

The Board Brief

This edition of *The Board Brief* is a summary of the information and recognitions presented and action taken at the Board of Education's Committee and Board Meetings on April 19, 2012.

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Highlights and Recognitions

Team from Skyview Elementary Wins Bibb County Readers' Cup

On March 22, Bibb County hosted its seventh annual Readers' Cup at Jones Elementary School. During this event, second and third grade students from eight elementary schools - Burdell-Hunt Magnet, Bruce, Jones, Lane, Porter, Skyview, Vineville Academy of the Arts, and Williams - competed as teams of four in a "quiz-bowl" setting for the Readers' Cup Trophy.

Flexibility is allowed in the first phase of the competition. The process can begin with school-wide second and third grade teacher participation, selected teachers and students, or the media specialist working with selected students.

There are 20 Georgia Picture Storybook Award Nominees on a reading list that is selected annually and promoted throughout the state of Georgia. These are the books assigned to students to read, to be read to, to discuss and enjoy.

Each student takes a written quiz, and the top scorers earn a place in the school's Book Bee. Here, in a similar format to a spelling bee, students are tested on their knowledge of the year's Georgia Picture Storybook Award Nominees. The top four to six finishers make up the school's team.

Working through a rotation of questions for each book (so none are repeated), teams face off in the quiz-bowl style tournament at the annual Readers' Cup, hoping to answer the most questions correctly. The winning school takes home the Readers' Cup trophy, which resides at their school for the next year.

This year's competition was particularly intense, with seven tie-breakers in double-elimination rounds. The team from Skyview won after defeating Burdell-Hunt in the final round, giving Skyview its fourth victory in the Readers' Cup.

This year's Readers' Cup champions from Skyview Elementary School are Clay Flanders, Amiah Ingram, Julius King, Makayla Lauerman, Zoe Pham, and Benjamin Williams.

Skyview Elementary Media Specialist and team sponsor Janice Habersham said she could not be more proud of her team.

"It is always a thrill when you see children excited about books," Habersham said. "To have a room full of children from eight diverse Bibb County elementary schools excited about books is

exhilarating. I am proud of all the participating students and their media specialists. To our champion, Skyview Elementary, simple words cannot express the joy! It's a great example that hard work and dedication pays off."

Habersham is also the co-chair of the Readers' Cup along with Burdell-Hunt Magnet School Media Specialist Charlene McAleer.

Central High Academic Team Receives Recognition

At this year's Middle Georgia Invitational Academic Bowl, hosted at Macon State College, Central High School students won first place. The team was undefeated throughout the day, and beat Howard High School in the finals 390-290.

Students from Central High's Academic Team also placed at the Georgia Academic Team Association (GATA) Junior Varsity State Championship Tournament for Class AAA, which was held at Chattahoochee High School in Fulton County. The A-Team won first place in this tournament, and the B-team won third place.

Members of Central's Academic A-Team are Sam Duke, Will Finkelstein, Kelton Ellis, and Caroline Martin. Members of Central's Academic B-Team are Joseph Lofton, Darby Mowell, John Ngo, Avion Rice, and Sydney Rosen.

"The students came to me with a lot of enthusiasm, and over the last two years they have devoted hours each week to practice," said Central High Academic Team Adviser and Social Studies Department Chair Stan Brown. "This is their second straight year winning at Macon State, and I'm excited that they got to enjoy the payoff for their hard work at the GATA tournaments this year."

CTSO Students Place at State Competitions

The District's Career, Technical, and Agricultural Education department recognized outstanding students who placed in state Career Technical Student Organization (CTSO) competitions this year at Thursday's Board Meeting.

From Howard Middle School, Nicholas Harriger and Alex Wu from Howard Middle School both placed in FBLA state competition for the category of Computer Concepts. Alex earned third place and Nicholas earned 10th place.

From Miller Magnet Middle School, Tamia Middleton placed fourth in Business Computations at the FBLA state competition.

From Weaver Middle School, Ira Freeman, Joshua Jones, Ira Moore, and Grace Nguyen placed in FBLA state competition. Ira, Grace, and Ira placed eighth in Desktop Publishing Team, and Joshua placed 10th in Impromptu Speaking.

From Howard High School, three students placed in state competition for SkillsUSA. Elija McCoy placed third in 9th/10th Grade Career Research Portfolio, Shakeria Gordon placed fourth in Job Demonstration Open, and Brittany Taylor placed sixth in Ad Design. DECA members

Deborah Howard and Kathryn Ashmore placed at state competition. Deborah placed first in Civic Consciousness / Outstanding DECA member and Kathryn placed seventh in Quick Service. The following Howard High students placed in state competition for FBLA: Delaney Doolittle and Corrie Jackson, first place for Business Ethics Team; Ryan McCue, sixth place for Economics; Danielle Lasker and Pulkit Patel, eighth place for Management Decision Making Team; Jordan Lasker, ninth place for Cyber Security; Kuttan Lal, Andrew Mayfield, and Chris Howard, 10th place for E-Commerce Team; and Christopher Cannon, 10th place for Computer Game and Simulation Programming.

From Hutchings Career Center, Tyrin Bronson won first place in Food Safety and Sanitation at FCCLA state competition. Hutchings student Vidual Futch was elected to region office for FBLA.

From Northeast High School, the following students placed at HOSA state competition: Tia Stewart earned first place in Pharmacology and Jamyia Samuel earned second place in the same category, and Chantelle Bacon earned fifth place in Interviewing Skills.

From Rutland High School, Chasity Grooms won second place in the FCCLA state competition for Chapter Showcase Manual Event. Also from Rutland High, Tyler Tolbert won seventh place in the DECA state competition for Business Finance.

From Westside High School, SiMyer Alexander won second place in the FCCLA state competition for Illustrated Talk, The Dangers of Distracted Driving.

"My experience from the State Leadership Conference was great," said Northeast student Tia Stewart, who now advances to the National Leadership Conference for HOSA in June with Jamyia Samuel and Chantelle Bacon. "This was my third time attending the conference but every time feels like the first. I had the chance to meet and talk to other students who share the same interest in the healthcare field as me. Placing first in the area of Pharmacology was shocking, yet exciting to me."

CTAE Students of the Year Recognized

The District's Career, Technical, and Agricultural Education (CTAE) department hosted its first Student of the Year Awards program this winter at Hutchings Career Center. During the program, an outstanding CTAE student from each high school was recognized, and a district-level winner was announced.

"The seven students who have been selected as the CTAE Student of the Year for their high schools have made significant achievements in both their academic and CTAE classes," said CTAE Director Dr. Sharon S. Joyner. "I commend these outstanding teenagers for taking full advantage of opportunities to develop their leadership skills in Career Technical Student Organizations and for being actively involved in community service. They are establishing a foundation for success in college and their future careers."

CTAE Students of the Year for 2012 are Deja Robinson of Central High School, Deborah Howard of Howard High School, Joycelyn Johnson of Hutchings Career Center, Sabrina Vickers

of Northeast High School, Kelly Bui of Rutland High School, Ty’Niqua Myrick of Southwest High School, and Kiara Fuller of Westside High School.

In competing for the title of District Student of the Year, each student was judged on the same criteria by a panel of four judges. The criteria include overall Grade Point Average (GPA), pathway GPA, Career Technical Student Organization (CTSO) leadership, CTSO chapter and community service participation, an essay entitled “How Career and Technical Education Has Affected Decisions About My Future,” and an interview by the panel of community judges.

Deborah Howard, a senior at Howard High, was named the District CTAE Student of the Year and received a \$500 scholarship. During her high school career Howard has taken advantage of all the high school has to offer. She was SkillsUSA Chapter President from 2008-2011, DECA Chapter Historian from 2010-2011, DECA Chapter President from 2011-2012, and Georgia DECA Vice President of Competitive Events from 2011-2012. She has also been a member of National Honors Society, Robotics, Future Business Leaders of America (FBLA), Youth Alive, Key Club, and Spanish Club.

She has completed CTAE pathways in Graphic Communications and Marketing Management, as well as a foreign language pathway in Spanish. Howard’s dedication to her academic career has earned her countless recognitions. She won the following awards for her involvement in the Career Technical Student Organizations at Howard High: first and second place in Graphic Communications for SkillsUSA; first place in Business Administration Testing, first place in Civic Consciousness, and fourth place in Business Management and Administration for DECA. This fall, she plans to attend Georgia Southern University to earn a degree in advertising/public relations.

District CTAE Student of the Year finalists Sabrina Vickers of Northeast and Kiara Fuller of Westside received \$250 scholarships.

Action Taken

Diploma of Distinction Discontinued Beginning with Class of 2014-2015

The Board approved Thursday the discontinuation of the Diploma of Distinction beginning with ninth-graders registering in fall 2012. The last cohort to be eligible for the Diploma of Distinction will be the class of 2014-2015.

The 2012 graduating class will be the first class to graduate with the Bibb Diploma with Academic Seal of Distinction. This provision was initiated with the ninth grade class of 2008-2009. The difference between this diploma and the traditional Bibb County diploma is based on taking two extra credits during the four high school years as well as taking all GAC / AP / or IB classes.

Based on current course offerings, as well as future curriculum changes due to the implementation of the Common Core Georgia Performance Standards, the Bibb County Diploma

of Distinction creates significant disparities for Bibb County students, including:

- Courses required to obtain the Diploma of Distinction are not accessible to all students at all District high schools.
- Some schools do not offer GAC courses every year for every content area.
- If a student misses one GAC / AP / IB course in one discipline, he or she is no longer eligible for the Diploma of Distinction.
- A scheduling conflict could prevent a student from taking a required GAC / AP / IB course, in particular, at the smaller high schools.

The Department of Teaching and Learning determined that this particular diploma does not align with equitable treatment of all students to build strength of character and be college ready if students do not have access to the courses they need. Admission to the college of a student's choice is not dependent on acquiring this diploma over the traditional diploma.

Class Size Waiver Approved for 2012-2013 Academic Year

The Board on Thursday evening authorized Superintendent of Schools Dr. Romain Dallemand to file a resolution for a class size waiver for the 2012-2013 school year. Due to the economic downturn, the Georgia Legislature has allowed local boards of education leeway on the maximum class sizes as originally set by the Legislature and reflected in the state Board rules. According to the Code of Georgia, systems may set their own class sizes for the 2010-2011, 2011-2012, and 2012-2013 school years only, and will not be considered over the maximum class size if the local board submits a waiver.

For the 2012-2013 school year, the Bibb County School District has set the maximum class sizes as follows:

- 1 to 8 students in Kindergarten in Regular Education with a maximum class size of 28
- 1 to 7 students in grades 1, 2, and 3 in Regular Education with a maximum class size of 27
- 1 to 5 students in grades 4 and 5 in Regular Education with a maximum class size of 33
- 1 to 5 students in grades 6, 7, and 8 in Regular Education with a maximum class size of 33
- 1 to 5 students in grades 9-12 in Regular Education with a maximum class size of 35
- 1 to 10 students in Gifted with a maximum class size of 27 elementary and 28 secondary
- 1 to 5 students in CTAE courses
- 1 to 5 students in Early Intervention Program
- 1 to 5 students in Remedial Education Program with a maximum class size of 23
- 1 to 5 students in Special Education classes

Board Approves High School Graduation Procedures

The Board on Thursday approved the District's High School Graduation Procedures. To view the procedures, scroll to the end under Policies and Rules.

Company to Provide Further Study of Induction Lighting

The Board authorized Wipro EcoEnergy to conduct a feasibility study for the retrofit and installation of induction lighting throughout the District. Wipro EcoEnergy of Alpharetta, Ga., is to return before the Board at a later date with details of the study and a contract for execution to be voted on at that time.

Wipro EcoEnergy was one of eight firms to respond to a Request For Proposal (RFP) seeking bids for the retrofit and installation of induction lighting. Those submitting proposals were asked to identify the startup costs, if any, and the eventual savings realized through the retrofit and installation of induction lighting throughout the District. They were also asked to provide information regarding the possibility of advanced funding as the District has identified this as a means of generating new revenue for the upcoming year.

Information Presented

Superintendent Presents District Management Plan

Superintendent of Schools Dr. Romain Dallemand presented the Board with his District Management Plan at Thursday's Committees Meeting. The plan is similar to the Strategic Plan but incorporates more details about action steps including a timeline of when these steps are scheduled to be implemented.

Dr. Dallemand also presented the Board with a Budget Highlight Sheet for "The Macon Miracle," which highlights the cost for action steps scheduled to be implemented in the 2012-2013 academic year. For 2012-2013, the District has budgeted \$200,000 to hire three mental health therapists as outlined in Focus on Students, Goal 3, Strategy 1, Action Step 1. In Focus on Students, \$120,000 also has been budgeted for Goal 3, Strategy 3, Action Step 1, and \$20,000 has been budgeted for Focus on Teaching and Learning Goal 2, Strategy 2, Action Step 3. Other action steps planned for 2012-2013 will be paid for through funding secured through grants, community / business partners, and / or local or national foundations. If funding cannot be raised to implement these action steps, the District will forgo the items until outside funding can be secured, Dr. Dallemand said.

Understanding the New Four-year Cohort Graduation Rate

Bruce Giroux, the District's Director of Assessment and Accountability, presented information to the Board regarding the state's mandated New Four-year High School Graduation Rate as it compares to Bibb County and Bibb County high schools.

The U.S. Department of Education in 2008 amended the Elementary and Secondary Education Act to include a requirement for all states and local school systems receiving Title I funds to begin calculating and reporting the more uniform rate beginning with 2010-2011 data. Based upon the state's New Four-year High School Graduation Rate formula, the graduation rate for 2010-2011 is 67.4 percent. Based upon this same formula, Bibb County School District's graduation rate for 2010-2011 is 51.34 percent. Bibb County high school's new graduation rates

range from a high at Hutchings Career Center of 68.29 percent to a low of 38.25 percent at Southwest High School.

The 44.6 percent cohort rate for 2010-2011 that the District has been using was based on a more conservative approach to students who may have transferred, Giroux explained. In the conservative approach, if proper documentation was not received verifying an actual transfer or move to home school, a student was then classified as a dropout rather than a transfer. With the release of the New Four-year High School Graduation Rate percentages, all Districts had at their disposal further information the state had regarding transfers to other systems and dates of students entering ninth grade.

The New Four-year High School Graduation Rate does not capture all high school graduates, only those who graduate in four years from the time they enter high school as a ninth-grader.

To view the PowerPoint presentation, scroll to the end under Instructional Services.

Building Partnerships with Macon Children's Promise Neighborhood

Mercer University professor Dr. Peter Brown presented the Board with information on the District's partnership with Macon Children's Promise Neighborhood (MCPN) during Thursday's Committees Meeting.

The MCPN was awarded a \$500,000 planning grant from the Department of Education to develop a five-year strategic plan that will focus its efforts on education in the Tindall Heights and Unionville areas of Macon. Work would begin with Ingram-Pye and Hartley elementary schools, and the schools those students go on to attend, Ballard-Hudson Middle School and Southwest High School. MCPN will identify youth in these neighborhoods and provide them and their families with support services and educational enrichment opportunities, which would be aligned with the Bibb County School District's Strategic Plan.

MCPN plans to apply for an implementation grant for its strategic plan. With an implementation grant, MCPN could receive as much as \$6 million a year for the next five years to work toward its goal of increasing the graduation rate.

One of the reasons that MCPN is focusing on these schools is because of the low graduation rate associated with the neighborhood's high school. About two-thirds of the students who began attendance at Southwest High School in the ninth grade in 2007 either dropped out or did not graduate on time with their class. MCPN will work within these neighborhoods to provide services to young children that will pay off long-term by ensuring more of them graduate on time, and beyond that, they pursue a college education. This initiative aligns directly with the goals of the Strategic Plan and with the District's mission to ensure all students are college-ready by graduation.

Superintended to Present at Conference in Belgium

Superintendent of Schools Dr. Romain Dallemand will travel this month to Ghent, Belgium, where he will present at the World Appreciative Inquiry Conference. Susanne Griffin-Ziebart, Deputy Superintendent of School Improvement and Redesign, and Dr. Judy Godfrey, Director of

Professional Learning, will join him for the presentation on the District's strategic planning experience. For more information about the trip, visit Dr. Dallemand's blog, Compass Points, at www.romaindallemand.blogspot.com.

Board Examines District Policies

The Board on Thursday made a first reading of six policies. Policy changes must be read officially two times before they may be approved.

To view PR-2, Policy IFBG "Internet Acceptable Use," scroll to the end under Policies and Rules.

To view PR-3 on Sexual Harassment, scroll to the end under Policies and Rules.

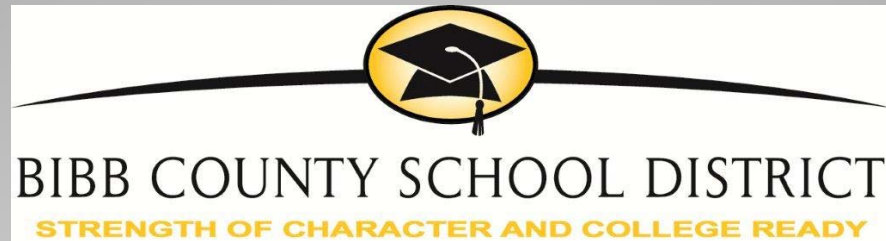
To view PR-4 on Seclusion or Restraint of Students, scroll to the end under Policies and Rules.

To view PR-5, Policy JGCD "Medications," scroll to the end under Policies and Rules.

To view PR-6 on the Wellness Program, scroll to the end under Policies and Rules.

To view PR-7 on Expense Reimbursement, scroll to the end under Policies and Rules.

INSTRUCTIONAL SERVICES



Mandated Four-Year Cohort Graduation Rate Data

Report to the Board of Education
Thursday, April 19, 2012

Romain Dallemand, Ed. D.
Superintendent of Schools

ISS 3

How is the Mandated Four-year Cohort Graduation Rate Calculated?

*Number of cohort members who earned a regular high school diploma
by the end of the 2010- 2011 school year*
_____divided by_____

*Number of first-time 9th graders in fall 2007 (starting cohort) plus
students who transfer in,
minus students who transfer out, emigrate, or die during school years
2007-2008, 2008-2009, 2009-2010, and 2010-2011*

Will all states be using the Mandated Four-year Cohort Graduation Rate?

Yes

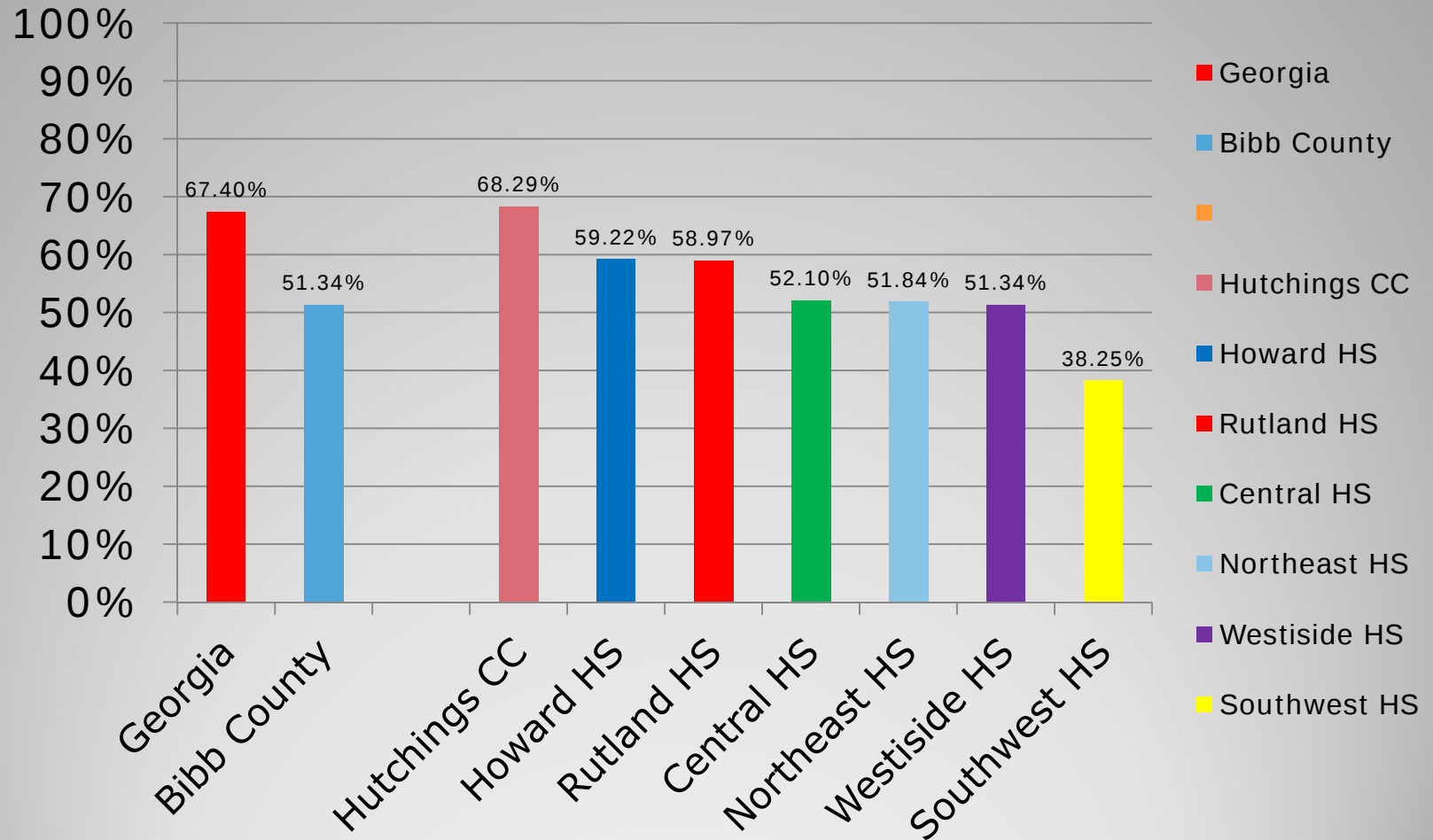
The U.S. Department of Education in 2008 amended the Elementary and Secondary Education Act to include a requirement for all states and local educational agencies (LEAs) receiving Title I funds to begin calculating and reporting the more uniform rate beginning with 2010-2011 data.

How will a student who gets behind and repeats a grade in high school be counted?

If the student does not graduate with their original cohort group, they will be included in the denominator of the graduation formula but not the numerator. Students who take more than four years to graduate are not considered in this formula as a graduate.

**How do Bibb County and our
high schools compare with
Georgia's graduation rate of
67.4 percent?**

Graduation Rate



How do Bibb County results compare with others in the state of Georgia?

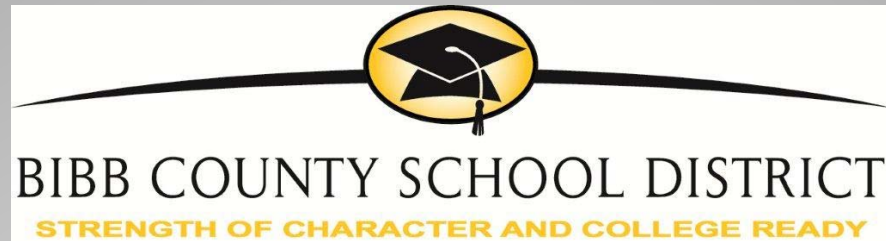
Bibb County	-	#174 out of 179 city and county systems
Hutchings	-	#238 out of 461 high schools and other 9–12 schools
Howard	-	#323 out of 461
Rutland	-	#326 out of 461
Central	-	#355 out of 461
Northeast	-	#358 out of 461
Westside	-	#360 out of 461
Southwest	-	#391 out of 461

Facts:

One out of every two students in the Bibb County School District is **not graduating or graduating on time.**

528 ninth grade students were retained last year.

Another **102 students** were considered dropouts in middle school. **They are not included as part of the graduation rate formula.**



Mandated Four-Year Cohort Graduation Rate Data

Report to the Board of Education
Thursday, April 19, 2012

Romain Dallemand, Ed. D.
Superintendent of Schools

POLICIES AND RULES



BIBB COUNTY SCHOOL DISTRICT

Strength of Character and College Ready

Home of the Macon Miracle

High School Graduation Procedures



INTRODUCTION

For more than a century, Graduation or Commencement Exercises have marked the completion of high school education for thousands of students. Surrounded by tradition and custom, this ceremony continues to be a significant event in school and community life.

The graduation ceremony is important to students as the culmination of their high school careers. It is gratifying to parents and serves as evidence of the success of their sons and daughters. It is rewarding to the school faculty as recognition of the achievement of their students. It is an occasion which symbolizes the successful completion of an undertaking involving the cooperation and dedication of students, parents, and the school.

The Bibb County School District recognizes that graduation is an important and notable event and desires that this occasion be observed with ceremonies that are both appropriate and dignified. To accomplish this, the procedures in this handbook have been established.

REQUIREMENTS FOR PARTICIPATION IN THE GRADUATION CEREMONY

1. The **High School Diploma** is awarded to students who have satisfied the attendance requirements, met Carnegie Unit requirements, passed the state assessments as required by the Georgia State Board of Education, successfully completed all sections of the Georgia High School Graduation Test (GHSGT) or exempting the graduation test by having passed the identified End-of-Course Test (EOCT) and received the recommendation of the faculty.
2. The **High School Performance Certificate** is awarded to students who have met all requirements for attendance and Carnegie Units, but are still in the process of completing the state assessments as required by the Georgia State Board of Education. Students who received this certificate are referred to as "Works in Progress" (see section on waivers). This procedure will end with the graduating class of 2012.

- a. Students who do not pass all sections of the GHSGT or identified EOCT and who are eligible for the High School Performance Certificate must obtain a waiver in order to participate in the graduation ceremony.
 - b. All waivers are the final decision of the principal and the faculty.
3. All students eligible for graduation in 2012 must meet local and state policies regarding End-of-Course Tests.
4. The Graduation Ceremony is an event. Participation in the ceremony does not mean that the student has graduated and the student may not receive a diploma on that day. Participation in the graduation ceremony is a privilege, not a requirement or a right.
5. All students eligible for graduation must satisfy all outstanding debts prior to participation in the rehearsal and graduation ceremony. The school administration may hold report cards, diplomas, or certificates of attendance until all outstanding fees are paid. Transcripts are not subject to holds.
6. Attendance at graduation rehearsal is **MANDATORY**. Any student who does not attend the rehearsal may not be permitted to participate in the graduation ceremony.
7. Students who do not wish to participate in the graduation ceremony shall notify the school principal at least five (5) days prior to the day of rehearsal. Non-participating students will receive their diplomas, or certificates, from the principal's office on the first business day following graduation ceremonies.

HONOR GRADUATES AND CLASS RANK

The recognition of scholastic achievement by designating Honor Graduates among the candidates for graduation is a respected and cherished tradition in high schools. The Board of Education acknowledges the importance of the selection of students to receive this honor and supports their recognition in the graduation exercises and in other appropriate tributes. Thus, the Board endorses the following procedure.

Criteria For The Selection of Honor Graduates

Those seniors eligible for the regular high school diploma and who have a cumulative grade average of ninety (90) at the end of the first term of the senior year shall be designated as Honor Graduates.

Class Rank

1. In order to determine class rank, numerical gradepoint averages will be computed for all students at the end of the 1st term of the senior year. For students participating in the A/B Block, weights will be added to the 1st term average to determine class rank.
2. The method used to compute grade averages and rank-in-class shall be reported to students, parents, and any authorized transcript recipient.
3. The student at each school, taking a full course load during 1st and 2nd semester of his/her senior year and having the highest grade point average shall be designated the Class Valedictorian. This individual must have attended the same high school since his/her sophomore year.
4. The student having the second highest grade point average shall be designated the Class Salutatorian. This individual must have attended the same high school since his/her sophomore year.
5. In the event of a tie, the student having the highest number of AP/IB/CC or gifted level courses shall be designated the Class Valedictorian.
6. Rank entered on a student's permanent record is available to the student and the parents.
7. Rank-in-class information should be released only:
 - a) to appropriate school personnel; or
 - b) at the request and with the consent of the student or parent; or
 - c) in response to formal legal processes.

Determination of Student Grade Point Averages

- 1. Grade averages for high school students shall be computed using a numeric system on the base of 100. Grades shall be averaged and rounded to three (3) decimal places.
- 2. Weighting: Courses classified as Pre-International Baccalaureate (PIB) or Gifted/Advanced Content shall be weighted by the addition of three (3) points to the final numeric course average. Courses classified as Advanced Placement(AP),International Baccalaureate (IB),and College Connection (Joint Enrollment) shall be weighted by the addition of five (5) points to the final numeric course average.
- 3. Weights shall be added at the end of the course for students on 4 x 4 block schedules and at the end of the term for students on A-B block schedules.
- 4. In computing the grade point average, both failing and passing grades shall be included. All grades earned in summer school and any post-secondary options program shall be included. Courses in which “NC” is used shall not be included.

HONORS AND PROGRAM DESIGNATIONS

A gold tassel may be worn by each honor graduate, and a gold shoulder cord or stole may be used to identify members of the Beta Club or Honor Society.

The following titles and symbol will follow the candidate’s name:

Valedictorian	Salutatorian
Honor Graduate	STAR Student International
Baccalaureate	National Honor Society Beta
Club Member	Exchange Student
FineArts	Music Honor Society
Dist. Military Graduate	PeytonAnderson Scholar
Seal of Distinction	

Work in Progress^ (This symbol applies to students who have completed course requirements but who have not passed all portions of required State assessments.)

REQUIREMENTS FOR OBTAINING A WAIVER TO PARTICIPATE IN THE GRADUATION CEREMONY

Beginning with the Class of 2013, students must meet all graduation requirements (Carnegie units, attendance, and state assessments)

1. Students must have taken all administrations of the GHSGT or identified EOCT's available to them and have participated in remediation prior to each assessment.
2. Parent/Student writes a letter to the principal including a rationale for requesting that the student receive a waiver to participate in the graduation ceremony. The letter to the principal must be received within five (5) days after notification of failure of the March administration of the GHSGT.
3. Upon satisfaction of these criteria, students may participate in the graduation ceremony and receive a High School Performance Certificate and be designated as such in the program.

CONDUCT AND ETIQUETTE AT THE GRADUATION CEREMONY

Graduation from high school is a milestone for students and their families and is a celebratory, yet dignified event. Because the graduation is special, everyone should respect the dignity of the ceremony with decorum, proper attire, and appropriate applause.

AcademicAttire

- All candidates for graduation are required to wear caps and gowns.
- Appropriate academic and dress attire are required for participation in the graduation ceremony. The high school principal must provide instructions on how to wear the cap and gown, proper attire, and general graduation etiquette.
- Men should wear dark trousers and a dress shirt and tie under the gown.

- Ladies should wear a lightweight dress, or a blouse and skirt that is shorter than the gown, but not more than two inches above the knee.
- Sneakers, sandals, flip-flops and slippers are inappropriate and should not be worn.

EXPECTATIONS OF TICKET HOLDERS

Families and other guests must dress in a manner appropriate to a ceremonial occasion. Tee-shirts, shorts, or other informal attire are not appropriate and should not be worn. Proper footwear must be worn.

Loud or lengthy expressions of exuberance for one graduate distracts from the attention the next graduate deserves. Noisemakers (i.e., horns, whistles, etc.), beach balls, or other items that may disrupt the ceremony should not be brought into the Coliseum. Violators and others who display disruptive behavior will be escorted from the premises by the Bibb County School District Campus Police and/or other authorized personnel.

Admission to the Graduation Ceremony

Tickets shall be used and allotted to students in proportion to the number in the graduating class. The issuance of tickets shall be under the direction of the principal. A maximum of 15 tickets per student shall be made available. Every adult and child must have a ticket in order to be admitted. Tickets will be collected at the ceremony.

Traffic and Parking for Spring Graduation

Traffic and parking for graduation will be under the direction of the Bibb County School District Campus Police and Office of Risk Management. All traffic will enter through the main entrance of the Macon Coliseum. The lower entrance off Coliseum Drive will be closed to all traffic on Friday evening and all day on Saturday. Visitors to the Coliseum are encouraged to use alternate secondary streets to access Coliseum Drive to avoid traffic bottlenecks and delays that are often common with access via Interstate 16.

Designated parking lots will be assigned to each school. All persons attending a graduation ceremony must park in the designated lot. Handicapped parking spaces will be located near the main entrance of the Coliseum. Please properly display an approved decal and let a traffic officer know if access to a handicapped parking space is needed.



MEMORANDUM

TO: Randy Howard

FROM: Andrea L. Jolliffe

DATE: March 22, 2012

SUBJECT: Policy IFBG "Internet Acceptable Use"

CLIENT/MATTER: 5610.0015/Board Policies

We recommend revising Policy IFBH "Acceptable Computer Use" to comply with federal regulations promulgated by the Federal Communications Commission (FCC) under the Children's Internet Protection Act ("CIPA"), 47 U.S.C. § 254. We also recommend changing the heading and policy descriptor code to align with the uniform GSBA policy classification system.

Since its inception in 2001, CIPA has required school districts that receive E-rate funds to implement certain internet filtering mechanism and adopt internet safety policies. 47 U.S.C. § 254. In September 2011, the FCC issued a final rule, adding to the existing requirements for internet safety policies. The regulations require that, beginning July 1, 2012, schools' internet safety policies must "provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking Web sites and in chat rooms and cyberbullying awareness and response." 47 C.F.R. § 54.520 (c)(1).

Initially we anticipated revising the existing policy only to add language to address the new educational programming and cyberbullying awareness requirements. However, as we reviewed the policy, we determined that more extensive revisions were necessary. The current policy creates potential liability for the School District because it characterizes the internet as a "non-public forum," fails to address all required components of an internet safety policy, and may complicate the School District's ability to raise certain immunity defenses.

To address these concerns, we deleted all policy language that characterizes and describes the internet in general terms. Courts have long recognized a distinction between the acquisition and the removal of library materials. See Board of Education v. Pico, 457 U.S. 853, 862 (1982). Many schools have relied on this distinction to defend their internet filtering decisions and avoid the applicable of more heightened judicial scrutiny associated with a forum analysis. We are concerned that characterizing the internet as a non-public forum might impair the School District's ability to defend a Constitutional challenge to its filtering configurations that may block access to certain materials. (You may be aware that the ACLU is actively challenging schools who filter LGBT-related websites.)

We deleted as unnecessary language describing the School District's process for implementing filtering software. In addition, we deleted language imposing specific, ministerial-

type requirements on school district officials. We believe the preferred approach is to preserve the Superintendent's discretion to regulate internet use in schools and allow for flexibility to respond to rapidly evolving technology-related issues. For example, the current policy directs each teacher to conduct a training exercise before allowing access to the internet. Such language appears to impose a ministerial duty on teachers, which complicates the School District's ability to raise an official immunity defense.

We also deleted all provisions that seem intended to inform students and employees about criminal penalties for unlawful online conduct, as such information is more appropriately shared within the context of any educational programming developed to comply with CIPA. We also deleted the extensive definition section, which defined many terms that were not otherwise used in the policy.

We added language to ensure compliance with each required component of the mandated internet safety policy. The first paragraph tracks the regulatory language, which requires that the internet safety policy "include a technology protection measure that protects against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors." 47 C.F.R. § 54.520 (c)(1)(i). We have also included language authorizing the Superintendent to configure the internet filter for other purposes, as preservation of bandwidth. Although school districts do not have to use the filter to limit access to other inappropriate material, we recommend preserving the ability to do so. The sentence about disabling the internet filter also tracks the regulatory language. 47 C.F.R. § 54.520 (c)(1)(i)

The second paragraph was added to ensure compliance with each of the required components of the internet safety policy. The policy requires educational programming about appropriate online behavior and cyberbullying in accordance with the new regulatory requirements. 47 C.F.R. § 54.520 (c)(1)(i). It also incorporates each of the components required under the 2001 legislation. 47 C.F.R. § 54.520 (c)(1)(ii). The revised policy grants the Superintendent the discretion to address each required element, similar to the approach recommended in connection with Policy EEE "Wellness Program."

Given the evolving nature of technology use in schools, we do not recommend incorporating detailed acceptable use standards into Board policy. Such an approach is unnecessary for two reasons. First, most prohibited online conduct is addressed in the context of other rules and regulations. For example, profanity and obscenity and harassment is already prohibited under the *Student Guidelines for Success*. Second, acceptable use policy language quickly becomes outdated and irrelevant. For example, the current policy prohibits internet users from revealing their home address, phone number or other personal information. Students and employees exchange such information via the internet on a regular, on-going basis simply by sending emails. For these reasons, we revised the policy to authorize the Superintendent to establish acceptable use standards within the context of regulation or guidelines.

We also recommend that the Board rescind Policy JGFH as unnecessarily duplicative.

**BOARD POLICY
INSTRUCTION/STUDENTS
~~INTERNET~~ ACCEPTABLE COMPUTER-
USE**

Descriptor Term:

~~ITBC~~ IFBH/JGFH

Date:

AUGUST 19, 2004

~~The Bibb County School District provides limited access to the Internet in a non-public forum as a service to our students. The Internet is a resource that enables students to connect to information beyond that contained in the District's libraries. It is the District's policy to provide Internet access to students within the limits of available space, equipment, time, personnel, and other resources. The District cannot guarantee access to the Internet at any given time.~~

~~The District may recommend interesting, useful, and legal Internet destinations and resources for students to access and explore. However, the Internet is currently an ungoverned and unregulated source of both verified and unverified information. While the Internet does contain a wealth of useful material, it also provides access to sites containing material that some students and employees may find offensive or objectionable as well as access to sites that may be illegal, unlawful, or obscene. Therefore, the District adopts this Internet Safety Policy which requires the use of technology protection measures (TPM) on all Internet use within the school system. Such TPM's will only be disabled for bona fide research or other lawful purposes. The Director of Technology Services will enforce this Policy with the backing of the Superintendent. As a part of the enforcement, the Director of Technology Services will monitor the online activities of students and employees.~~

~~The District has evaluated, tested, used, and implemented software and network control and filter mechanisms (TPM'S) designed to limit or restrict access to sources of information or images deemed inappropriate for District dissemination or access, including electronic mail, chat rooms and other forms of electronic communication. These TPM'S also work against "hacking" and other unlawful online activities. The District reserves the right to restrict or attempt to restrict entry into the District's computer terminals or network of any materials that could or would be outside the District's policy for the use of the Internet. This Policy is especially designed to protect students and carries out the requirements of the Children's Internet Protection Act.~~

~~This policy applies to the following:~~

- ~~• All employees of the Bibb County School District (the "District")~~
- ~~• All students attending the District~~
- ~~• All groups and individuals using electronic equipment on board property before, during, and after operating hours, throughout the calendar year~~
- ~~• All individuals using the District's network, regardless of the physical location or ownership of the device used to connect~~

~~Internet services will be made available to all schools and provided to faculty, staff and students throughout the district with the following goals in mind:~~

- To promote educational excellence for the advancement and promotion of learning and teaching by facilitating resource sharing, innovation, and communication within our community, state, nation, and global learning environment.
- To support research and education in and among academic institutions in the world by providing access to unique resources supplemental to the Media Center resources, and provide the opportunity for collaborative work.
- To stimulate personal growth in information-gathering techniques, critical thinking skills and communication skills; to significantly expand each user's knowledge base; and to promote intellectual inquiry and awareness of global diversity through worldwide communication & exploration.

- To assist students in developing the intellectual skills needed to discriminate among information sources and to evaluate and use information to meet educational goals as posed to the student by the instructor.

Rights and Responsibilities:-

The school district has additional rights and responsibilities that accompany offering Internet access in the classroom:-

- Include the Acceptable Computer Use Policy in the Student Code of Conduct and require a parent or guardian signature prior to computer/internet access being granted to the student.
- All faculty and staff will be required to attend an orientation class presented by a qualified trainer regarding procedures, ethics, security and using the Internet as a resource before access becomes available to students at each school. Every teacher will then conduct a discussion/training exercise with students before access is available, including the distribution and explanation of the district policy and administrative regulations governing use of the Internet. All students will be required to pass a test on the Acceptable Computer Use Policy before issuance of a login ID and password.
- The school district has no responsibility for the accuracy or quality of information obtained through the Internet. The availability of on-line resources does not indicate endorsement of their contents by the district.
- School district personnel will take precautions to restrict access to inappropriate materials. The school district reserves the right to deem what is appropriate.
- The school district reserves the right to access any and all data stored on computers attached to the Internet to ensure that computer files do not contain defamatory, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material. The school district also reserves the right to review any material downloaded or in use by any user.
- No student will be allowed to access the Internet without adult supervision.
- The school district reserves the right to deny an Internet account to any user with a previous history of problems when using any computer system.

User responsibilities:-

Users are representing the District each time data is transferred over the Internet. All users must behave in an ethical and legal manner. Internet access is a privilege and with every privilege comes certain responsibilities:-

- The use of an Internet account must be in support of education and research and consistent with the educational objectives of the school district. Any user accessing the Internet for purposes other than educational is subject to disciplinary action. Student instructional needs have priority over faculty and staff use.
- Using the district provided access for commercial activities, product advertisement, or political lobbying is prohibited.
- All users are fully responsible for their own actions, including legal, financial, or otherwise.
- Any user finding access to inappropriate materials on the Internet shall immediately report the location of the information to the system administrator for filtering.
- The login account name and password given to each user becomes the user's responsibility. This information should not be shared with anyone else. If shared, the user will be responsible for any data transmitted under that user's account name.

Guidelines for use:-

The following guidelines shall be followed when using the Internet through the school district:-

- ~~Users shall be polite, courteous and respectful during all sessions on the Internet. Users must use appropriate language. Profanity, obscenity or any vulgarity is prohibited.~~
- ~~Users may not use another user's account name or password at any time.~~
- ~~Users may not reveal their home address, phone number, or other personal information about themselves, other students, teachers, administrators or colleagues.~~
- ~~Transmission of any material in violation of federal or state laws is prohibited. This includes but is not limited to copyrighted material, threatening or obscene material, or material protected by patent.~~
- ~~Personal messages are not to be posted on bulletin boards or blogs.~~
- ~~Students and employees are not permitted to post personal home pages.~~
- ~~The school district has a right, and will make every effort, to control the content of data accessed through the Internet by use of filtering software, site book marking and teacher monitoring. There always remains the possibility of a student discovering inappropriate material during a routine search. If this should occur, the user shall not share this information with any other student and shall notify the teacher immediately so this material can be filtered.~~
- ~~If a students' use of the Internet, from any location including home, creates a likelihood of material disruption (including threatening messages or violent websites) of school operation, the student may face school discipline and criminal penalties.~~

Violations:

~~Students will be held accountable for violations of acceptable computer use. A student and his/her parent/guardian will be responsible for damages and liable for costs incurred for service or repair. Specific violations of acceptable computer use are contained in the Code of Conduct under Levels II, III and IV.~~

~~Violations may also be subject to the prohibitions of the Georgia Computer Systems Protection Act (<http://www.usg.edu/oit/policy/proact.phtml>). Penalties include fines up to \$50,000 and/or imprisonment for up to 15 years. This law defines the following crimes:~~

~~Computer theft—any person who uses a computer or computer network with knowledge that such use is without authority.~~

~~Computer trespass—any person who uses a computer or computer network with the intention of deleting programs or data; obstructing, interrupting or interfering with the use of a program or data; or altering, damaging or causing malfunction of a computer, computer network or program.~~

~~Computer invasion of privacy—any person who uses a computer or computer network with the intention of examining personal data relating to any other person without authority Computer forgery—any person who create, alters or deletes data with the same act on a tangible document, would have committed forgery.~~

~~Computer password disclosure—disclosing number, code, password without authority and which results in damages in excess of \$500.~~

~~The act also prohibits falsely identifying a person or organization by using another person's name, registered trademark, logo, legal or official seal, or copyrighted symbol.~~

~~In the event of a claim that a student has violated the acceptable computer use, the school will provide the student with notice and an opportunity to be heard according to the Student Code of Conduct.~~

Levels of Access:-

Students will be provided differing levels of access depending on grade level as follows:-

BOARD POLICY

INSTRUCTION/STUDENTS

~~INTERNET~~ ACCEPTABLE COMPUTER USE

Descriptor Term:

~~IFBC~~ IFBH/JGFH

Date:

AUGUST 19, 2004

	Elementary- (K-5)-	Middle- (6-8)-	High (9- 12)-
Research tools (Galileo, Nettekker, Worldbook, etc.)-	X-	X-	X-
Standard access only to previewed, acceptable instructional sites (all other sites blocked). Filtering software will be used as required by federal law.-		X-	X-
Enhanced access to previewed, acceptable instructional sites (all			

Principals will determine labs/classroom access levels based on instructional need.-

Procedures for use:-

- School district personnel will provide supervision of student access to the Internet at all grade levels. Users will be required to obtain permission from a teacher before using the Internet.-
- Any computer which provides access to the Internet will also have Internet filtering software installed. Parents and teachers are encouraged to search the Internet and add additional sites and/or words to the filtering software in order to offer greater protection.-
- All students must read and sign the Student Agreement form. Parents or guardians must sign the Parent Consent form and return it to the designated person at the school level.-

Policy Dissemination

An abstract of the user responsibilities, guidelines for use and penalties shall be posted in all areas where computers with Internet access are made available to students and staff.-

Definitions:-

Blog—short for weblog—a website that allows public posting of individual comments or dialogue about a specific topic.-

Bookmarking—saving a link to a particular website within a browser such as Internet Explorer, so it can be easily found again.-

Domain name—specific name that locates an entity on the internet, such as www.bibb.k12.ga.us (aka homepage)-

Filtering—using a program to block access to specific websites based on certain disallowable criteria such as pornography or violence.-

Freeware/shareware—small applications available for download over the Internet for little or no cost.-

~~Homepage~~—opening or main page of a website, intended chiefly to greet visitors and provide information about the site or its owner.

~~Hosting device~~—permanent or temporary computer space used to store/save computer files.

~~Portal~~—a webpage designed as a starting point for accessing other webpages or applications. ~~Search engine~~—program used to locate specific webpages on topics requested by a user.

~~URL~~—Uniform Resource Locator—contains the protocol used to access a resource (http or ftp); a domain name (see above); and a specific location of a file (aka webpage).

~~Virus~~—computer code written to cause an unexpected, undesirable event such as deleting files, or sending unsolicited e-mail.

The School District shall implement technology protection measures (i.e., an internet filtering mechanism) to block or filter, to the extent practicable, student and adult internet access to visual depictions that are defined by applicable law as obscene, child pornography, or harmful to minors. Additionally, in the discretion of the Superintendent or designee thereof, such technology protection measures may be configured to preserve bandwidth and/or protect against access to other inappropriate content. The Superintendent or designee thereof may only disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purpose.

The Superintendent is authorized and directed to implement regulations or procedures to monitor the online activities of students, respond to complaints about over-blocking or under-blocking of internet content, and educate students about appropriate online behavior. Such educational programming shall specifically address issues related to cyberbullying and online interactions on social networking websites and in chat rooms. In addition, such regulations or procedures shall also address:

1. Access by minors to inappropriate content through the internet;
2. The safety and security of minors when using email, chat rooms, and other forms of direct electronic communication;
3. Unauthorized access (e.g., hacking) and other unlawful online activities;
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
5. Measures designed to restrict minor's access to materials defined by applicable law as "harmful to minors."

The Superintendent is further authorized and directed to establish regulations or guidelines establishing standards for the acceptable use of School District technology resources, including penalties for violations of those standards.

ADOPTED: August 15, 1996

REVISED: May 17, 2001

REVISED: August 19, 2004

REVISED:

REF.: Children's Internet Protection Act, 47 U.S.C. § 254, *et seq.*

CROSS REF.: Policy GBRN - Electronic Computer Use

**Bibb County School District
Sexual Harassment**

Descriptor Code: JCAC

I. Purpose

The Board of Public Education for Bibb County is committed to providing an educational environment free from all forms of sexual harassment. Sexual harassment is prohibited in all School District programs or activities and at all times on School District property, on school buses, and at all school-sponsored activities and events.

II. Title IX Coordinator

The Superintendent shall annually appoint a Title IX Coordinator who shall be responsible for coordinating the School District's compliance with this Policy. The Title IX Coordinator shall have adequate training in discrimination and harassment on the basis of sex and ensure that all complaints of sexual harassment are thoroughly and impartially investigated so that they may be resolved in a prompt and equitable manner.

III. Definition and Examples of Sexual Harassment

"Sexual harassment" means unwelcome or unlawful conduct of a sexual nature that is sufficiently severe, persistent, or pervasive so as to limit or deny a student's ability to participate in or benefit from the School District's educational programs or activities.

By way of example and without limitation, the following acts may constitute sexual harassment in violation of this policy:

- Any act constituting a sexual assault or attempted sexual assault.
- Unwelcome, intentional contact with a student's intimate parts by another person for sexual gratification.
- Requests or demands for sexual involvement when accompanied by implied or overt promises or threats.
- Continued or repeated sexual advances, propositions, or pressure for sexual activity, including the use of provocative gestures or sexual innuendo.
- Continued or repeated comments about a student's physical appearance or sexual activities.
- Non-sexual conduct that is intended to insult, humiliate, demean or exclude an individual because of his or her sex.

- Romantic or sexual advances toward a student by a School District employee, even if consensual.
- Romantic or sexual relationships between a student and a School District employee, even if consensual.

IV. Filing a Complaint

All complaints of sexual harassment shall be promptly and thoroughly investigated and, if necessary, corrective action shall be taken in an effort to end any harassment and prevent it from occurring again.

Any student who believes that he or she (or any other student) is a victim of sexual harassment should immediately make a complaint to the principal, assistant principal, or Title IX Coordinator. In no event will a student be required to report sexual harassment directly to an alleged harasser or the direct subordinates of the alleged harasser.

The complaint may be written or oral and should include a description of the alleged harassment, the time frame in which the conduct occurred, the name of the person or persons involved, and the names of any witnesses or other evidence relevant to the sexual harassment allegations. If the complaint is oral, the person receiving the complaint shall promptly prepare written statement of the complaint and submit it to the Title IX Coordinator.

Filing a complaint or otherwise reporting sexual harassment will not reflect upon the student's status nor will it affect future educational opportunities. Any teacher or other District employee who receives a report of alleged sexual harassment or has reasonable cause to believe that a student is being or has been subject to sexual harassment shall immediately report such to the school principal or Title IX Coordinator. Failure by the employee to do so may subject the employee to disciplinary action.

V. Reporting Procedures

An administrator who receives a complaint of sexual harassment shall notify the Title IX Coordinator of the complaint as soon as practicable under the circumstances but in no event later than two (2) business days from the time the individual receives the complaint; provided, however, a complaint involving an alleged sexual assault or attempted sexual assault must be reported the same day. An administrator who fails to forward a complaint of sexual harassment under this Policy may be subject to disciplinary action.

VI. Confidentiality

The right to confidentiality, both of the alleged victim and the accused, will be respected consistent with the School District's legal obligations, and with the necessity to

investigate allegations of sexual harassment and take corrective action where sexual harassment has occurred.

VII. Retaliation Prohibited

Any act of retaliation against any person who opposes sexually harassing behavior, makes a complaint of sexual harassment or participates in the investigation of alleged sexual harassment is strictly prohibited. Complaints of retaliation should be promptly reported and shall be investigated and resolved in the same manner as a complaint of sexual harassment.

VIII. Investigation and Resolution of Complaints

The School District shall promptly and thoroughly investigate all complaints of sexual harassment and retaliation in violation of this Policy. The Superintendent or a designee thereof shall establish and publish procedures for the timely and equitable resolution of all complaints of harassment. At a minimum, the regulations must (1) include designated and reasonably prompt timeframes for each stage of the investigation and complaint process; (2) provide for notice to the parties of the investigation procedures, status, and outcome; and (3) establish a process for parties to appeal the findings or remedy or both.

IX. False Claims

Students or others who knowingly make false claims of sexual harassment may be subject to disciplinary action as well as any civil or criminal proceedings.

**BOARD POLICY
SECLUSION OR RESTRAINT OF STUDENTS**

Descriptor Code: JGF (2)

The use of seclusion, prone restraint, mechanical restraint, and chemical restraint is prohibited in all Bibb County School District schools and programs.

The use of physical restraint is also prohibited, except in those situations in which the student presents an immediate danger to self or others and is non-responsive to less intensive behavioral interventions; provided, however, physical restraint shall never be used (1) as a form of discipline or punishment; (2) when the student cannot be safely restrained; and (3) when physical restraint would not be advisable due to the student's psychiatric, medical or physical condition.

The Board of Education recognizes that in determining when and how to implement this policy and any procedures related to it, educators will have to exercise their professional judgment and discretion. Nothing in this policy shall be construed to eliminate or restrict the ability of an employee to use his or her discretion in the use of physical restraint to protect students or others from imminent harm or bodily injury and to take appropriate action to diffuse a student fight or altercation. Therefore, the policy is not to be construed as imposing ministerial duties on individual employees. Further, it is not intended to interfere with the duties of law enforcement or emergency medical personnel.

For schools and programs within the School District that use physical restraint, the Superintendent or designee thereof shall develop and implement written procedures governing such use. At a minimum, such procedures shall include provisions related to the following:

1. Staff and faculty training on the use of physical restraint;
2. Written parental notification not to exceed one school day from the use of restraint;
3. Procedures for observing and monitoring the use of physical restraint;
4. Documentation by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained; and
5. Periodic review of the use of restraint and the documentation described in item 4.

The Superintendent shall ensure that parents/guardians are provided with information regarding this policy and School District procedures governing the use of physical restraint.

The following definitions shall apply to this policy:

Chemical restraint means any medication that is used to control behavior or restrict the student's freedom of movement that is not a prescribed treatment for the student's medical or psychiatric condition.

Mechanical restraint means the use of any device or material attached to or adjacent to a student's body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student. The term does not include an adaptive or protective device

when used consistent with the recommendations of a physician or therapist to promote correct body positioning and physical functioning or to prevent self-injurious behavior. The term also does not include seatbelts and other safety equipment (e.g., safety harnesses) when used to secure students during transportation.

A prone stander or adaptive chair with attached lap tray would not be considered a mechanical restraint if used, consistent with physician or therapist recommendations, to promote correct body positioning in a student with a disability. However, if that same device is used for the sole purpose of restricting the student's movement, it would be considered a mechanical restraint. Similarly, for a child with a sensory integration disorder, a weighed vest would not be considered a mechanical restraint provided that it is used for the purpose and in the manner described by a physician or therapist and not to restrict the student's freedom of movement.

Physical restraint means direct physical contact from an adult that prevents or significantly restricts a student's movement but does not include prone restraint, mechanical restraint, or chemical restraint. The term also does not include providing limited physical contact and/or redirection to promote student safety, providing physical guidance or prompting when teaching a skill (e.g., hand-over-hand modeling), redirecting attention, providing guidance to a location, or providing comfort.

Prone restraint means a specific type of restraint in which a student is intentionally placed face down on the floor or another surface, and physical pressure is applied to the student's body to keep the student in the prone position.

Seclusion means a procedure that isolates and confines the student in a separate area until he or she is no longer an immediate danger to self or others. Seclusion does not include situations in which a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student, time out, in-school suspension, detention, or a student-initiated break in a separate room.

Time-out means a behavior intervention in which the student is temporarily removed from the learning activity but in which the student is not confined.

MEMORANDUM

TO: Randy Howard
FROM: Andrea L. Jolliffe
DATE: March 20, 2012
SUBJECT: Policy JGCD "Medications"
CLIENT/MATTER: 5610.0014/Board Policies

We recommend revising Policy JGCD "Medications" to comply with HB 227, which became effective July 1, 2011. The current policy has not been updated since 2002. Accordingly, revisions are also necessary to comply with legislation enacted in 2004. We also recommend changing the descriptive heading of the policy to align with the GSBA policy identification system. A revised version of Policy JGCD is attached for your consideration.

For many years, local boards have been required to adopt a policy authorizing students to carry and administer prescription asthma medication and auto-injectable epinephrine. *See* O.C.G.A. §§ 20-2-774; 20-2-776 (b). The current policy allows students to carry asthma medications and auto-injectable epinephrine, but does not address self-administration. We suspect that schools permit self-administration accordance with Georgia law but the policy should be revised to reflect that practice.

The 2004 legislation, codified at O.C.G.A. § 20-2-776 (b), also requires that board policy include provisions that require parents/guardians to provide certain written statements before students may self-administer auto-injectable epinephrine. The current policy does not include all of the requirements of that Code section. For example, there is no requirement that parents sign a written statement releasing the school from liability if the student suffers an adverse reaction to the medication. *See* O.C.G.A. § 20-2-776 (b). Our proposed revisions are intended to address those deficiencies and bring Policy JGCD into compliance with the 2004 legislation.

Additional revisions were also made to ensure compliance with 2011 legislation, which requires all local boards to adopt a policy authorizing school personnel to administer auto-injectable epinephrine, if available, to a student upon the occurrence of an actual or perceived anaphylactic adverse reaction by the student. O.C.G.A. § 20-2-776.1 (b). To encourage employees to act quickly in an emergency situation and due to the fact that many fatal reactions occur in previously undiagnosed students, such medication may be administered without regard for whether or not a student has a prescription for epinephrine. O.C.G.A. § 20-2-776.1 (b). Even if school districts choose not to purchase Epi-Pens for each school, school districts are still required to "provide information to school personnel about how to recognize the symptoms of anaphylactic shock and the correct method of administering auto-injectable epinephrine." O.C.G.A. § 20-2-776.1 (c). Again, although there is no requirement that school districts

purchase Epi-Pens for use in schools, the local board is required to adopt a policy authorizing emergency administration of this medication. O.C.G.A. § 20-2-776.1. The proposed revisions ensure compliance with HB 227.

We have also added a final section to ensure compliance with the Individuals with Disabilities Education Act, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1974. Each of these Acts prohibit school districts from conditioning the receipt of services on a student's willingness to take medication.

Please let me know if you have any questions about the proposed revisions to Policy JGCD "Medications."

BOARD POLICY

Descriptor Term: JGCD

STUDENTS

ADMINISTRATION OF MEDICINE MEDICATION

Date: MARCH 21, 2002

The administering of medication by the staff of the school system to students shall be permitted if it is not feasible for the parent, guardian, or their authorized designee to administer the medication. In the event the administering of medication administration to a student during school hours is necessary, the school must provide control and supervision of the administration of the medication as detailed below.

- (1) The principal or a staff member designated by the principal shall be responsible for administering medication to students and storing all medication in a reasonably secure location.
- (2) All medications must be brought to the principal or staff person responsible for administering them in the original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the time for each dose.
- (3) Any student who must have medication administered during school hours as a condition of being able to attend school without endangering his health or who is taking medication for period of time exceeding 20 school days, shall file with the principal of the school a written medication authorization on the form(s) prescribed by the School District, signed by the parents or legal guardians of the student, and the student's physician. The form shall provide clear instructions from the prescribing physician as to the method or manner such medication is to be administered, including the quantity or dosage to be administered and frequency, together with any potential reaction or other cautioning instructions in connection with the usage of the drug. The medication will be administered only in accordance with the written instructions from the child's physician. The parents or guardians shall authorize the staff member administering the medication to correspond directly with the child's physician in the event the staff member deems it appropriate or necessary.
- (4) The staff member administering the medication shall be responsible for maintaining a log for each student specifying the name of the student, the name of the medication, the date, time and amount of each dosage and the signature of the staff member giving the medication.
- (5) Students who may require the use of an inhaler for asthma or an Epi pen for severe allergic reactions shall be allowed to carry those medications with them rather than be stored in the office, provided that the student's physician has indicated the need and appropriate training on the medication authorization form.
- (6) Any student not complying with this policy and possessing any unauthorized medication on the school property shall be subject to disciplinary action.
- (7) If a medication error occurs or the student has an unexpected reaction to a medication, a medication error/reaction report shall be completed. Appropriate medical attention shall be given to the student, and appropriate notification to the parents shall be made.

(8) All medications brought to school must be inventoried and counted on a routine basis.

When the parent or designee brings medication to school, it must be counted and recorded by the parent and a school staff member or by two staff members if a parent is not available. All medications kept at school must also be counted and recorded on a monthly basis by two staff members. Any discrepancy shall be immediately reported to the principal and the Assistant Superintendent for student support services.

The School District shall provide medication administration services to any student who requires such services in order to effectively participate in the programs and services offered by the Bibb County School District. If medications can be administered before or after school or school-sponsored activities without limiting a student's access to educational opportunities, medications shall not be administered by School District personnel.

Parent Authorization

No medication of any kind shall be administered to any student without a signed authorization from the student's parent or guardian, provided, however, School District employees may administer auto-injectable epinephrine, if available, to any student without regard to whether the student has a prescription for epinephrine if it appears that the student is suffering from anaphylactic shock. The School District shall provide information to select personnel regarding the symptoms of anaphylactic shock and the correct method of administering auto-injectable epinephrine.

Self-Administration of Medications

Students are authorized to carry and self-administer approved medications while in school, at a school-sponsored activity, while under the supervision of school personnel, or while in before-school or after-school care on school operated property. "Self-administration" means a student's discretionary use of a prescribed medication.

Medications that may be self-administered by students include asthma medications, auto-injectable epinephrine, insulin delivered through an insulin pump, and, as authorized by the building principal, other potentially life-saving medications.

Before a student shall be allowed to possess or self-administer any medications, the following conditions must be satisfied:

(1) The parent/guardian must provide a written statement from the student's prescribing physician that details the name of the medication, the details of administration, and certifies that the student has been instructed in the correct and responsible use of the medication and is able to self-administer the medication.

(2) The parent/guardian must provide a written statement consenting to the self-administration and provide a release authorizing the school nurse or other designated school personnel to consult with the prescribing physician in the event that questions arise with regard to the medication.

(3) The parent/guardian must sign a form releasing the school from liability in the event the student suffers an adverse reaction as a result of self-administering the medication, and

(4) The student must demonstrate, in the sole discretion of the school nurse, the skill and maturity level necessary to safely and responsibly use the medication and any device that is necessary to self-administer the medication.

The required written statements shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

Nothing in this section shall limit the ability of school personnel to enforce rules and consequences for inappropriate or prohibited behavior in connection with the student's possession or self-administration of medication. Medications shared with classmates will be confiscated and the student's privilege of self-administration will be reevaluated and/or removed.

Prohibition on Mandatory Medication

The Bibb County School District shall not require students to obtain a prescription for medication or to take medication as a condition of attending school, receiving an evaluation or special education and related services. This policy does not prohibit consultation with parents and other parties regarding the academic or functional performance of students, including behavior or the need to request an evaluation due to such performance.

The Superintendent is authorized and directed to implement regulations and/or protocols to establish standards related to documentation requirements for all medications and the transportation, labeling and storage of medications.

ADOPTED: December 13, 1990

REVISED: ~~March~~ 21, 2002

EXPENSE REIMBURSEMENT**Date:** _____**I. ADOPTION OF GEORGIA STATEWIDE TRAVEL REGULATIONS**

A. As required by O.C.G.A. § 20-2-167 and State Department of Education Rule 160-5-2-.23, expenses incurred by School District personnel who are required to travel in the performance of their official duties shall be paid or reimbursed by the School District in accordance with the Statewide Travel Regulations ("Regulations"), as issued and as may be amended from time to time by the State Accounting Office of Georgia.

B. For purposes of implementing the Regulations, references to the "agency" shall be interpreted as references to the Bibb County School District. References to the "agency head" and "department head" shall be interpreted as references to the Superintendent or his/her designee, who shall follow all requirements and guidance of the Regulations...

C. This Policy shall be construed and interpreted to incorporate any and all subsequent amendments to the Regulations, and any such amendments shall be considered amendments to this Policy without the necessity of Board action.

II. IMPLEMENTATION AND CLARIFICATION

Set forth below are selected statements and procedures intended to aid in the interpretation and implementation of the Regulations. These statements and procedures are not made in lieu of any provision of the Regulations themselves, and the Regulations should be consulted in combination herewith.

A. Authorization for Travel (pages 4-6 of the Regulations)

1. Situations may arise in the course of performing job duties that may require employees to incur travel expenses that are generally not reimbursable. The Board may grant one-time exceptions for unusual circumstances.

2. In-state travel may be approved by the Superintendent or his designee, or in accordance with procedures approved by the Superintendent. Out-of-state travel must be approved by the Superintendent on a case-by-case basis.

3. Employees requesting reimbursement for travel expenses are required to submit their claim on the employee travel expense statement found at www.sao.georgia.gov., and receipts must be provided to the extent required by the regulations.

4. The Superintendent or his designee may approve claims that exceed established dollar limits, with appropriate documentation of the justifying circumstances, up to 200% of the limit. Claims in excess of 200% of the limit require Board approval.

5. The Superintendent and/or his designee(s) will develop a written accounting review process for approving travel expense statements.

B. Per Diem Allowances for Meals (pages 7-10 of the Regulations)

1. The maximum per diem amounts for in-state travel are found on page 8 of the regulations, as follows:

Non-High Cost Areas:

Breakfast \$6.00

Lunch \$7.00

Dinner \$15.00

High Cost Areas:

Breakfast \$7.00

Lunch \$9.00

Dinner \$20.00

2. The maximum per diem amounts for out-of-state travel are the federal per diem rates (less the \$5 federal “incidentals” allowance) found at <http://www.gsa.gov/perdiem>.

C. Lodging Expenses (pages 10-13 of the Regulations)

1. The Superintendent shall establish a policy regarding the maximum reasonable rates for overnight lodging.

2. Lodging expenses for travel to high cost areas, in-state or out-of-state, should be approved by the Superintendent or his designee prior to the trip. The federal per diem rates (for locations within the continental United States) can be accessed at the following address: <http://www.gsa.gov/perdiem>.

3. State and local government officials and employees traveling within the state on official business are exempt from paying the county or municipal excise tax on lodging (“hotel/motel” or “occupancy” tax). Employees are required to pay any state/local sales and use taxes. The exemption when paying by personal credit card, check or cash applies only to the hotel/motel tax. The Regulations should be consulted for further guidance.

D. Travel by State Owned or Personal Vehicles (pages 13-15 of the Regulations)

1. Mileage rates are as established by the State Accounting Office of Georgia.

2. The Superintendent or his designee shall set internal (written) rules for establishing normal commuting miles/starting point for mileage reimbursement when an employee’s regular business function requires the use of a personal motor vehicle for travel

from residence to multiple locations in a given day, or when an employee's "headquarters" differ from day to day.

3. All requests for reimbursement of mileage, parking, and toll charges must be documented on the employee travel expense statement.

E. Travel by Commercial or Public Transportation (pages 16-18 of the Regulations)

In accordance with the Regulations, travel by commercial or public transportation must be approved by the Superintendent or his designee prior to the date of travel.

F. Miscellaneous Travel Expenses (pages 19-20 of the Regulations)

1. The Regulations should be consulted for details concerning reimbursement of telephone, internet, baggage, and other expenses.

2. The following expenses are not reimbursable

- Laundry (except when overnight travel exceeds seven (7) consecutive days)
- Valet services for parking, when self-parking options are available
- Tipping for maid services
- Theater
- Entertainment
- Alcoholic beverages
- Visa/passport fees (except as noted in the Regulations)
- Bank charges for ATM withdrawals

G. Charge Cards and Travel Advances (pages 20-23 of the Regulations)

1. Charge cards may be issued to employees upon approval of the Superintendent or his designee.

2. The use of charge cards should eliminate most needs for cash advances; however, the Superintendent or his designee may approve advances on a case-by-case basis where circumstances so require.

H. Exceptions (pages 23-24 of the Regulations)

The Superintendent may request exceptions from this Policy and from the Regulations as implemented hereby, by making application to the Board in the same manner as application to the State Accounting Office may be made by state agency heads.

BIBB COUNTY POLICY

Descriptor Code: DJD

EXPENSE REIMBURSEMENT

Date: _____

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