

Student Code of Conduct/Handbook Ben Hill Middle School

2021 - 2022

School Day: 8:10 - 3:45

Breakfast: 7:40 - 8:10

Doors Open: 7:30



www.ben-hill.k12.ga.us/bhms

134 J C Hunter Drive
Fitzgerald, GA 31750

Phone: 229.409.5578

Fax: 229.409.5580

Ben Hill County School District

This student handbook is only a supplement to the student handbook that was created and approved by the Superintendent and the Ben Hill County School Board of Education. This handbook is for students, parents, teachers, and school administrators to use as a quick reference to any offense or situation that may be questioned. Each student will be given a copy. Parents are encouraged to review both the County-Wide and BHMS Handbooks.

Vision

A united community committed to a culture of collaboration that prepares students for excellence in all areas.

Mission

Excellence for ALL

Motto

“Inspiring Excellence”

Beliefs and Values

1. We believe the school is a support system made up of the community, educators, students, and parents who are committed to the continuous improvement of our school.
2. We believe that each person has choices and is responsible for the consequences of those choices.
3. We believe that each person has inherent, immeasurable worth.
4. We believe that each person has the right to a safe school environment.
5. We believe our school should provide an atmosphere in which learning is the chief priority.
6. We believe, through our assistance, that students will become confident, self-directed, life-long learners.
7. We believe in building character through the teaching and modeling of values.
8. We believe in preparing students to live successfully in an ever-changing global society that is rich in a diverse culture.
9. We believe in providing an environment in which students work to their full potential.
10. We believe the school should provide a consistent method of student academic assessment.

Ben Hill Charter System 2020 - 2021 School Calendar

PRE-PLANNING	July 22 - July 23
PLC DAY	July 26
OPEN HOUSE	July 26
FIRST DAY OF SCHOOL	Wednesday, July 28
PLC DAY	August 27
LABOR DAY HOLIDAY	September 6
PLC DAY	September 24
END OF 1 ST 9 WEEKS	October 1
FALL BREAK	October 11 - October 15
PLC DAY	November 1
THANKSGIVING HOLIDAY	November 22 - November 26
END OF 2 ND 9 WEEKS	December 17
WINTER HOLIDAYS	December 20 - January 3
PLC DAY	January 3
FIRST DAY OF the SECOND SEMESTER	January 4
MARTIN LUTHER KING DAY	January 17
PLC DAY	February 4
WINTER BREAK	February 14 - February 18
END OF 3 RD 9 WEEKS	March 11
PLC DAY	March 14
SPRING BREAK	March 28 - April 1
END OF 2 ND SEMESTER/LAST DAY OF SCHOOL	May 20
GRADUATION	May 20
POST PLANNING	May 23 - May 27
PLC DAY	May 25 - 26

Progress Reports and Report Card Dates

September 2, 2021	1 ST QUARTER PROGRESS REPORTS
October 1, 2021	END OF 1 ST NINE WEEKS
October 19, 2021	1 ST QUARTER PARENT/TEACHER CONFERENCES 4:30 - 6:00
November 11, 2021	2 ND QUARTER PROGRESS REPORTS DISTRIBUTED
December 17, 2021	END OF 2 ND NINE WEEKS
January 11, 2022	2 ND QUARTER PARENT/TEACHER CONFERENCES 4:30 - 6:00
February 3, 2022	3 RD QUARTER PROGRESS REPORTS DISTRIBUTED
March 11, 2022	END OF 3 RD NINE WEEKS
March 22, 2022	REPORT CARDS/PARENT TEACHER CONFERENCES 4:30 - 6:00
April 21, 2022	4 TH QUARTER PROGRESS REPORTS DISTRIBUTED
May 20, 2022	END OF 4 TH NINE WEEKS
TBD	REPORT CARDS DISTRIBUTED

AGENDA:

Students must carry/have their agenda with them at all times. The agenda will be used for passes, media checkouts, parent/teacher information, positive behavior, etc.

EXPECTATIONS:

Ben Hill Middle is aware that the vast majority of our students come to school well-mannered and well-disciplined. It is apparent that they understand the importance of a good education. We feel that it is our responsibility to create an environment that allows all students to achieve success. Students and their parents need to know and understand this code to accomplish these goals:

1. To ensure the safety of our students and staff.
2. To create an environment conducive to learning at the highest levels.
3. To demonstrate the following 3 Expectations:

THREE EXPECTATIONS

1. **Be Respectful**
 - a. Speak in a respectful manner
 - b. Be honest and truthful
 - c. Use acceptable and courteous language
 - d. Walk quietly in hallways.
 - e. Perform acts of kindness and act with courtesy.
 - f. Keep your hands and feet to yourself.
 - g. Refrain from bullying or harassment.
 - h. Recognize and respect the rights of others.
2. **Be Responsible**
 - a. Give your personal best!
 - b. Take care of the school and things that do not belong to you.
 - c. Help keep our school clean.
 - d. Complete all assignments to the best of your ability.
 - e. Follow the rules and procedures throughout the building.
3. **Be Ready**
 - a. Dress for success.
 - b. Be prepared with all the necessary materials.

We are confident that with parents, teachers, and students working together, we can create an educational environment that is conducive to high academic achievement that fosters growth for all students.

GUIDANCE/COUNSELING

Ben Hill County Middle School students are in transition from childhood to adolescence. The guidance consists of working with students to help them develop academically, personally, and socially. The goal of the guidance and counseling program at Ben Hill County Middle School is to help identify students' special needs. The program also focuses on students' career options.

Crisis intervention is an essential part of the guidance curriculum. However, more emphasis is placed on the developmental and preventative programs.

Parents, teachers, or other school staff may refer students

or the students may come to the counselor on their own. Students may also email the counselor at any time. If possible, an appointment should be made with the counselor in advance.

The counselor will introduce skills and information in small groups settings. Students should also take it upon themselves to make-up any work they missed while in session. Except in extreme emergencies, students should have a school issue pass to see the counselor.

The counselor serves as a member of the leadership team, working with the school, the home, and the community to provide students with the best possible resources and services. Other guidance services offered by the counselor include enrollment, scheduling, permanent records, student support team meetings, homebound hospital program, parent conferences, and state testing.

RESPONSE TO INTERVENTION- BEHAVIOR

The RTI Behavior Process at Ben Hill Middle School is a means of identifying and addressing those behaviors and environmental influences that can negatively affect a child's behavior and academic success. This process is designed to provide services to students that show signs of chronic problem behaviors. It may be used at any time needed to ensure the success of students.

Once a student has received a referral for behavior and then gets another referral for the same behavior, they will be referred to the RTI Coordinator and enter Tier II of the RTI Behavior Process. At this point, the RTI Team for the student (ex: student, parent, teacher, RTI Coord., Counselor, Admin.) will meet to create a Behavior Contract. Parent contact will be important throughout this process. After the Behavior Contract has been written and signed, the student will be progress monitored for four weeks. If at the end of these four weeks, the student's behavior has improved (according to the RTI Team) the student will be moved out of Tier 2.

If the student's behavior has not progressed, they will be referred to Tier 3 by the RTI Team. Once in Tier 3, the RTI Team will develop a Behavior Intervention Plan. The student will be progress monitored for six weeks. At the end of 6 weeks, they will either move back to Tier 2, be reevaluated for Tier 3, or further necessary action will be taken.

SCHOOL RESOURCE OFFICER:

Ben Hill Middle School has a School Resource Officer assigned. The SRO is a law enforcement officer provided by the Ben Hill County Sheriff's Office. The SRO works in coordination with teachers, staff, and administrators to provide a safe learning environment free from disorderly actions. The SRO is first and foremost a law enforcement officer that will uphold the Constitution and enforce the laws of the United States, State of Georgia, Ben Hill County, and the city of Fitzgerald. In some circumstances, the SRO may have to take appropriate law enforcement action in coordination with school administration.

BOARD POLICY: STUDENT COMPLAINTS/GRIEVANCES

The Board realizes that there may be conditions in the school system that need improvement, and students should have some means to effectively express their concerns, which will be considered with all fairness.

Students' complaints and grievances shall be resolved through orderly processes and at the lowest possible level. However, the Board shall provide channels for eventual hearings, should circumstances dictate.

Complaints and grievances shall be approached in the following manner:

1. The opportunity shall be provided any student or his/her parents to discuss with his/her teacher a decision or situation which he/she considers unjust or unfair;
2. If the matter remains unresolved, the student or parents, or the teacher, may bring the matter to the principal's attention in writing as references in Descript Code JCE-R;
3. If that matter remains unresolved, it may be brought to the Superintendent or a designee for his/her consideration;
4. Complaints that remain unresolved following any action of the Superintendent may be referred in writing to the Board. The Board's decision, if it chooses to make one shall be final.

For more details on Complaints and Grievances, please see the Ben Hill County Student Handbook.

PARENTS RIGHT TO KNOW:

In compliance with the requirements of the No Child Left Behind statute, the Ben Hill County School System informs parents that you may request information about the professional qualifications of your student's teacher (s). The following information may be requested:

1. Whether the teacher has met the GAPSC requirements for certification for the grade level and subject area in which they are teaching;
2. Whether the teacher is teaching under an emergency or another provisional status through which Georgia qualifications or certifications criteria have been waived;
3. The college major and any graduate certification or degree held by the teacher;
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

For more information, contact the Principal 409-5578.

STUDENT RECORD PRIVACY ACT (FERPA):

Ben Hill Middle School adheres strictly to all required student confidentiality laws. Allowable under these guidelines, certain categories of personally identifiable information about students may be published or released without prior consent. Examples of such information include honor roll pictures with names published in the newspaper; photographs, video, audio or film images or recordings of athletic or school-sponsored events, such as awards programs; special events pictures and names published in the newspaper; names, height, and weights published in athletic publications; other special events programs where the name and class standing may be published; and names and pictures published in the school newspaper or annual. School Officials are also allowed, without prior parental consent, to release school records to other educational institutions and the military.

Unless you, as a parent/guardian of an eligible student, request otherwise, this information may be disclosed to the public upon request. You have the right to refuse to allow all or any part of the above information to be designated as Directory Information and to be disclosed to the public upon request. If you wish to exercise this right, you must notify, in writing, the principal of the school at which the student is enrolled within ten days after the student enters school.

You are also notified that from time to time students may be photographed, videotaped, or interviewed by news media at school or some school activity or event or by school officials as part of school publications, including school and system websites. If you as a parent/guardian object to your child being photographed, videotaped, or interviewed, or posting information about your child (honors, awards, etc.) on the school and/or system websites, the objection must be presented, in writing, to the principal of the school where your child is enrolled within 10 days after the student enters school.

For safety purposes, video/audio equipment will be used to monitor student behavior in common areas on campus. The administration can review the tapes routinely and document student misconduct.

PARENTAL INVOLVEMENT PROCESS:

Parental involvement is an important component of a student's success in school. The Ben Hill County Board of Education encourages parents to become involved in their child's education to ensure the child's academic success. All Ben Hill County Title I Schools shall, to the extent possible, implement the following to meet federal requirements under Title I Public Law.

1. Involve parents in the development of the Title I Plan, the process for school review of the plan and the process for improvements;
2. Provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implement effective parent involvement activities to improve student academic achievement and school performance;
3. Build the schools' and parents' capacity for strong parental involvement;
4. Coordinate and integrate parental involvement strategies under Title I with other programs, including those listed under 20 USC 6318 (a)(2)(D).

5. Conduct with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient (LEP) parent, minorities, parents with disabilities and parents with low literacy) and use the findings of the evaluation to design strategies for more effective parental involvement and to revise, as necessary, the parental involvement policies; and
6. Involve parents in Title I activities. The board shall review the policy annually. The superintendent or his/her designee shall be responsible for notifying parents of this policy annually or within a reasonable time after it has been amended during the school year. Administrative regulations shall be developed regarding this policy.

the child has completed all requirements for a high school diploma

Public schools have authority, and it shall be their duty to file proceedings in court to enforce this subpart.

Ben Hill County Schools is informing parents of each child enrolled in the district that fails to comply with compulsory attendance under this code section for children, and their parents will result in possible consequences and penalties. The parent/guardian signature indicates receipt of such a written statement and an understanding of the potential implications and penalties.

Students are required to attend school 166 days to receive credit for the year. When it is necessary for a student to be absent from school, the student should bring a written excuse within two days. The reason should include the list of days that were missed and the signature of the parent or physician. Legal or excused absences include personal illness, critical illness in the immediate family, family death, or religious holidays

The Ben Hill County Board of Education has set fourteen (14) days as the maximum number a student may miss during the school year. Students whose absences exceed the fourteen (14) day limit and who wish to appeal, may request an appeal form from the attendance office. Students who miss more than fourteen (14) days and do not successfully appeal their absences will fail for the school year.

It is important to note that some classes are year-long classes and some classes are only semester-long classes. The fourteen (14) day limit is for year-long classes. For semester-long classes, the limit is seven (7).

The following Attendance Protocol. Attendance Policy O.C.G.A. 20-2-690.1
Mandatory Education for children between ages 6 and 16.

In grades 6-8, we will begin mailing attendance letters on the third, fifth, and seventh absence.

- a. 3rd, 4th, and 5th unexcused absence: Notification Sent to Parent
- b. 6th unexcused absence: A Phone call to a parent and request for information and or conference.
- c. 7th unexcused absence: Notification Sent, Conference is required with Counselor/Administration.
- d. 10th Unexcused Absence: Notification Sent, Referred to System Social Worker

The Attendance Committee will meet at the end of each semester to hear appeals and to discuss cases individually.

GIFTED EDUCATION PROGRAM EVALUATION PROCESS

The Ben Hill County School System provides gifted education programs for qualified students in K - 12. For information regarding gifted services, contact 409-5500.

Students may be nominated for gifted evaluation by teachers, counselors, parents, guardians, peers, self, or other individuals with knowledge of the student's abilities. A nomination should be based on superior classroom performance or high achievement test scores. Test scores are valid for two years; therefore, testing will not be necessary each year. Parents or guardians can obtain a nomination form from their school office or through the gifted office.

504 & SPECIAL EDUCATION:

Any student or parent or guardian may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant failure to request a hearing in writing does not alleviate the school systems obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written request for a hearing. The Section 504 Coordinator may be contracted through the school system's central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at the system website or may be picked up at the Board Office.

ATTENDANCE POLICY:

O.C.G.A. 20-2-690.1

Mandatory Education for children between Ages Six and 16:

- a. Mandatory attendance in a public school, private, or home school program shall be required for children between their sixth and sixteenth birthday. Such mandatory attendance shall not be required where

If the parents do not agree with the committee's decision, they may petition for an appeal within ten (10) days. The appeal process includes the Principal, Superintendent, and the Board of Education.

ATTENDANCE PROCEDURES:

The door will be opened at 7:30 a.m. Students should report to the cafeteria if they want to eat breakfast. Students not eating breakfast and those who have finished eating breakfast should report to the gymnasium. No student will be allowed in the academic hallways without a pass from a teacher. Students will be released at 8:10 from the Gymnasium and Cafeteria to report to their 1st period class. Students arriving after the beginning of classes for the day (8:15) are considered tardy and will need to receive a tardy slip to get into the class.

MAKE-UP WORK:

Students will be expected to make up all missed work. **It is the student's responsibility to make arrangements with the teacher to make-up missed work.** Copies of the make-up procedures will be posted in each classroom. Students may be assigned Early Morning Detention, Lunch Detention, or ISS if they do not complete their work promptly.

HOSPITAL/HOMEBOUND:

A hospital/homebound program is available for students who will be absent at least ten (10) consecutive days. Forms are available in the counselor's office.

PROMOTION/RETENTION:

Students shall demonstrate satisfactory progress in all four academic subjects: Reading/Language Arts, Mathematics, Science, and Social Studies. Satisfactory progress will be determined by the yearly averages of 70 or above in 3 out of 4 core content classes and achievement at grade level as defined by "Performance Level 2: Developing Learner" on the Georgia Milestone Assessments as well as other data such as Measures of Academic Progress (MAP). Students must also maintain a 70 or above average in two of four connection courses if they are 18-week courses, or four of the eight connection courses if they are 9-week courses.

GRADE REPORTING:

Progress reports will be issued every 4 ½ weeks. They should be taken home and signed by a parent/guardian and returned to the homeroom teacher. Parents may access their student's grades online through the Infinite Campus Parent Portal. To register, contact the data office at the school. Requests for additional academic information should be made through the appropriate counselor's office. The administration of the Ben Hill County Schools adopted the following scale as a standard for all schools:

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

HONORROLL:

Honor Roll lists will be submitted promptly after report cards have been completed at the end of each nine-week grading period. Students named to the BHMS Principal's Honor Roll are those having all A's in all subjects. Students named to the BHMS Merit Roll are those having all A's and B's in all subjects.

VISITORS TO CAMPUS:

To ensure the safety of our students, faculty, and staff; all visitors must first report to the main office. No visitors are allowed on campus without obtaining permission and being issued on an official visitor pass.

CHECK OUT PROCEDURES:

Parents who wish to check their children out of school must report to the main office. Parents may make prior arrangements by calling ahead or sending a note; however, the student will not be released until a parent arrives. Parents must complete the sign-out sheet in the office. Teachers are not allowed to release students. This is an administrative responsibility. **There will be no student check-outs after 3:15 p.m.**

All ill or injured students should report to the main office to check-out. When a student is too ill to stay in class, the parents will be contacted, and the student will be checked-out. Frequent checkouts will be monitored.

DROP-OFF and PICK-UP PROCEDURES:

The drop-off and pick-up area for the middle school students who ride with parents is in the front circular drive **ONLY**. Please follow the flow pattern to ensure student safety. The **LEFT LANE** is for 8th-grade students, and the **RIGHT LANE** is for 6/7th-grade students. If a family needs to pick up students from more than one grade, the younger student should be picked up on the same side as the older student. **PARENTS SHOULD NOT TRY TO PICK THEIR STUDENT UP IN THE BUS LOADING ZONE, AT THE TRACK/FOOTBALL FIELD, OR ON JC HUNTER DRIVE.**

Parent Pick-up, walkers, and bus students will be released at 3:45. Students who do not leave with their assigned group are subject to disciplinary action.

All students not involved in after-school activities must be off campus by 4:10. Chronic failure to pick up students by 4:10 pm will result in a letter sent home to parents as well as notification to DFCS.

EXTRACURRICULAR ACTIVITIES:

Student Eligibility

The eligibility requirements for all students participating in extracurricular activities in grades 6 - 8 are below:

1. For determining eligibility, the grading period will be on a semester basis subject to club/team guidelines.
2. Ineligible students **SHALL NOT** participate in any fashion.
3. Must pass 3 of 4 academic classes and 1 of 2 connections classes.

Students participating in any extracurricular activity shall be required to provide proof of either school or personal insurance.

A student assigned ISS will not be allowed to participate in ANY Extracurricular activity (game or practice) that occurs on the day(s) in which they were assigned ISS.

Students assigned OSS are not permitted to participate in or attend any school events.

FIELD TRIPS:

Field trips are activities sponsored by the middle school to enhance classroom instruction. Students involved may be asked to share the expense of the trip. Teachers will send a Ben Hill County School System permission slip home to be signed by the parent/guardian and returned to the school before every out of county field trip. Students will not be allowed to participate in the activity or field trip without a signed slip. Students must ride the school bus to all field trips.

Students who have discipline/behavior/academic problems are subject to be ineligible to attend field trips. There will be no field trips in the last two weeks of school.

BHMS STUDENT ORGANIZATIONS/CLUBS:

1. 4-H
2. Act Out Drama Club
3. DefJamz ASL Club
4. Board Game Club
5. Boys to Men
6. Communities in Schools
7. Coloring Club
8. Diamond Art Club
9. Drone Club
10. Fellowship of Christian Athletes
11. Family, Career, & Community Leaders of America
12. FFA
13. Fitness Club
14. Future Problem Solvers
15. It's Not Just Duct Tape
16. Needle Crafts Club
17. Student Government
18. Technology Student Association

HALL PROCEDURES:

Students are not permitted to leave class without a signed and dated pass on their agenda. Students should move through the halls quietly and as quickly as possible.

Running, horseplay, PDA, yelling, screaming, hollering, and being loud will not be permitted. Students should keep their hands to themselves at all times.

OUT of ASSIGNED AREA

Students will not loiter in the halls between classes; they should not wander the halls; students should not go into areas where their presence is prohibited. This includes staff workrooms, computer labs without a teacher, staff restrooms, etc.

ASSEMBLY ETIQUETTE:

Students will enter assemblies quietly and orderly. Students will give silent, appreciative attention to each presentation/presenter. Reasonable applause is acceptable; however, whistling and obnoxious behavior will not be tolerated. Students will leave in a quiet and orderly fashion.

DELIVERIES

No deliveries are allowed at BHMS. Flowers, candy, food, etc. will not be delivered to students during the school day.

INSURANCE:

School insurance is available for Students and is the responsibility of parents/guardians to obtain and ensure enrollment. There are two plans: (1) accident insurance while at school or (2) 24-hour coverage insurance. Students must purchase Insurance directly from the Insurance Company. Forms explaining coverage and the procedure to purchase insurance will be sent home the first week of school.

TELEPHONES:

Telephones are not for student use. The receptionist will place all telephone calls for the student. To promote responsibility, students should make necessary arrangements in advance for parent pick-up, field trip permission forms, money, homework, etc.

BREAKFAST/LUNCHROOM:

Breakfast and Lunch will be provided this year "FREE OF CHARGE" for students. Our school system is participating in the CEP (Community Eligibility Provision) Program, which offers free meals to all students. Please encourage our child to eat meals in the Cafeteria daily.

Students may bring their lunches to school, but may not bring carbonated beverages. Under no circumstances are parents, deliverymen, etc., allowed to bring commercial lunches onto the school campus. Students will report the cafeteria with their class and eat as a group;

Parents are welcome to dine with their children only. Another student may dine if prior parental permission is obtained and verified by BHMS.

All food and beverages served and sold on campus during the school day shall be consistent with the current USDA Dietary Guidelines for Americans.

REFERENCE: Policy EEE

MEDIA CENTER:

The BHMS Media Center will be open from 8:00 a.m. to 4:00 p.m. each school day. The media center provides books and materials to support the curriculum. Our Media Staff is always available to assist students in obtaining the desired materials. All students are encouraged to use the media center for both study and pleasure reading. However, to provide the best service possible for all students, it is necessary that all students be responsible for the care of and returning all books on time.

Non-reference books may be checked out for two weeks. At the end of this time, these books may be renewed for another two weeks by bringing the book to the media center and renewing the book. All reference books may be checked out overnight only. These books must be checked out after 3:45 and returned by 8:15 the following day.

MEDICATION POLICY:

The dispensing of medications is an administrative function and will be dispensed in the nurse's office. If medication can be given at home or after school, please do so. If medication is required, you must adhere to the following guidelines:

1. Over-the-counter (OTC) medication will only be given with a written order by a physician.
2. You must complete a Medication Permission Form before the medication is administered. These forms are kept at your child's school.
3. Prescription medication must be in the original container. Ask your pharmacist for a separate labeled bottle for school.
4. Parent/Guardian must provide specific instructions (including drugs and related equipment) to the nurse, principal, or his/her designee.
5. It will be the responsibility of the parent/guardian to inform the school of any changes in pertinent data.
6. All medication will be taken directly to the office of the nurse by the parent/guardian.
7. A daily record shall be kept on each medication administered. This record will include the student's name, date, medication administered, time, and signature of school personnel who supervised said medication administration.
8. The school is not responsible for any medication(s) lost by the student on the way to school at school before turning the medication(s) over to the administration.
9. If medication, after being given to the school for safekeeping, becomes missing, then the school will make accommodations with parent(s) regarding the situation.

Nurses or other school employees are authorized to administer auto-injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Such persons are also authorized to administer levalbuterol sulfate, if

available, to a student in perceived respiratory distress, regardless of whether the student has a prescription for levalbuterol sulfate. Any school employee who in good faith administers or chooses not to administer such medication to a student in such circumstances shall be immune from civil liability.

VALUABLES:

Students are not to bring radios, cameras, tape, or other items not explicitly needed for classwork or assignments. Such things will be taken up and kept until the end of the semester or until a parent/guardian comes to pick it up. Students are discouraged from bringing large sums of cash to school. The school cannot be responsible for items lost or taken, whether in school lockers or not.

SERVICE CHARGE:

There will be a \$20.00 service charge on all returned checks. If bad checks are not picked up in a reasonable amount of time, they will be turned over to the DA.

SCHOOL WEBSITES:

Each school within the School District has an individual school website. Valuable information about academic progress, school news, contact information, upcoming school events, and a variety of timely, useful information can be accessed at each of these sites.

BHMS: <https://www.ben-hill.k12.ga.us/bhms>

COUNTY SITE: <https://www.ben-hill.k12.ga.us/Page/1>

NEWS MEDIA COVERAGE/SCHOOL PUBLICATIONS

Events and programs in public education are often considered newsworthy and of interest to local communities. Schools often solicit media coverage to publicize successful programs and special events concerning students and faculty. Your child may on occasion be interviewed or photographed by the news media for positive school news coverage, or publicly recognized at a School Board Meeting. Additionally, your child's image, name, or intellectual property may be included in School District publications or school Websites. If a parent/guardian objects to his/her child being included in any or all of the above, he/she must annually notify the Principal in writing by Sept. 1st, or within one week of admission/enrollment if enrollment occurs after Sept. 1st.

HEALTH RESOURCE INSTRUCTION:

Georgia law requires that sex education and AIDS prevention instruction is part of the curriculum. Parents have the right provided in O.C.G.A. 20-2-143, which states, "Any parent or legal guardian of a child to whom the course of study outlined in this code section is to be taught shall have the right to elect, in writing, that such child not receives such course of study."

Ben Hill County Schools are currently mandated in a

statewide GADOE initiative to update physical education program activities focused on improving the physical fitness and well-being of Georgia Students. The initiative is based on the FITNESSGRAM. Students in grades 4-12 will be evaluated, and results will be recorded. For more information regarding the FITNESSGRAM, please refer to www.fitnessgram.net/faqparents.

BHMS STUDENT CODE OF CONDUCT:

DISCIPLINE

1. Administrative discretion may be used for any violations that occur.
2. All actions requiring administrative disposition will be dealt with on an individual basis, and dispositions may be increased or decreased depending upon administrative discretion.
3. Law enforcement or other agencies may be called in at the discretion of the administration.

FOUR STEP PLAN

Teachers are expected to maintain appropriate conduct in their classrooms and are required to follow a four-step plan for minor offenses before sending a student to the discipline office. Major offenses may be sent immediately to the office. Teachers have the right to manage their classrooms according to the management style that best fits them. This plan calls for individual teachers to handle day-to-day discipline problems and to notify the parents in writing and by phone call when possible. Parental contact will take place throughout the process. Parent/guardian intervention may eliminate the need for further disciplinary actions to be. Teachers and other students have the right to have a distraction-free environment to learn in.

As part of the BHMS RTI Behavior Process, the Step Plan has been developed to focus on Target Behaviors. This plan is designed to help the student achieve maximum success.

Step One:

Behavior Redirection, Contact Parent, Log in Infinite Campus, Student Signature

Step Two:

Behavior Redirection, Contact Parent, Log in IC, Teacher Discretion, Student Conference

Step Three:

Behavior Redirection, Contact Parent, Log in IC, Teacher Discretion, Student Conference

Step Four:

Referral to Administration, Contact Parent, Log in IC

Step Five and Beyond for the same Target Behavior = Office Referral

At any point past Step Four, if a student receives another referral for the same target behavior, they will be referred to the RTI Coordinator and enter the RTI Behavior Process of Tier 2. This includes being put on a Behavior Contract. Failure to improve at this point leads to Tier 3 and a Behavior Intervention Plan. For more information on the RTI Behavior Process, please see the RTI Section of this Handbook.

SILENT LUNCH:

A student may be assigned silent lunch by a teacher for minor violations of the student code of conduct and to complete missing/make-up assignments.

ADMINISTRATIVE LUNCH DETENTION:

Students may be assigned this detention for minor violations of the student code of conduct and to complete missing or make-up assignments in a teacher's classroom. Students assigned to lunch detention Will report to the time-out room during their lunch period after picking up their lunch tray.

EARLY MORNING DETENTION:

A student may be assigned Early Morning (Before School) Detention for minor and repeated violations of the student code of conduct. Students assigned to Early Morning Detention will report to the front office of the school by 7:35. The detention supervisor will take students to the cafeteria to get their breakfast and then will report to the timeout room.

Early morning detention is from 7:35 - 8:10 am. Failure to show up to Early Morning Detention will result in a day of ISS for each failed appearance.

IN-SCHOOL SUSPENSION (ISS):

Students assigned ISS are placed in suspension while remaining on a school campus. Students are allowed to make up work from their regular classes and are not penalized academically and will be counted present for classes. They are still allowed to ride the bus. A student can serve no more than ten days of ISS per Semester. Any disciplinary action required beyond ISS limits will result in OCS or Home Suspension.

A student assigned ISS will not be allowed to participate in ANY Extracurricular activity that occurs during the time in which they are assigned ISS.

ISS is used for

1. Minor/Major Discipline Issues for 1 to 3 Days.
2. It can be used as a Detention Time Out for a Class period or special event.
3. It can also be used to hold a child until their parent arrives.

A student may be given additional days for inappropriate behavior or a lack of completing assignments. They may be referred to Off-Campus School for continued behavior issues while serving ISS.

OFF-CAMPUS SCHOOL (OCS):

Off-Campus School (OCS) will be located at the old Pre-K building located on Longstreet and will be used at the discretion of the Principal and by his/her designee. A student can serve no more than ten days a semester at OCS.

OCS is for chronic behaviors that students have failed to correct and major discipline issues that arise. Students assigned to OCS will:

1. Not be allowed to ride the school bus;
2. Parents must drop them off and sign them in;
3. Parents must pick them up and sign them out;
4. While in OCS, students will be allowed to and

MUST complete ALL classroom assignments before returning to regular school.

5. Assignments will be turned in to the OCS Instructor who will turn them into the school.

Students assigned to OCS are not eligible to practice or participate in ANY extracurricular activities until they are released from OCS and return to regular school.

OCS DAYS/HOURS:

Monday through Friday: 8:30 – 3:00.

Failure to comply with OCS rules and regulations can result in Home Suspension.

HOME SUSPENSION (HS)

Students suspended at home will be given a written notice to take home, and parents will be called to notify them of the HS dates. Students who receive HS may not be on campus for any reason unless with their parent/guardian. Trespassing on school property may result in additional suspension days and police notification. Students can serve no more than ten days of HS for each semester. After ten days, a student will be referred to Tribunal.

HS is used for Major and Chronic Behavior issues. While on HS, students will:

1. Not be allowed on campus
2. Not be allowed to participate in any extracurricular activities.

Upon returning to school, a student has three days to make up missed assignments and be eligible to earn a full grade. After three days, the student can complete the make-up of missed assignments but can earn no more than 70% of the grade. After five days, the student will be given a zero for the missed assignments.

OPTIONS (Formerly TLC) PROGRAM:

The Options Program is for students who have been unsuccessful in a traditional school setting. It is an alternative learning environment designed to help them succeed. It is a technology-driven, individualized, competency-based program designed to meet the educational needs of all students. The primary curriculum is ODYSSEYWARE.

To enter options, a student must be referred to a Tribunal Hearing, and the hearing will decide the placement of the student, or the parent/guardian can sign a waiver to be enrolled.

Students will serve either 1 Semester or 1 School Year. Any student charged with an off-campus felony will be assigned Options until their case is resolved. Any student that fails to follow rules of the Options Program will be referred to Tribunal for Expulsion.

ADMINISTRATIVE TRIBUNAL HEARINGS:

A three-member committee shall hear all cases of student misconduct involving long-term home suspension or expulsion from the school of system-wide administrative staff. Students suspended from school and recommended

to on Administrative Tribunal Hearing will be given written notice. The system social worker will notify the parent/guardian with a hand-delivered notice of the hearing. This notice will include charges, time, date, committee members, and possible witnesses,

This Tribunal Committee will hear all testimony from the school, witnesses, student, and parent/guardian to make a just determination of action to be taken. The committee may:

1. Return the student to school immediately
2. Impose a longer home suspension period
3. Place the student in the Options program for a specific amount of time.
4. Expel the student from school for a specific period; days, a semester, the remaining school year, a calendar year, or more.

The Tribunal decision may be APPEALED to the Superintendent of Ben Hill County Schools within TWENTY days of the notification of the Tribunal decision. The Chairman of the Tribunal Committee shall provide written notification of action taken to all parties involved.

SPECIAL DISCIPLINE CONDITIONS

Students who accumulate more than seven absences, are failing all classes, and have to be disciplined for uncooperative or disruptive behavior after losing credit will be subject to withdrawal from school for the remainder of the semester, if they are sixteen (16) years of age or older.

*NOTE: Past Years Discipline Records may accelerate the dispensation for any student.

MISBEHAVIOR: *NOTE* Policies are in effect at all school-sponsored events including athletic events, assemblies, field trips, etc.

NOTE: Minor Discipline Records start over with the beginning of each new semester.

NOTE: All school policies are in effect and will be enforced throughout the entire instructional school day, from the arrival on campus to the exiting of campus.

CODE OF CONDUCT

Professional staff may utilize any of the discipline management techniques appropriate for the situation, including, but not limited to, the following:

- Student, Parent/Teacher Conference to include an

- administrative staff member of the school
- Teacher Lunch Detention
- Admin. Lunch Detention
- Corporal Punishment
- ISS
- OCS
- HS
- Confiscation of Items
- Restriction from School Events
- Financial Restitution
- Bus Suspension
- Police Arrest and Warrants Taken
- Placement in Alternative School following the tribunal
- Expulsion from school following the tribunal
- Other discipline techniques that positively promote the student code of conduct and desire character traits

Major Violations Include:

1. **Repeated Disrespect:** Talking back, mumbling back, laughing while being disciplined, rolling eyes, etc.
2. **Insubordination:** Refusing to follow directions.
3. **Abusive Language/Actions/Verbal Assault:** Directed toward staff, possession or distribution of pornographic material, extreme profanity, or other indecent conduct including sexual harassment.
4. **Campus/Classroom Disturbance:** Causes substantial disruption of learning opportunities or involves any acts of insubordination, violence, inciting violence, or threats of violence, including bullying.
5. **Aggressive Behavior:** Severe acts of aggression.
6. **Hitting/Kicking/Shoving:** The touching of another student in a manner that creates a school disturbance or in a way that can lead to a fight.
7. **Skipping:** Leaving campus without permission, skipping restricted lunch, skipping admin. Detention, skipping class, leaving class without permission, failure to report to assigned area.
8. **Possession of Tobacco/Lighters/Fireworks:** These items are not allowed on persons, campus, or in vehicles.
9. **Theft:** Criminal theft. Law enforcement officials may be notified, and warrants took out. Restitution will be sought.
10. **Vandalism:** Malicious. Restitution will be sought. This includes the destruction of any school property.
11. **Computer Tampering/Inappropriate Use of Internet:** Students who enter the computer network or enter inappropriate sites on the internet will be forbidden from usage and disciplined by the administration. Students shall not go to sites that enable a user to visit a blocked website by going around the firewall.
12. **Failure to Follow Procedures:** Procedures are posted in the building and this handbook for dismissal from school, keeping the school clean, and hallways behavior, etc.

Other Major Violations and Consequences

1. **Sexual Misconduct:** In extreme cases, to include intentional and persistent touching/feeling of a student will result in an automatic ten days of home suspension, pending a tribunal hearing. BHMS encourages all parents/guardians to inform their children of the consequences, including criminal penalties, of underage sexual conduct, and crime for which a minor can be tried.
2. **Bullying:** As defined in County handbook
 - a. 1st Offense: 5 Days Home Suspension
 - b. 2nd Offense: 10 Days Home Suspension

3. **Fighting/Assault with Extreme Provocation/Assault without Provocation/Continuing Fighting:** Automotive 10-day Home Suspension pending tribunal hearing. The administration will make a recommendation to the tribunal panel that the student in question is suspended for the remainder of the current year and placed in an alternative school or denied school attendance in the Ben Hill County School system.
4. **Removal from ISS:**
 - a. 1st Offense: Home Suspension for the remainder of that day and ISS for the next day.
 - b. 2nd Offense: 3 Days OCS
 - c. 3rd Offense: 5 Days OCS
 - d. Any other Offense: 10 Days Home Suspension pending Tribunal.

5. Possession of Electronic Devices/Cell Phone:

Students are allowed to possess an electronic communication device while on school premises during the school day. Devices should be out of sight and on silent. Students will be allowed to have their device out at Lunchtime per administrator discretion.

Devices should not be needed for instructional purposes because each student has a laptop.

BHMS will not be responsible for any lost, broken, damaged, or stolen personal electronic device or cell phone as we do not require them at school.

The administration has the authority to scroll/search a cell phone's contents including its pictures, video, voice & text messages, address books, incoming/outgoing calls, calendars, emails, and instant messages if the administration has "reasonable suspicion" that there is student misconduct. Additional punishment will be issued if a cell phone is used for purposes such as inappropriate pictures, cheating violations, or student's refusal to turn a cell phone over. Students may not remove batteries, memory cards, or parts before handing the phone to school authorities.

NO BLUETOOTH HEADPHONES/EARPIECES, NO SMARTWATCHES

Electronic Device/Cell Phone Misconduct Policy:

- 1st Offense: Phone Must be picked up by the parent at the end of the school day & students will receive one day of Admin. Lunch Detention
 - 2nd Offense: Phone will be held in rotunda office for ten days or the student will pay ten dollars
 - 3rd Offense: Phone will be held in rotunda office for 20 days or the student will pay 20 dollars
 - 4th Offense and beyond: Phone will be held in rotunda office for 30 days or the student will pay 30 dollars
6. **Illicit Drugs/Alcohol/Weapons:** Possession, use, or supply will result in 10 days of Home Suspension pending tribunal.
 7. **Gang Related Activity:** As defined by County Handbook; Referred to SRO, will result in 10 days of Home Suspension pending tribunal

GANG-RELATED ACTIVITY

The Ben Hill County Board of Education is dedicated to preventing the influence and activities of gangs in the schools. This policy is designed to eliminate or prevent such influence and activities and should be interpreted in the broadest form permissible to effectuate these purposes.

Definitions:

For this policy, a "gang" is defined as any group or association of three or more persons, whether formal or informal, which encourages, solicits, promotes, urges, counsels furthers, advocates condones, assists, causes, advises, procures, or abets any illegal or disruptive activity or behavior of any kind, whether on or off school campuses or school property. Prohibited Activity:

No student shall:

1. Display or wear gang articles, paraphernalia, or clothing.
2. Threaten to commit, or commit, any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building, place of assembly, school bus or other school facility or otherwise causing disruption to the orderly operation of any activity on any school campus or school property, or in reckless disregard of the risk of causing such terror or disruption.
3. Shoot or throw an object at a school bus or other school-owned or operating a vehicle that is being operated or which is occupied by passengers.
4. Recruit or solicit membership in any gang or gang-related organization.
5. Hold himself or herself out as a member of a gang.

Parties to the Offense:

Any student who urges, encourages, counsels, furthers, promotes, assists, causes, advises, procures, or abets any other student or students to violate any section or paragraph of this policy shall be deemed to have violated that section or paragraph.

MINOR VIOLATIONS INCLUDE:

1. **Abusive Language/Actions:** Not directed toward staff; not extreme profanity.
2. **Campus/Class Disturbance:** Inappropriate student demeanor, loudness, throwing objects
3. **Aggressive Behavior:** Lesser acts of aggression
4. **Out of Assigned Area**
5. **Possession/Use of Unauthorized Items:** Items not allowed at school include but are not limited to: cameras, electronic games, tapes, CD's, iPods, Cards, Bandannas, water guns, sunglasses

6. **Completion of 4 Step Plan**
7. **Dress Code Violations as covered below**
8. **TARDIES:** Tardy to School or Tardy to Class
 - a. 4th & 5th Tardy: 1 Day ISS
 - b. 6th Tardy: 2 Days ISS
 - c. 7+ Tardy: Administrative Discretion

BEHAVIOR NOT COVERED:

School officials reserve the right to punish students for any other action that interferes with the daily operation of the school.

TEACHER AUTHORITY ACT:

As of July 1, 2000, under OCGA 20-2-737/8, a teacher has the authority to remove a student from their classroom if that student repeatedly or substantially interferes with a teacher's ability to communicate with other students, interferes with the learning environment, is in violation of the code of conduct, or poses an immediate threat to the safety of other students.

DRESS CODE:

Students should wear appropriate school clothing. A student shall not dress, groom, wear or use emblems, insignias, badges, or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interfere with the operation of the school.

Students who, in the opinion of the staff, are dressed inappropriately will be asked and expected to change their attire.

Violations of Dress Code:

1. Incident #1: Warning, Parental Contact, Remedy Clothing
2. Incident #2: Parental Contact, Remedy Clothing, ISS
3. Incident #3: Parental Contact, Remedy Clothing, 3 Days ISS
4. Any incident beyond will be considered Chronic and will be handled as such.

General Guidelines for BHMS Dress:

1. Promote a respectful learning environment
2. Promote a safe learning environment where dress does not interfere with the successful and safe completion of learning activities.
3. Promote an equitable and inclusive learning environment in which the dress code does not negatively impact students and staff.

Permitted Clothing:

1. Students must wear clothing including both a shirt with pants, shorts, a skirt or the equivalent and shoes.
2. Clothing must have the fabric in the front, back, and sides with no space between the top and the bottom.
3. Clothing must cover undergarments and private parts.
4. The fabric covering all private parts must not be see-through.
5. Clothing must be suitable for all scheduled classroom activities, including PE, Science Labs, and other school activities.

Clothing Not Permitted:

1. No hats, caps, sun visors, combs, scarves, rollers,

or bandannas; no sunglasses, no sweatbands, no wristbands

2. No see-through garments
3. No Halter Tops, strapless or spaghetti string tops
4. All Belts must be buckled
5. No Chains or chained wallets
6. No Bedroom shoes, heelies, stilettos, high heels or similar type shoes
7. No clothing or jewelry bearing advertisements of alcohol or tobacco products or offensive, the obscene, or vulgar language will be allowed.
8. Offensive clothing or coverings
9. Any dress deemed to be Gang Related; nothing depicting guns, knives, weapons
10. No pajama pants or pajamas
11. No Gloves inside the building
12. No clothing that interrupts or disturbs the educational process and setting at BHMS

Gang Related Clothing:

1. No student should display or wear gang articles, paraphernalia, or clothing.
2. No sagging pants.
3. Pant legs must be the same length

The Principal or his/her designee has the authority to interpret the dress code and make a case by case determinations for the appropriateness of dress, which is questionable or which is not covered in the County Handbook.

HAZING:

There shall be no hazing of any kind by any BHMS student, student group, teams, or any other entity. Hazing will be discipline severely on a case by case basis.

CONFLICT RESOLUTION:

Students do have a process by which they may disagree with a teacher without creating a more difficult situation. The following steps must be used:

1. The student shall not challenge the authority or judgment of the teacher during the class period or in the company of other students.
2. The student shall quietly accept the accusation, grade, assignment, or subject of disagreement.
3. After class, the student may request an appointment with the teacher to discuss the matter. The appointment may be made before or after school.
4. During the appointment, the opinion of the student may be described respectfully.

If after this meeting, the student is still in disagreement, he/she is encouraged to explain the conflict to their parent/guardian.

If the parent/guardian feels that the conflict is not resolved, they should contact the teacher.

BEN HILL COUNTY TRANSPORTATION DEPARTMENT DISCIPLINE GUIDELINES:

The Ben Hill County School System operates school buses during the week for all students who desire to participate in the transportation program. However, this service, which is determined by the conduct of the student rider, may be

discontinued. A student is expected to behave by following school rules. For safety purposes, a student who misbehaves and threatens the safety of students and staff will be reported to the principal or designee.

Video Cameras on Buses

The Ben Hill County School System has installed a video camera on all regular route buses. All students who travel on system buses are recorded as they board and disembark from the buses and ride to and from school and other locations. All sd cards from this recording equipment are the property of the Ben Hill County BOE. The camera is there for safety purposes and to assist the driver and principal with discipline problems on the bus. The camera records for about twelve hours then stops and begins recording again. This might mean that something will not be recorded during this time. Also, sometimes the equipment does not work correctly even though every effort is made to maintain it in working order. The sd card may be pulled from the recorder by the principal, transportation director, or a person authorized by one of the above persons. The sd card will be labeled with the bus number, date, and the name of the person pulling the sd card. The sd card will be given to the principal, assistant principal, or transportation director for viewing.

Parents are not allowed to view videos due to the privacy rights of other students.

The sd card may be pulled if an alleged disciplinary incident occurs involving, but not limited to, the following: a fight on the bus; illegal drugs/weapons on the bus; verbal abuse/disrespect/sexual harassment of the driver or another student; any act of physical violence upon another person; sex acts or sexual touching of any type; principal/ driver believes there to be a problem that the driver has not seen or heard; and/or altercation that results in law enforcement being called to the bus for assistance. All sd cards should be kept at the transportation department and in student records for storage. They will be held until the school year ends and then be destroyed. The sd card may be used as evidence in disciplinary hearing if requested by the principal or tribunal panel.

Bus Behavior:

All students who utilize the county's bus transportation system must observe appropriate school behavior. The school bus and the bus stop are extensions of the classroom.

The same rules that apply on a school campus apply to a school bus and at the bus stop. Bus transportation is provided as a privilege to all students who attend Ben Hill County's public schools. A student may lose his/her privilege to ride the school bus by failing to obey the system's rules. Students should respect their bus driver and cooperate with his/her instructions or requests. Students should remain in their assigned seats when the bus is moving and keep their hands and feet out of the aisles and off other riders and their property.

Middle/High School Procedures for Bus Discipline Are as Follows:

The Director of Transportation handles all bus discipline unless the need arises for Building Administration to step in.

For all other pertinent bus information, please see the Ben Hill County Handbook.

BEN HILL COUNTY SCHOOLS ONE-TO-ONE STUDENT TECHNOLOGY

All students at BHMS are provided a laptop and charger free of charge. Student devices are the property of BHMS and Ben Hill County Schools. Each BHMS student device comes with a carrying bag that is padded.

Technology Responsible Use & Digital Citizenship:

The use of student devices and the network is a privilege. The student is responsible for what he or she says and does on the network. The user needs to stop and think before communicating and to show respect for others and their ideas. Students must assume that none of their data is private or confidential. Any communication or data may be subject to review by District and/or school administration. Periodic checks may be made by designated staff to ensure that students have not removed the required apps or added inappropriate content.

Wireless internet access (wi-fi) is available on every device. Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly.

It is expected that Parents/Guardians talk with their children about digital citizenship. This includes discussing the dangers and consequences of cyberbullying, inappropriate use, and other misuses of the Internet. Parents/Guardians must expect their children to use technology appropriately at school and home.

Before Devices Are Distributed:

1. Parents/Guardians and Students must both acknowledge and consent to the ***Student Device Responsible Use Agreement***
2. Parents/Guardians and Students will agree to follow the district's technology procedures.
3. Parents/Guardians and students will agree to follow the district guidelines when using the internet.
4. Devices will be checked out to a specific student and will have identification/asset tags on the computer, charger, and bag.

After Devices Are Distributed:

1. Students at BHMS will have the option to leave devices on campus at the end of the day or to take their device home.
2. Students that take their devices home are responsible for bringing the device back to school each school day.
3. The device should be charged daily.
4. Students will take their devices to every class throughout the school day.
5. Students are responsible for the general care of the device.
6. Students should report any damage to the device immediately to school personnel.
7. Students should not store the device in extreme heat or cold, and keep away from pets and

- smaller siblings.
8. Students should not download media content to their computers.

Taking Devices Home:

1. If a student leaves their device at home, he/she is responsible for completing coursework as if their device was present.
2. Students must bring their device to school each day **FULLY CHARGED!**
3. Students are allowed to connect to the internet at home or away from school. Please remember, you are responsible for ensuring that the connection is trusted.
4. Students should not download any games on the computer.
5. Games, Untrusted Content, and Untrusted Internet Connections are littered with viruses.

Damaged, Lost, or Stolen Devices:

1. Any device that is damaged, lost, or stolen should be reported to the child's HT teacher and Media Specialist **AS SOON AS POSSIBLE!**
2. Students are responsible for all damages to their computers and charger.
3. Students are responsible for their **Lost Device**.
4. If a device is stolen, a report will be filed with the **BHMS SRO**.
5. Devices that are not brought to school for 3 consecutive days will be considered missing/lost.

Technology Device Violations:

1. Student will be charged for the amount of the damage for the device

Examples of Neglect or Damage:

1. Marks or dents beyond normal, indicating the device has been dropped or was not handled properly.
2. Writing on the device.
3. Stickers or other objects attached to the device.
4. The device screen is cracked or detached from the keyboard.
5. Keys removed or damaged.

Possible Discipline Referrals:

1. Computer misuse:
 - a. Visiting inappropriate sites
 - b. Listening to music
 - c. Watching Videos
 - d. Sending Inappropriate Emails and/or messages using the computer.
2. Damaging your or another student's device.
3. Taking another student's device.
4. Not bringing your device to school.
5. Consistently or constantly "losing" your device.
6. Losing your charger.