair must be of a viable natural color.
- No facial hair or excessive sideburns may be worn.
- Boys may not wear earrings. Girls may wear no more than two earrings in each ear. No other piercings may be visible.
- Tattoos are not acceptable.
- All pants must be worn around the waist.
- Baggy clothing is not allowed.
- Pants with belt loops require belts.
- Hats and caps are not allowed.
- No emblems, insignias, badges, or other symbols where the effect is to distract the attention of others or cause disruption may be worn. The Administrator shall determine whether any particular mode of dress, apparel, grooming or use of such symbols violates this rule.
- Students may not wear hoodies as outerwear. All outerwear must be solid navy. No factory logos are allowed. If a student needs a sweater for inside the classroom, it also must be solid navy.
- A long sleeve shirt may be worn under the blue polo style shirts during the cooler months. These shirts should be navy or white. Undershirts must be white or grey; no other colors allowed.
- Sports uniforms are not to be worn to class in lieu of the school uniform.

**Consequences** Students who are not dressed in appropriate uniform attire must call a parent to bring a change of clothes. Students may be assigned detention or other consequence for violating the dress code.

Repetitive dress code violations will be referred to the Discipline Committee and the student will be placed under contract. Should the contract be broken, referral will be made to the Board for further action.

**Out of Uniform Day Dress Code** BCCS expects appropriate dress on "Out of Uniform Days." For example, shorts must meet the same 6" inseam guideline as the dress code. Tank tops and undershirts must be covered by an outer garment at all times. Pajamas and bedroom shoes are not allowed. Blankets are not allowed. If a student's attire is deemed inappropriate, he/she will be sent home to change.

**Physical Education Dress Code** Students in middle school and high school may be required to dress out for PE. Students must wear appropriate exercise attire with tennis shoes. Shirts and shorts are available for

sale on the school store website. No short-shorts allowed.. There will be no exceptions to this dress code. Violators will be referred to the Discipline Committee and placed under contract.

### **Participation in Physical Education**

All students are expected to participate fully in PE. A written excuse is needed for a student who cannot participate in PE. A doctor's excuse is needed for 3 days or more.

### **School Day**

School starts promptly at 8:00 A.M. each morning. Students are counted tardy after this time. Students of working parents may arrive at school as early as 7:00 A.M. Supervision is provided.. Parents are not allowed to drop off their children on campus before the supervising staff has arrived. Once students arrive on campus in the morning, they will not be allowed to leave the campus under any circumstances, except with the Administrator's approval. (See also Signing Out). All students must be dropped off and picked up at the front entrance unless permission is granted by the Administrator. Students must vacate the campus as soon as possible after the end of school bell rings unless they are in an activity supervised by a teacher or unless they are enrolled in the Extended Day program.

### **Homework**

The faculty of BCCS recognizes that carefully planned homework can be of considerable educational value. There are four general reasons for the assignment of homework:

- To make up work lost because of absence.
- To meet the need for extra study or drill in an area where a pupil is having considerable difficulty.
- To do work that can be done more effectively at home than at school.
- To assist a pupil in acquiring progressively better home study techniques and some ability for independent work.

Students are expected to complete all homework assignments and to turn them in on time. Each teacher has his/her own homework policy which should be adhered to by each student and family.

The BCCS Family Contract states, "I will supervise my child's homework. If I am incapable of supervising my child's homework, I will notify the school and cooperate with the school to establish an acceptable alternative method for assuring that my child's homework is completed on schedule."

Should a pattern of neglect be established, the family will be referred to the Discipline Committee and placed under a homework contract. Should the contract be broken, the family will be referred to the Board with recommendation for expulsion.

### **Student Driving**

Students who drive to school must hold a valid Georgia driver's license and have registered their vehicle with the high school office. A copy of the license must be on file in the office before the student is allowed to drive on campus. Should a license be suspended for any reason, the office should be notified immediately. Driving on campus with a suspended license is prohibited and will result in the permanent loss of driving privileges on the BCCS campus. Freshmen are prohibited to drive and park on campus unless given special permission by the Administrator.. Students must park in spaces designated by the Administrator. Any form of reckless driving on or near the BCCS campus may result in loss of driving privileges.

### **Extended Day Program**

The Extended Day program is a service provided to parents who work full time outside the home. The program is offered from 3:15 P.M. until 6:00 P.M. Parents must enroll their children in the program and must abide by the rules established for the program. The rules for the extended day program are outlined in the form that must be signed when enrolling a student in the Extended Day program. Payment for Extended Day must be made on time to continue using the service.

### **Technology Usage**

Students are bound by the computer usage agreement signed by both the students and parents/guardians. Any usage outside this agreement will result in the suspension of privileges regarding the use of the computers.

**Conferences & Phone Calls**

Parents are cordially invited and urged to confer with their child's teachers on a regular basis concerning his/her progress in school. Parents are asked to call the school to make an appointment to meet with the teachers.

Conferences in the parking lot during drop-off and pick-up times are forbidden as teachers must focus on the safety of all children getting into and out of vehicles. Please wait for the teacher to return to her/his classroom to begin a conference.

No conferences may occur after 8:00 A.M. because teachers must begin their classes promptly. Should you need to speak with a teacher in the morning, please call to schedule an appointment and arrive early.

Under no circumstances will a parent, grandparent, guardian, or visitor go to a teacher's room without prior approval in the office.

No phone calls may be forwarded to a teacher's classroom during instructional time.

**Visitors**

Any visitor to the school or school grounds must report to the office and sign in the visitor's book. No one may go to a classroom without first reporting to the office and receiving a visitor's pass. Approved visitors must be listed on the student's information sheet located in the office. This is a safety precaution for the school and for our children. We welcome parents and grandparents to visit, but the instructional time for the students and teachers must be protected. Volunteers are welcome in the classroom if they are performing a volunteer job for the teacher. All campus visits must be approved by the Administrator.

**Student Information Sheet**

A student information sheet must be on file in the office and must include a phone number where the parent or guardian may be reached at all times. This is very important in case there is an emergency in which your child may be involved. Any change in name, address or phone number must be given to the office at once.

**Medication**

Any medication brought to the school by the students must be referred to the school office. The school secretary will assist in the student's self-administration of prescribed medication provided the appropriate form is completed by the parent. Forms may be obtained at the school office. Prescription medicine must be in the original bottle with appropriate directions for administration and must have the child's name on the bottle. Over the counter medications must be accompanied by a written, signed note that details the appropriate dosage.

**Drop-Off and Pick-Up**

Parents should not block driveways or park in other yards while waiting to pick up students. No parking is allowed on School Street. Car pick-up will be allowed only on the designated drive-way. So that the pick-up line can continue to move, please do not get out of your car while in the pick-up line. Please do not engage in parent-teacher conferences in the driveway. Children who walk to school should be encouraged to go straight home in the afternoons.

**Bicycles**

A bicycle rack is provided for the parking of bikes. Students are encouraged to have a bicycle lock for security purposes. Students who ride bicycles should walk the bike off the campus and then ride it once they have exited the campus. The school is not responsible for damage or theft.

**Textbooks and Library Books**

Textbooks and library books are very expensive. Students are expected to cover and properly care for their textbooks. The student must pay for lost or damaged textbooks or library books. Fines for damaged or lost books are based on the current replacement cost. The average cost of hard library books is twelve to fifteen dollars, while paperback library books average five dollars. Please check with the school secretary for prices.

**Classroom Parties**

The individual classroom teacher schedules classroom parties at school. There may be differences among the teachers as to how many parties are scheduled and the manner in which the parties are held. Please check in advance if you have any questions about classroom celebrations. Please respect the individual

teacher's policy about parties. Parties should not interfere with the primary mission of the school, which is the educational instruction of the children.

Because the Administrator and teachers are accountable for classroom instructional time, we will not be hosting birthday parties in the classroom. You may send a cookie or cupcake or other light refreshments to be eaten at recess. Please do not send party invitations to school to be distributed.

#### **Food and Drink in the Classroom**

No food or drinks are allowed in classrooms during instructional time, except for bottled water.

#### **Lost and Found**

Any lost article at school is taken to the school office. Clothing is one of the main items that is not claimed. Write your child's name in sweaters, jackets, caps and lunchboxes for identification in case these items become misplaced. Articles remaining at the end of the school year are donated to a local charity.

#### **Volunteer Hours**

The volunteer program is a basic founding principle of our school. Volunteer jobs range from facilities maintenance to assisting faculty members during the school day. Parental involvement is directly linked to a child's educational performance. Our students need to see that their parents are involved in the school. The volunteer program also provides families with opportunities to get to know each other.

According to our Charter, each family is expected to volunteer 20 hours each semester at our school. Single parents must volunteer 10 hours each semester. In order to be given credit, ***each volunteer must sign in the volunteer book to record the hours worked.*** Reminders will be posted two weeks prior to the end of the semester due date to remind those families who have not completed their hours. Families are asked to work throughout the semester, as opposed to waiting until the last week when there is an over-abundance of volunteers and consequently a lack of jobs. Saturday workdays are usually scheduled each semester for the benefit of those who are unable to come during the week. Volunteers are encouraged to check with the office or volunteer coordinator in advance as to what jobs will need to be performed on these workdays so you can bring your own tools. Should you wish to volunteer in the classroom, please contact the teacher the day before so she/he can plan tasks for you.

Other family members or friends may contribute up to 8 hours toward a family's semester twenty hour commitment (four hours for single parents.) Parent attendance at PTO meetings may count for 2 hours per semester.

The Governing Board realizes that families will experience hardships. The Board gives the Administrator the authority to work with families experiencing difficulty. All requests for a hardship must be submitted at least two weeks before the date that the hours are due. Any requests for hardships after the due date will be reviewed by the BCCS Governing Board.

All volunteers who will be in contact with students are expected to comply with the Volunteer Policy adopted by the BCCS Governing Board regarding background checks and mandated reporter training. Background checks may be obtained through SIS at the following web address:

<https://bib.com/SECUREVOLUNTEER/Baconton-Community-Charter-School/>

The mandated reporter training and acknowledgement is available at

<https://sites.google.com/a/bccsblazers.org/bccs-governing-board/policies/volunteers>

## ACADEMIC REGULATIONS

### Graduation Requirements

Students must earn a minimum of 24 units to graduate.

- 4 English
- 4 Math
- 4 Science
- 3 Social Studies
- 1 PE/Health
- 2 Foreign Language or Fine Arts/CTAE (foreign language is required for college admissions)
- 6 Electives

Students will take an End of Course Test, which is a state issued test, in many of their classes. The EOC counts 20% of their grade average. Students must pass the course to receive credit for the course.

### Grade Point Average

For the purpose of figuring the BCCS Grade Point Average, the following quality point weights will be used:

- Core classes: 3.0
- College: 3.5
- Electives & Support: 1.0

The quality points will be multiplied by the semester average for the course and then divided by the total weight to determine the GPA based on a 100 point scale.

The HOPE GPA is comprised of the core courses only; electives, PE, and Health are not included in the HOPE GPA. Some students may complete core courses through Move On When Ready.

### Honors

Honor graduate status is bestowed upon students who have completed a minimum of 26 units and earned at least a 90 cumulative weighted GPA for the four years of high school. Honor graduates must have completed the required college preparatory curriculum, including the minimum of two foreign language courses.

To be named the Valedictorian, a student must have the highest cumulative weighted GPA in the graduating class, have earned a minimum of 26 units, and have completed the most rigorous course of study offered on the school campus.

To be named the Salutatorian, a student must have the second highest cumulative weighted GPA in the graduating class, have earned a minimum of 26 units, and have completed the most rigorous course of study offered on the school campus.

In the event that no student meets all three criteria for Valedictorian or Salutatorian, the administration will determine the distribution of the awards.

### Move On When Ready

Through a partnership with Southern Regional Technical College and ABAC, BCCS offers college courses on campus. Students who meet the qualifications outlined in this section and who pass the college's entrance exam may enroll in the MOWR program. The courses are funded through the HOPE program. There is no cost to the student; the college loans books to the student for each semester. The school counselor must approve all dual enrollment plans.

A student must exhibit mature work habits as evidenced by teacher recommendations, grades and EOC scores. The school counselor must make the final approval for students to enroll in the dual enrollment program.

Any student who is failing a college course at midterm must withdraw from the course and will not be eligible for further dual enrollment options. Any student who fails a college course will not be eligible for further dual enrollment options.

**Off Campus Classes** A student may elect to attend classes on a college campus through the MOWR program. To do so, the student must select a class schedule that does not interfere with the high school schedule, athletic practices or games. A student exercising this option must meet the same requirements as

for on campus dual enrollment. In addition, the student must be able to provide reliable transportation to/from the college campus.

**Full Time Off Campus** A student who demonstrates an exceptional maturity may elect to forego classes on the high school campus in favor of full-time study on the college campus.

A student planning to enroll in MOWR must submit a graduation plan to the school counselor indicating the courses to be completed each semester of MOWR enrollment. This plan must account for completing all remaining graduation requirements prior to the date of the student's scheduled graduation. The student also must provide an email address, a phone number, and a mailing address so that the school can contact him/her quickly when needed.

Under off campus MOWR, students do not take courses on the high school campus. A MOWR student may not "hang out" or visit on the high school campus during the academic day. Should the student choose to attend a special event at the high school, he/she must arrive in an appropriate school uniform (including haircut & facial hair) and sign in at the high school office prior to attending the event. A MOWR student may elect to continue participation in extra-curricular activities and is expected to arrange classes so that practices and games will not interfere.

Students who participate in off campus MOWR must take a minimum of 12 semester hours each semester. Students taking fewer than 12 semester hours must also take courses at the high school to make a full time schedule. Should the student withdraw from the MOWR program, the school cannot guarantee that courses will be available on the high school campus that will allow for on-time graduation.

**Expectations** A MOWR student continues to be a representative of BCCS and is bound by all school rules. Families also must continue to participate in the volunteer program for the student to remain enrolled at BCCS. The school may revoke the student's MOWR privilege for failure to maintain appropriate academic progress, for discipline issues, or for other circumstances that may arise which impede the students' ability to be successful and to appropriately represent BCCS in the MOWR setting.

#### **Report Cards**

Report cards will be sent home at the end of each nine weeks. Report cards indicate the progress the child has made during the grading period. BCCS uses a ten point grading scale: 90-100 = A; 80-89=B; 70-79 = C; below 70 = F.

Standards based grading also is used in some grade levels. 4 = Performing above the level of the standard; 3 = performing at the level of the standard; 2 = performing below the level of the standard; 1= performing significantly below the level of the standard

#### **Promotion, Placement and Retention**

Students attending Baconton Community Charter School must show mastery of the appropriate grade level skills before being considered for promotion. School personnel will make determination of promotion, placement or retention based upon available achievement data and knowledge of the student's strengths and weaknesses.

##### **Promotion Considerations**

- Perform on or above grade level in reading, language and math
- Score Level 3 or above on the Milestones in ELA and math
- Maintain a 70 or better average in all subject areas.
- Attend at a minimum 162 of the required 180 days of school. This is an average daily attendance of 90%. Our school attendance goal is 97.55, which is an attendance of 175 days of school.

A student who fails two or more courses in middle school may be retained. A student who scores 1 on any section of the Milestones may be retained.

In high school, students must earn a minimum of 5 credits to become a sophomore, 11 credits to become a junior, and 17 credits to become a senior.

## GEORGIA HIGH SCHOOL ASSOCIATION

*"The GHSA and its member schools have made a commitment to promote good sportsmanship by student/athletes, coaches, and spectators at all GHSA sanctioned events. Profanity, degrading remarks, and intimidating actions directed at officials or competitors will not be tolerated, and are grounds for removal from the event site. Spectators are not allowed to enter the competition area during warm-ups or while the contest is being conducted. Thank you for your cooperation in the promotion of good sportsmanship at today's event."*

Any violation of the GHSA sportsmanship policy will result in a warning and possible removal from event.

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### Notice of ESEA Professional Qualifications of Faculty

Dear Parents,

In compliance with the requirements of the Elementary and Secondary Education Act Baconton Community Charter School informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

1. Certification
2. College major/graduate certification or degree held by the teacher
3. Qualifications of the paraprofessional, of paraprofessional services are provided.

If you wish to request information concerning your child's teacher's qualification, please contact your Administrator, Lynn Pinson, at 229-787-9999.

Estimados Padres,

En conformidad con los requisitos del Elemental y Acto de enseñanza secundaria Baconton Comunidad Alquila la Escuela informa a padres que puede solicitar información sobre los títulos profesionales de los maestros de su estudiante. La información siguiente puede ser solicitada:

1. certificación
2. certificación o grado mayor/graduados Colegiales tenidos por el maestro.
3. requisitos del paraprofesional, si servicios de paraprofesional son proporcionados.

Si desea solicitar información con respecto al maestro de su niño requisito, contacta por favor al director en 229-787-9999.

### Notice of Nondiscrimination

Baconton Community Charter School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Tina Coalson, 260 East Walton Street, Baconton, GA, 31716 [tcoalson@bccsblazers.org](mailto:tcoalson@bccsblazers.org)

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.



## Notice of Rights of Students and Parents Under Section 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a non-discrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator at the following address:

Tina Coalson, 260 East Walton Street, Baconton, GA, 31716 [tcoalson@bccsblazers.org](mailto:tcoalson@bccsblazers.org)

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

## Parent and Student Complaints and Grievances Policy

**Policy Statement:** Students and parents have the right and responsibility to express school related concerns and grievances to the faculty and administration. Students and parents shall be assured the opportunity for an orderly presentation and timely review of concerns which will not interfere with regular scheduled classes or school related activities. Students may use this procedure in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student, noting that this shall not prohibit the ability of a student to report the incident to law enforcement authorities.

(Section 20-2-751.7. State mandates a process for students to follow in reporting instances of alleged inappropriate behavior by teacher or other school personnel; notice of process; training; investigations)

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### **Process for Presenting a Complaint or Grievance:**

Step 1: The complaint or grievance should first be presented at the lowest level of authority as follows:

- Classroom related concerns – to the Teacher
- Extra-curricular related concerns – to the Sponsor/Coach
- All other School related concerns – to the Principal

Step 2: If the Parent, Guardian, or Student does not agree with the result the complaint or grievance should be presented to the next level of authority as follows:

- Teachers – to the Principal
- Extra-curricular Sponsors/Coaches – to the Principal
- The Principal – to the Superintendent

Step 3: If the Parent, Guardian, or Student does not agree with the result, an appeal may be filed with the next level of authority as follows:

- The Principal – to the Superintendent
- The Superintendent – to The Board

(All official complaints must be presented to The Board in accordance with the Public Participation at Meetings of the Governing Board or Board Committees Policy Section D, number 2, Formal Appeals, Complaints, and Petitions.)

### **Responses to a Complaint or Grievance:**

1. The faculty and administration shall make an honest and forthright effort to resolve complaints or grievances as quickly as possible at the most immediate level of authority.
2. Decisions rendered by the Governing Board shall be considered final.
3. If it is determined that a complaint against a teacher, administrator, or other school employee is unsubstantiated and without merit, the local school system shall, at the request of the aggrieved party, submit a written statement to that effect to all local print and television media outlets that published any articles or reported any news relating to such complaint against the teacher, administrator, or employee.

### **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Baconton Community Charter School receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school Administrator a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask Baconton Community Charter School to amend their child's or their education record should write the Administrator, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. Baconton Community Charter School will forward records upon request of another school or by a request initiated by the parent or eligible student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Baconton Community Charter School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

### **Notice of Non-Discrimination**

Baconton Community Charter School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.<sup>1</sup> The following person has been designated to handle inquiries regarding the non-discrimination policies:

Lynn H. Pinson, Superintendent  
260 East Walton Street, Baconton, GA 31716  
229-787-9999

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

**Family Educational Rights and Privacy Act (FERPA)  
Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Baconton Community Charter School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Baconton Community Charter School may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with Baconton Community Charter School's procedures. The primary purpose of directory information is to allow the Baconton Community Charter School to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want Baconton Community Charter School to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the Baconton Community Charter School in writing by the first day of each school year, or upon the first day of enrollment if the student enrolls after the school year begins. Baconton Community Charter School has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Post-graduation plans
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

## Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

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

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income, other than as required by law to determine program eligibility.

· *Receive notice and an opportunity to opt a student out of –*

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

· *Inspect*, upon request and before administration or use –

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

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

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

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

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

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