



BERRIEN ELEMENTARY SCHOOL
802 Middle School Circle
Nashville, GA 31639



Student & Parent Handbook

2019-2020

Mission: The Berrien County School System's mission is to achieve high levels of learning for all students in a safe and positive environment.

Vision: Providing opportunities today for excellence tomorrow!

*Motto: **Building Exceptional Students***

Beliefs:

- 1. We believe the teacher's role is to design and lead engaging work.*
- 2. We believe the student's role is to contribute their effort and abilities to increase learning.*
- 3. We believe learning occurs in a safe, nurturing environment.*
- 4. We believe communication, collaboration, and connection at all levels builds a positive school culture.*
- 5. We believe community involvement is essential to school success.*



BERRIEN ELEMENTARY 2019-2020 PARENT-STUDENT HANDBOOK

Our dedication to the enforcement of school system policies and code of conduct for students is your assurance that we care about your child's safety and security. The Parent-Student Handbook contains very important information for parents and students regarding our curriculum, attendance expectations, and the student behavior code, along with general rules and procedures. We encourage you to review the contents of this handbook with your child.

BERRIEN COUNTY BOARD OF EDUCATION POLICIES

It is very important that you and your child review and understand certain Berrien County Board of Education policies. For your convenience, we have listed the policies below. You may view these policies and other policies on the Berrien County school system webpage. Please read these policies and review them with your child.

1. **IHE: Promotion and Retention**
2. **JCDA: Student Behavior Code**
3. **JCDAA: Student Tobacco Use**
4. **JCDAB: Student Alcohol and Other Unauthorized Drug Use**
5. **JCDAD/EDCB: Bus Conduct**
6. **JCDAE: Weapons**
7. **JCDAF: Electronic Devices by Students**
8. **JCDAG: Bullying**
9. **JCDB: Student Dress Code**
10. **JDD: Student Suspension**
11. **JDD-2: In-School Suspension**
12. **JGCD: Medication**
13. **JGI: Child Abuse or Neglect**
14. **JGJA: Suicide Prevention Policy**
15. **JR: Student Records**
16. **JDDA--JDDA-R: Alternative School Placement and Procedures/Grades 5-12**
17. **IFBG-R: Internet Acceptable Use**

Central Office Personnel

Superintendent: Mrs. Robin Marcrum

Assistant Superintendent: Mr. Mark Morgan

Title One Coordinator: Mrs. Debbie Strickland

Personnel Director: Mrs. Donya Gillespie

Curriculum Director: Mrs. Belinda West (PK-5) and Mrs. Margaret McMillan (6-12)

Section 504 and Americans with Disabilities Act Coordinator: Mr. Jamie Taylor

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ACCIDENTS

Should a student get injured during the school day, at a school function, or on a bus, he/she should notify the person in charge. That person will complete a school accident report before leaving campus that day. The student's parent/guardian will be notified from the office if the injury warrants medical attention.

Parents/guardians should be sure the school office has up-to-date medical information on their children, especially an emergency contact name and number should the school not be able to contact the parent/guardian in the event of a medical emergency. The registration form completed on each student entering BES requires a parent/guardian signature that authorizes school personnel to seek medical care for the minor child in the event no one can be contacted if necessary. Please see policy JGFG on the Berrien County school webpage or you may obtain a copy of the policy from the front office.

ARRIVAL AND DISMISSAL TIMES

The school day begins at 8:10 a.m. and ends at 3:08 p.m. Students must be in attendance for a minimum of at least one-half of the instructional day to be counted present all day. If a student leaves before 11:30 a.m., or arrives after that time, the student is counted absent for the day.

Duty teachers will be on duty beginning at 7:30 a.m. Parents are asked not to bring their children before that time. If a student arrives after 8:10 a.m., a parent/guardian must go to the office with the child to sign in and get a tardy slip before the student can go to the classroom.

Parents bringing and picking up their children should do so at the front entrance. Parents arriving after 3:30 p.m. will need to report to the office to pick up their child.

Due to afternoon traffic, unless there is an emergency situation, students may not be checked out after 2:45. **If your child has an appointment, he/she will need to be checked out prior to 2:45.**

ATTENDANCE

Regular attendance and promptness are vital to student success. Frequent absenteeism and tardiness often result in poor achievement even if a student makes a concerted effort to make up the work.

To accrue credit for one school year, a student may not be absent for more than 14 days per year. In cases involving absences in excess of 14 days per year, parents must request an attendance appeals meeting with the school. Please refer to the Berrien County Schools Attendance Policy. (JB-R, JBA and JB)

A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent/guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent/guardian prior to deployment or during such person's leave.

BALLOONS/GIFTS AT SCHOOL

Students will not be allowed to accept flowers, balloons, or other gifts sent to the school during the school day.

BOARD POLICIES

Copies of the policies of the Board of Education can be found on the BOE website, or you may request a copy from the secretary in the front office.

BUS CONDUCT

The school has the authority to discipline a student for any misconduct occurring on the way to or from school. The school bus is an extension of the classroom. Once the student boards the bus, the student is expected to conduct him/herself on the bus in a manner consistent with the established standards for classroom behavior.

The bus driver shall bring students who do not conduct themselves properly on a bus to the attention of an administrator through a bus referral. The bus driver is responsible for the safety of all who ride the bus. Students are expected to comply with reasonable instructions given by the bus driver. The bus driver has the authority to assign seats either temporarily or permanently.

A student who cannot conduct him/herself properly on a bus may have their riding privileges suspended. In such a case, the parent or guardian of the student involved shall be responsible for transporting the student to and from school.

For more information, please see policies JCDAD and JCDAD-R on the Berrien school system webpage or you may obtain a copy from the front office.

CAFÉ

Due to custody issues and alerts, parents are invited to eat lunch on the stage with their child **ONLY**.

CAR RIDERS

Morning drop off is one lane. Students must stay in the car until 7:30. Please do not let your child out of the car until an adult is on duty. Please plan for your child to exit on the passenger's side of the car. If your child is tardy, you must bring your child inside to check him or her in for the day.

In the afternoon, you must have a Berrien B to pick up your child. Please have the Berrien B on the front passenger side of your dashboard so that it is easily visible. All individuals without a Berrien B will have to show proper identification to the personnel on duty. That person will then radio the office for confirmation that the person picking up your child is on the contact list. If the person is not on the contact list, he or she may not pick up your child. If you need more than two Berrien B signs, please contact the front office.

CHECKING OUT STUDENTS DURING THE SCHOOL DAY

Parents who need to check-out students during the day should report to the school office. **FOR SAFETY AND SECURITY** reasons, students may not be checked-out by anyone other than the parent/guardian listed on the student registration form unless the parent contacts the school personally and has the person's name added to the list of people authorized to check-out the student. Only the person who has lawful custody of the child may make changes to the check-out list. Written notes will not suffice in this situation. **A picture ID may be required to complete the checkout process if the office personnel are unfamiliar with the person checking out the student.**

CLASSROOM PLACEMENT

BES strives to provide each student with the highest quality of educational services possible. BES reserves the right to reassign students to a different class/teacher in order to create the best possible educational atmosphere. Parents/guardians will be notified any time it becomes necessary to make a change in the services provided to students.

COMMUNICATION/HOMEWORK FOLDERS

The Communication/Homework folder is sent home on Mondays. The folders should be signed and returned on Tuesday.

COUNSELING SERVICES

The school guidance and counseling program is based on needs identified by students, teachers, and parents. These needs are addressed through individual counseling, small group counseling, classroom guidance lessons, and consultation with parents, teachers, and administrators. Parents may contact the counselor by calling the school to discuss any concerns they have for the student's personal/social adjustment or academic progress.

Parents are urged to get to know the school counselor. The elementary school counselor is a professional who provides guidance services to all students and who assists children in their academic, personal, and social development.

CURRICULUM

The Georgia Standards of Excellence in Math, ELA, Science and Social Studies provide the scope and sequence of our instruction. These standards specify the objectives and skills our students should master – the essence of our accountability. Smartboards, textbooks, and other resources are used to provide content in mastering these skills. Students will also participate in Art, Music, PE, and Computer classes.

ELECTRONICS/TOYS/PERSONAL ITEMS/MONEY

Electronics and other personal belongings such as toys, electronic games, baseball cards, and cameras should not be brought to school or on class field trips unless they have been approved as part of a class assignment. If such items

are brought to school, they may be taken up and kept in the school's office until parents come to claim them. Students are discouraged from bringing large sums of money to school. Breaking this rule a second time may result in disciplinary action. The school is not responsible for replacing any of these items if they are stolen at school.

ENGLISH TO SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAM

The English to Speakers of Other Languages program goals are to help students obtain English language proficiency and to meet age and grade appropriate academic achievement standards for grade promotion. The program aids students to succeed in all four language skills (speaking, listening, reading, and writing) both socially and academically. The ESOL program is federally mandated and was established to ensure equal access to the school system's instructional program for those students who have limited English proficiency.

FIELD TRIPS

Field trips during the year are scheduled to supplement the instructional program. School rules of conduct apply on field trips and exemplary behavior is expected of all students. Students who participate on a field trip with a class or club from BES must go with their class or club to be counted present for the day. If a parent wants to pick-up their child after the field trip, the parent or legal guardian must sign out the student at the school prior to departure. Students can only leave with the person who has been designated by the parent or legal guardian. Written permission from the school will be given to the teacher or sponsor informing them of who can pick-up students attending the field trip.

FOOD AND DRINKS

If a student brings in breakfast, coffee, etc., he or she must report to the cafe to eat/drink. Only snacks should be eaten in the classroom during the designated snack time.

FOOD SERVICES

Berrien Elementary School will provide one free breakfast and one free lunch to all students. If a student wishes to have more than one breakfast, lunch, milk, etc. then there will be a charge.

GIFTED/TALENTED

Berrien County Schools provide gifted services to students who have been identified eligible under the GA gifted eligibility criteria. These services are provided in grades K-12. The Berrien County Gifted/Talented Program utilizes student/teacher designed contracts which describe the objectives, activities, and products required to complete an appropriate program of study. Students work under the guidance of a certified gifted teacher. For additional information, please refer to policy JDDD on the Berrien website.

GOOGLE APPS FOR EDUCATION

The Berrien County School system has adopted Google Apps for Education to provide free online communication and productivity tools for students and teachers. Google Apps for Education (GAFE) accounts are provided for all students in grades 3-12. With GAFE accounts, students can create documents, and spreadsheets. Students will be able to share to their teachers and collaborate with their peers, working together on class assignments at school or at home. GAFE is one tool we hope to use to develop in all our students the key 21st century skills of communication, collaboration, creativity, and critical thinking. We are providing this notification to the parents of children 12 and younger so that the system can be compliant with the Children's Online Privacy Protection Act (COPPA) The only information the school system transfers to Google in the creation of students accounts is the child's first name, last name, and expected graduation year. No personal information is collected for commercial purposes in our GAFE domain, and Google Apps for Education services do not collect or use student data for advertising purposes or create advertising profiles. Google provides an overview of their commitment to student security and privacy at this site: <https://www.google.com/edu/trust/>. Access to and use of GAFE is a privilege. The district maintains the right to withdraw access when there is reason to believe violations of law or district policies have occurred.

HEAD LICE

Head lice infestation poses little risk to others and does not result in additional health problems. The management of pediculosis (head lice) should proceed so as to not disrupt the education process. As of February 1, 2015 new regulations were implemented in Berrien County schools to aid in the control of head lice.

When a student is initially found to have live head lice, parents or guardians will be notified of the finding and the student will be allowed to remain at school for the rest of that school day.

The student should be treated that evening and may return to school the next day if they are free of live bugs. The student should report to the school nurse upon arrival at school. If the student is free of live bugs, he/she may remain at school. If live bugs are found, the parent will be notified and asked to come to the school to check out the students. If a parent cannot be reached by phone, the school social worker will make a home visit. Once treated, the student may remain at school with nits as long as no live bugs are found.

The third time a student is found to have live bugs, the parent will be notified and the child will not be allowed to return to school until they receive clearance either from a physician's office or the health department.

HONOR ROLL

Grades earned by students in all academic subject areas and PE will be averaged to determine honor roll. EACH grade earned in Math, Reading, Language Arts, Science, and Social Studies will account for 18.6% of a student's average, for a total of 93%. The Physical Education grade will account for the remaining 7% of a student's average. In this manner, all academic grades will carry an equal importance in determining a student's overall average. Those students who make honor roll ALL three nine weeks will be recognized on Honors' day. In order to be recognized for Honor Roll the following must be met:

- Maintain an average GPA (Grade Point Average) of 90 or above in math, reading, language arts, science, social studies, and PE (which counts only 7%).
- Have no conduct grade below S (Satisfactory). Parents will be notified prior to an unsatisfactory conduct grade. Conduct grades are based on the following:
 - E – 0 to 3 punches on behavior card
 - S – 4 to 8 punches on behavior card
 - NI – 9 to 14 punches on behavior card
 - U – 15 or more punches on behavior card
- Since students only attend Music and Art one time per week and these subjects are not required by the state, these grades will not count towards Honor Roll.

HOSPITAL- HOMEBOUND

Hospital/homebound services are available through the school for students with extended, non-communicable illnesses. Parents should contact the school counselor to obtain the proper paperwork if a child faces an extended medical absence.

IN-SCHOOL AND OUT-OF-SCHOOL SUSPENSIONS

In-school suspension is used as an alternative to suspension at home. It is a time for students to complete their classroom work, make-up any missed work, as well as a time to think about their actions that got them there. We want our students in their classrooms, but we want them to make good, responsible decisions.

Students may be assigned to the In-School Suspension (ISS) program for up to 15 days per semester.

Students report to ISS at the beginning of homeroom and spend the entire day in ISS completing class work they are missing for that day. The work is supervised by the ISS teacher and must be completed before the student is released from ISS.

ISS rules and regulations are explained to the student by the ISS teacher on the first day. The breaking of any ISS rule results in a day being added. If a student can not follow the ISS rules, they will receive out-of-school (OSS) suspension for the remainder of the day and/or up to 5 days.

Out-of-school suspensions are reserved for serious and/or repeated offenses and can be from one to ten school days, at the administrator's discretion. Out-of-school suspension days are unexcused absences and work may not be made-up.

LOST AND FOUND

Each school has a "Lost and Found" area where lost items are turned in and may be claimed. All items of clothing that are to be removed, such as coats, sweaters, and caps should be labeled with the student's name. Any items in the "Lost and Found" that are not claimed by the end of each nine weeks will be given to charity.

MAKE-UP WORK/INCOMPLETE WORK

It is the student's responsibility to check with their teacher about make-up work when they are absent. Students will be allowed to make up work within a certain amount of time. For each excused absence, a student will have three days to complete the work. If a parent expects their child to be absent for three or more days, the parent may phone the school by 10:00 a.m. and a list of assignments will be ready to be picked up by 3:00 p.m.

MEDIA CENTER

The media center will be open for student use from 8:25 a.m. – 2:45 p.m. Students must have a pass from their teacher when visiting the media center. Acceptable behavior and time on task will be required of students in the media center, or they will be asked to return to class. Students may check out two books for a two week time period, which may be renewed up to one month. Overdue notices will be sent home with report cards to request the return of the book or a replacement cost. Fees may be assessed at the discretion of the media specialist for damaged books or missing barcodes.

MEDICINE

The school nurse will be responsible for keeping and dispensing all medication for all students. (Per Berrien Board of Education policy JGCD-R)

MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE

State law requires a moment of silence during the school day. Students will have a moment of silence prior to their first class.

State law requires that each student in the public schools be afforded the opportunity to recite the Pledge of Allegiance each day. All students at BES are expected to participate in the Pledge of Allegiance unless there is a letter on file in the principal's office explaining the reason why participation is unacceptable. Students with legitimate reasons are asked to sit quietly while the rest of the students are involved with the ceremony.

NOTICE OF TITLE II

In compliance with the requirements of Title II, the Berrien County School District informs parents that you may request information about the professional qualifications of your student's teachers. The following information may be requested:

- whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- the college major and any graduate certification or degree held by the teacher;
- whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualification, please contact the principal at 686-2939.

OFFICE HOURS

The school office is open from 7.30 a.m. until 4:00 p.m. each school day. **Because there are NO adults on duty until 7:30, students should not be dropped off at school prior to 7:30 a.m.**

ORGANISMS/ANIMAL

Because many of our students may be allergic to certain types of animals, students and teachers may not bring any type of organism/animal to school.

PARENT CENTER

The media center houses Berrien Elementary's Title One Parent Center. Parents may check their child's progress using the computer that is located in the center along with monthly parent newsletters on school and home communication strategies.

PARENT CONFERENCES

We believe that close communication between home and school is essential for a quality education. Hence, we encourage and welcome parent contacts. A parent may schedule a conference with teachers by calling the school office at 686-2939 or coming by the office. Our receptionist will arrange convenient times and dates.

Because teachers have morning duty assignments and/or other responsibilities they must attend to in the morning, we are requesting that no parent conferences take place from 7:30 a.m. - 8:30 a.m. We certainly understand this is a convenient time for parents to ask a quick question or briefly discuss something, but it causes teachers to be pulled away from their morning duties. When arriving at school for a conference, parents need to report to the school office and the teacher(s) will be contacted from the office. **We encourage parents to try to solve any problems with their child's teacher before contacting administration.**

PHYSICAL EDUCATION

Students have the following grading system in Physical Education:

- 25 points for following directions
- 25 points for getting along with others/sportsmanship
- 25 points for wearing the proper shoes for physical activity (no flip flops, boots, sandals, etc.)
- 25 points for participation

PROGRAM FOR EXCEPTIONAL CHILDREN/MODIFICATIONS

The program for Exceptional Children is operated to serve students in Berrien County. Exceptionalities served under the program include intellectual disability, sensory impaired, learning disabled, behaviorally maladjusted, and chronic illnesses resulting in excessive absences.

PROMOTION REQUIREMENTS

Students are required to pass Math, Reading, and Language Arts with no grade below a 70, and they must pass either Science or Social Studies with no grade below a 70. If the policy is updated throughout the school year, parents will be notified by a letter.

PYRAMID OF INTERVENTIONS/MTSS

At Berrien Elementary School, we know that every student can succeed, but students are not the same. Some need more intensive support, while others achieve with minimal intervention. To help identify all of our students' needs, we have implemented The Pyramid of Interventions, a step-by-step process that uses both prevention and intervention techniques to help students achieve to the best of their ability. The Pyramid of Interventions helps create and maintain ideal learning environments where all students can thrive both academically and behaviorally. The Pyramid of Interventions provides additional help for students who need more support. There are three levels of interventions, as shown below:

Tier One: Supports all students in the school

Tier Two: Provides additional support for smaller groups of students who need more targeted help

Tier Three: Provides intensive support for individual students not successful with Tier One and Two interventions

RECOGNITIONS/CLUBS

Students are recognized throughout the year at BES for student of the month, citizenship, character, perfect attendance, leadership, and reading. In addition, BES has a Beta Club, and 4-H Club for fifth graders.

REPORT CARD

Report cards will be issued on a nine weeks basis. These dates will be announced by newsletters sent home by homeroom teachers and in the local paper. Parents have the option to receive their child's grades daily through the parent portal. Progress reports will be sent home to parents halfway through each nine week period. Grades on the report card are reported as numeric grades as defined as follows:

90 – 100 = A

80 – 89 = B

70 – 79 = C

Below 70 = F

SECTION 504

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 nondiscrimination 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 nondisabled students.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact a school administrator, the school counselor, or the Berrien Board of Education's Special Education Director.

SNACKS

Snack time is not a required time at Berrien Elementary School. It is at the discretion of the teacher when and if he/she has a daily snack time.

STUDENT CODE OF CONDUCT

The Berrien Elementary School Code of Conduct has been developed in accordance with the Berrien County Board of Education discipline policy JCDAB. Disciplinary action for violations of expected behaviors will include appropriate hearings and reviews. In all cases, the rights of individuals will be ensured and protected. Students and their parents need to know and understand this code in order to achieve their goals. BES will make every reasonable effort to administer the discipline code consistently.

Students should participate fully in the learning process, avoid behavior that impairs his/her own or others' educational achievement, show respect for the knowledge and authority of teachers, administrators, and other school staff, and recognize and respect the rights of all students and adults. Specific rules for proper behavior are explained and discussed by all teachers on a continuous basis. Students are expected to abide by these rules and all directions given by school personnel.

BES Behavior Cards: Behavior cards will be issued school-wide on certain dates. When a student breaks school rules, cards are punched and the offense is documented. When a teacher punches the card, he or she will record each student's infractions of rules and/or disruptive behavior. Teachers will notify parents through email, notes, agenda, etc. on the 5th punch in a student's card. If the parent has not acknowledged notification, then the teacher will notify the parent by phone. After the 5th punch, the student does not get to participate in Rebel FUN Day. On Rebel FUN Day, students will be offered the opportunity to buy snacks and have additional recess. Students who do not earn Rebel FUN Day will have detention. If a student is absent or checks out early on FUN Day, the student will serve an hour of detention in the ISS room during their next exploratory time. Students will automatically lose Rebel FUN day if they have been administratively placed in ISS.

The card is not used for "automatic office offenses" such as fighting, extremely disrespectful to teacher, hurting another student, hitting, throwing objects, etc.

DISCIPLINE GLOSSARY

General Terms:

Bus Suspension — The student is suspended from the bus for a specified period of time by the local school administrator. The student is expected to attend school, but the parents are responsible for providing transportation to school.

Discipline Tribunal— A three-member panel composed of certified personnel, which hears evidence presented by the school, the student, parents, or legal counsel when a student is referred by the local school system. The tribunal has the authority to make decisions ranging from returning the student to the local school to recommending to the Board of Education for permanent expulsion of the student.

Due Process — A student is afforded oral or written notice of the charges against him/her and is given an opportunity for a review, hearing or other procedural rights in accordance with state and federal laws.

In-School Suspension — The student is removed from regular classes for a specified period of time at the local school. The teachers send class work assignments to the student. A student is limited to 15 total days of ISS per semester.

Long-Term Suspension — The student is suspended out-of-school for more than ten (10) school days.

Non-Prescription Drug — Over-the-counter drugs not authorized by a registered physician and not prescribed for the student. Student use is prohibited except in accordance with local school policy.

Search and Seizure (Students) — School officials may, according to law and board policy, have access to student lockers, automobiles, and personal belongings when there is reason to suspect that the welfare of students and other personnel may be threatened. Discovery of dangerous or illegal materials shall be reported to the proper authorities.

Search and Seizure (Non-students) — In accordance with Georgia Law any vehicle entering school grounds is subject to a complete search by school officials without the need of search warrants. When the request is made to search a vehicle, that vehicle must remain on campus until the search is completed. Failure to comply with such request will result in referral to law enforcement officials.

Short-Term Suspension — The student is suspended out of school up to ten (10) school days by the local school administrator. The student may be suspended for an accumulation of offenses, as well as a major offense. Days suspended will be unexcused absences and any grades taken may be recorded as zeros.

PROGRESSIVE DISCIPLINE PLAN/DISCIPLINE VIOLATION TERMS

The purpose of the Student Code of Conduct is to provide students at Berrien Elementary School an effective and safe learning environment. The Code of Conduct is meant to keep our campus safe and to prevent our school from being labeled as an “unsafe school” according to the State Board of Education Rule-Unsafe School Option. Included in this section are prohibited behaviors and consequences for such behavior. A number of factors must be considered in determining the degree of disciplinary action to be taken. These factors include the severity of the misbehavior, the age of the student, and the student’s disciplinary history. Please read the plan carefully and become familiar with each component. After several offenses, the principal or assistant principal may include, but are not limited to, any of the following discipline management techniques: administrative conference, lunch detention, corporal punishment, ISS, OSS and /or Alternative School placement. Because a student’s disciplinary history is taken into account, punishment imposed may vary from student to student for the same offense.

ABUSIVE LANGUAGE, OBSCENE WORDS, GESTURES, OR MATERIALS (including written or spoken words):

Language, writings, drawings, speech, and gestures that are considered to be abusive, obscene, sexually suggestive, derogatory, or profane will not be tolerated.

- Consequences will vary depending on the severity of the incident and may include ISS, OSS, and/or referral to law enforcement.

ACTIVATING A FIRE ALARM UNDER FALSE PRETENSES: Law enforcement will be notified and charges may be filed.

- Up to 10 days suspension and referral to law enforcement

ALCOHOL: There shall be no use of alcoholic beverages or illegal drugs anywhere on the school premises. This includes the sale, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol. Parents and law enforcement will be notified and charges filed.

- Up to 10 days suspension with possible referral to law enforcement

ARSON: Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary device.

- Up to 10 days suspension and referral to law enforcement

BATTERY: Actual and intentional touching or striking of another person against his or her will or intentionally causing bodily harm to an individual. Includes an attack with a weapon or one that causes serious bodily harm to the victim.

- Up to 10 days suspension with referral to law enforcement

ASSAULT ON A SCHOOL EMPLOYEE: No student shall cause or attempt to cause physical injury or behave in such a way as could reasonably cause injury to a school employee or make physical contact of an insulting or provocative nature.

- Up to 10 days suspension with possible referral to law enforcement

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

- Consequences will vary depending on the severity of the incident and may include ISS, OSS, and/or referral to law enforcement

BOMB THREAT: Generally defined as a threat, usually verbal or written, to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists. Criminal statutes typically dictate severe penalties. Parents and law enforcement will be notified and charges filed.

- Up to 10 days suspension with referral to law enforcement

BULLYING: Bullying is 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 such as would give the victim reason to fear or expect immediate bodily harm. Disciplinary action may also be necessary if on-campus or off-campus cyberbullying results in a disruption to the school environment. For more information, please see policy JCDAG on the Berrien County School Website. With any offense, law enforcement may be notified and charges may be filed.

- First offense: Up to 2 days ISS. Parents of all students involved will be contacted.
- Second offense: Up to 5 days of ISS. Parents of all students involved will be contacted.
- After Second Offense: Up to 5 days OSS with a referral to law enforcement and charges may be filed. Parents of all students involved will be contacted.

BREAKING AND ENTERING/BURGLARY: Unlawful entry into a building or other structure with the intent to commit a crime. This applies to school buildings or activities related to a school function.

- Up to 10 days suspension with referral to law enforcement

CELL PHONES: Students may not use cell phones on the school campus unless for teacher directed educational purposes.

- First offense: Verbal warning by teacher. Student may have the phone at the end of the day.
- Second offense: Verbal warning by administration and parent will have to pick up the phone.
- After second offense: Up to 3 days ISS and parent will have to pick up the phone.

CHEATING: A student shall not cheat on any test, project, homework, report, or other assignment which the student is expected to do on his/her own. Plagiarism is considered cheating.

- First offense: Teacher will contact parent.
- Second offense: A grade of zero or an alternate assignment may be given and the teacher will contact the parent.
- After Second offense: Up to 2 days of ISS

CLASS OR SCHOOL DISRUPTIONS: No student shall behave in a manner that interferes with the educational learning or activities of others.

- First Offense: Teacher Warning and punch in behavior card
- Second offense: Teacher Warning and/or lunch detention. Teacher will contact parent.
- Third offense: Teacher-Parent conference and up to 5 days ISS
- After third offense: Up to 3 days OSS

TECHNOLOGY TRESPASSING: Unauthorized use of a computer and/or using the Internet without permission or going to a forbidden Internet site.

- Consequences will vary depending on the severity of the incident and may include ISS, OSS, and/or referral to law enforcement.

DISHONESTY: Defined as lying to school officials, altering documents or presenting false information in the form of notes or phone calls.

- First Offense: Teacher Warning and punch in behavior card. Teacher will notify parent.
- Second Offense: Teacher Warning and/or lunch detention. Teacher will contact parent.
- After third Offense: Teacher-Parent conference and up to 5 days ISS

DISORDERLY CONDUCT: Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others.

- Consequences will vary depending on the severity of the incident and may include ISS, OSS, and/or referral to law enforcement.

DRUGS, EXCEPT ALCOHOL AND TOBACCO: Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics. Includes being under the influence of drugs or substances represented as drugs. This includes over-the-counter medications if abused by the student. Also includes intentionally smelling or inhaling fumes from any substance (for example: glue, solvents) for the purpose of becoming intoxicated. This does not include tobacco or alcohol.

- Up to 10 days suspension with possible referral to law enforcement

FIGHTING/PHYSICAL ABUSE/ASSAULT: Fighting is the mutual participation of one or more students involving physical violence. This does not include verbal confrontation, tussels, or other minor confrontations. Fighting offenses are cumulative and because fights vary in intensity, the administration has the right to use discretion in handling fighting offenses.

- Consequences may vary depending on the severity of the incident and may include ISS, OSS, and/or referral to law enforcement.

GAMBLING: Playing any game of skill or chance for money or anything of value on school property or at a school function.

- Consequences may vary depending on the severity of the incident and may include ISS, OSS, and/or referral to law enforcement.

GANG ACTIVITY: Gang activity is not tolerated on campus or school sponsored transportation, or at school sponsored activities. This includes symbols, actions, graffiti and the like.

- Consequences may vary depending on the severity of the incident and may include ISS, OSS, and/or referral to law enforcement.

HORSEPLAY: Horseplay is defined as rough or rowdy play or pranks.

- First Offense: Teacher Warning and punch in behavior card. Teacher will notify parent.
- Second Offense: Teacher Warning and/or lunch detention. Teacher will contact parent.
- After Second offense: Teacher-Parent conference and up to 5 days ISS

HARASSMENT OF STUDENTS: Harassment of students is defined as activities that do not reach the level of bullying.

- First Offense: Up to 5 days lunch detention
- Second Offense: Up to 3 days ISS
- Second Offense: Up to 5 days ISS
- After third offense, up to 3 days OSS

INAPPROPRIATE DRESS: Inappropriate dress is defined as any violation of the student dress code.

- Because dress code violations vary in intensity, the administration has the right to use discretion in handling inappropriate dress.

STUDENT INCIVILITY: Failure to comply with reasonable directions of an employee when on the school grounds or refusal to follow school staff members instructions. This can include cursing, inappropriate language, talking back, "sassing," intentionally arguing in a demanding or disruptive manner, willful disobedience, or otherwise showing disrespect for any persons present at school or at a school related function. This includes verbal non-violent confrontation.

- Consequences will vary depending on the severity of the incident and may include ISS, OSS, and/or referral to law enforcement.

SEXUAL HARASSMENT: Sexual harassment has no place at school and is illegal. If a student believes he/she has been sexually harassed, he/she should report such behavior to the school administration. The school administration will begin a prompt investigation of the complaint. Upon completing a thorough investigation, the administration will take appropriate action. Students making false charges and students retaliating for being reported will be disciplined as warranted.

- Consequences will vary depending on the severity of the incident and may include ISS, OSS, and/or referral to law enforcement.

SEX OFFENSES: Unlawful sexual behavior or contact without force or threat of force where the victim is capable of giving consent. Code includes indecent exposure and obscenity. Includes viewing or downloading pornographic content onto communication devices on school-owned or personal devices.

- Up to ten days suspension with referral to law enforcement

SOLICITATION: You are not allowed to sell things such as toys, electronics, gum, baseball cards, etc. to other students or teachers at school unless it is an approved school fundraiser. You are also not allowed to trade or give away these things at school.

- First Offense: Up to 5 days lunch detention
- Second Offense: Up to 3 days ISS
- After Second Offense: Up to 5 days ISS

STEALING/THEFT AND EXTORTION: A student shall not steal private or school property. A student may not threaten or force another person to hand over money or property. Theft and extortion offenses are cumulative and law enforcement agencies may be contacted at any time and charges possibly filed.

- Consequences will vary depending on the severity of the incident and may include ISS, OSS, and/or referral to law enforcement.

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

- Consequences will vary depending on the severity of the incident and may include ISS, OSS, and/or referral to law enforcement.

TOBACCO: Possession, use, distribution, or sale of tobacco products (to include E cigarettes) on school grounds, at school sponsored events, and on transportation to or from school. Students who are under school supervision (club meetings, field trips, club trips/activities, sports activities, etc.) shall not use or possess tobacco in any form.

- Consequences will vary depending on the severity of the incident and may include ISS, OSS, and/or referral to law enforcement.

TRUANCY/SKIPPING: Truancy/Skipping is defined as being out of class or school without permission.

- Consequences will vary depending on the severity of the incident and may include lunch detention, ISS, or OSS.

VANDALISM: The willful destruction, damage or defacement of public or private property, real or personal, without the consent of the owner or the person having custody of it.

- Consequences will vary depending on the severity of the incident and may include ISS, OSS, and/or referral to law enforcement.

VIDEOTAPING OCCURRENCES: Defined as using a smartphone and/or technology to videotape an inappropriate incident. Since these offenses vary in nature, administration has the right to use discretion in handling these offenses. If videotaping a fight, the student videotaping the fight will receive the same punishment as the person fighting.

- Consequences will vary depending on the severity of the incident and may include ISS, OSS, and/or referral to law enforcement.

WEAPONS: May include, but are not limited to:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.

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

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

- Up to 10 days suspension with possible referral to law enforcement

ALTERNATIVE SCHOOL AND PLACEMENT

While enrolled at the Alternative School, students are not permitted to ride the bus to and from school. Parents are responsible for arranging transportation for their child. Additionally, students are not allowed to participate in or attend any school related functions on or off Berrien County campus, while enrolled at the Alternative School. Students are not permitted to visit any of the campuses in the district in which they receive their educational services until they have successfully completed their Alternative School assignment and have been reinstated in good standing with their home campus. Students disregarding this stipulation may risk the possibility of further disciplinary action or law enforcement involvement.

STUDENT DRESS CODE

The purpose of this dress code is to assist administrators, teachers, students, and parents in fulfilling the mission of Berrien 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. Students are required to be neat and clean in both dress and person. The dress code regulations that follow are not designed to inhibit personal taste but to encourage learning, good behavior, and safety.

1. Any clothing, hairstyle, jewelry, chains, body carving/piercing, tattoos, or attire that is distracting, or causes a disruption or constitutes a safety issue will not be permitted at school. Jewelry may not pierce the skin except in the ear.
2. Shorts, skirts, dresses, and spirit wear must be of reasonable length; e.g., mid-thigh if they are to be worn at school. If a shirt is to be worn un-tucked, it should not be excessive in length.
3. Clothing such as skirts, pants, trousers, etc. must be worn at the waist and must cover all undergarments. All fasteners, belts, zippers, suspenders, etc, will be worn as intended. Pajamas and bedroom shoes will not be allowed.
4. Clothing and/or jewelry, which advertises or displays any insignia of alcohol, illegal drugs, or tobacco is not permitted.
5. 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.
6. Clothing that exposes or accentuates the body, such as spandex pants, see-through garments, halter or tube tops, backless dresses, muscle shirts, tank tops, bare midriff outfits, or shirts, blouses, etc., or that are tied at or may rise above the waist, will not be permitted at school.. Girls' sleeveless tops must have a two inch wide shoulder strap as a minimum. The neckline on clothing should not be revealing.
7. Sunglasses, caps, hats, and other head-coverings such as bandanas and hoods will not be worn inside the school building.
8. Appropriate shoes must be worn at all times at school.

Discretionary Statement: The 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. The administrators may make occasional, school-wide exceptions to these standards for such events as "hat days" or "spirit days."

SUPPLIES

All students should come prepared with the necessary school supplies; however, school supplies are sold between 7:30 a.m. and 8:00 a.m. at the school store.

TARDIES/EARLY CHECKOUTS

If a student accumulates 10 or more unexcused tardies and/or early checkouts, a school administrator and/or designee will contact the student's parent/guardian advising them of the number of tardies/early checkouts attributed to their child and the school's concern. If a student accumulates 15 or more unexcused tardies and/or early checkouts, a school administrator or designee will contact the student's parent/guardian to inform them of a referral to the school social worker. After 15 unexcused tardies and/or early checkouts, a referral will be processed through the Juvenile or Superior Court System. (Policy JB-R) Since students in grades 3-5 change classes, it is very important for them to stay all day, so they will receive instruction in all classes.

TELEPHONE

The school telephone is for school business. Excessive use by a student could result in his/her not being allowed the privilege of using the phone. A parent/guardian needing to get a message to his/her child may leave the message with office personnel who will relay the message to the student prior to the afternoon dismissal. Please do not call with messages after 2:30 p.m., as we may not be able to deliver them before afternoon dismissal. Emergency messages will be relayed immediately.

TESTING

The state of Georgia has a comprehensive testing program for schools. These different test batteries assist the schools, district, and state in evaluating the instructional programs and in more accurately meeting each student's

needs. In the spring, all students at Berrien Elementary School take an End of Grade state assessment in Math and ELA which assesses the Georgia Standards of Excellence. In addition, fifth grade students take an End of Grade state assessment in Science and Social Studies.

TEXTBOOKS

Textbooks are the property of the school and are loaned to students to use during the school year. Students are expected to handle books carefully and to keep them in good condition. All textbooks should be covered when issued and remain covered during the year. These books are assigned to students by number when issued and are taken up by number at the end of the year. Students will be required to pay the cost of any textbooks they lose or damage. If a student loses a book, he/she will not be given a replacement until he/she pays for the lost textbook.

TITLE ONE

Berrien Elementary School is a Title I school. Title I is a federal program that provides federal funds to schools with high numbers of low income students to help ensure that all children meet challenging state academic content and student academic achievement standards.

TRAFFIC

The speed limit on campus is 10 M.P.H. Parents and visitors enter and exit on Middle School Circle until 8:30 a.m. and after 2:45 p.m. From 8:30 a.m. to 2:45 p.m., parents and visitors enter from the Tifton Highway. Parents and visitors should park in the spaces provided in the parking lot at the front entrance and not in the emergency vehicle lanes. Buses load and unload at the back entrance of the school. No private vehicle traffic is allowed in this area.

TRANSPORTATION CHANGES/CAR RIDERS

Students may not make any changes in the way they usually go home unless they bring a note signed by their parent/guardian. In the note, the parent should give specific instructions and dates to explain any change to the way their child should be transported home. The administration or administrative designee will verify the note. Once the note is approved, the student should show it to his or her teacher, who will either keep it on file or return it to the student to show to the bus driver or front duty person if he or she is riding a bus or being picked up out front.

All afternoon car riders will be picked up in a designated area in the front of the school. For the safety of your child, all vehicles must have a display of the school decal with the student's name before a child can be placed in the car. If a car does not have a Berrien B displayed, the teacher on duty will ask for identification and contact the office to make sure the person in the vehicle is allowed to pick-up the student.

Once your child is at the bus area, you must come to the office to check out your child. Personnel on duty, not parents, must remove a student from a loaded bus.

VISITORS

Visits from parents/guardians are welcomed and encouraged. If the purpose of the visit is to see the teacher, the visitor needs to call in advance for an appointment. Parents who drop by without an appointment to see a teacher may be unable to do so if the teacher is responsible for a class at that time. As required by Georgia law for safety and security purposes, all visitors to the school must report to the school office when they arrive. All visitors must sign in and must wear a visitor's' pass while in the school or on the campus. No student visitors are allowed.