STUDENT HANDBOOK

BAKER COUNTY
K-12 SCHOOL

Title I School

2019-2020

ADMINISTRATIVE/SUPPORT STAFF

Superintendent- Dr. Roy Brooks
Principal/CTAE Director - Boyd Williamson
Dean of Students/Federal Programs Director – Merietta Kelson
Special Education Director/Curriculum Director- Blair Ethridge
Guidance Counselor/Testing Coordinator – Sven Colbert
Front Office/Student Information Systems – Kathy Henderson
Athletic Director – Jeff Henderson
School Safety Officer – Ericka Threatts
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A Note From Your Principal ...

Welcome to the 2019-2020 school year! We are excited about our new school year!

As the Principal of Baker County K-12 School, I welcome you as a parent or guardian to stop by anytime and visit with me and please be assured that you are always welcome at our school.

To help ensure student success in this new year, it is important that parents and students understand important school policies and procedures, as well as academic and behavioral expectations.

Everyone associated with Baker County K-12 School is dedicated to providing a safe, orderly, productive learning environment for students. Parents and students should read the student handbook carefully. This year’s handbook provides a wealth of school information that will help you throughout the year. You will learn more about Baker County K-12 School’s curriculum, attendance expectations, extracurricular activities, and the student behavior code.

Best wishes for a successful new year of learning in 2019-20!

BEARDOWN!

Sincerely,

Boyd Williamson
Boyd Williamson - Principal
Baker County K12 School
ADMINISTRATIVE STAFF

Principal/CTAE Director  Mr. Boyd Williamson
Dean of Students/Federal Programs Director  Ms. Merietta Kelson
Special Education Director/Curriculum Director  Mrs. Blair Ethridge
Guidance Counselor  Mr. Sven Colbert
Athletic Director  Mr. Jeff Henderson

BAKER COUNTY SCHOOL SYSTEM ADMINISTRATION/SUPPORT STAFF

Superintendent  Dr. Roy Brooks
Director of Business and Finance  Ms. Lauren Tabb
Payroll/Human Resources  Ms. Dianne Sheffield
Finance Assistant  Mrs. Stephanie Cox
Finance Support  Mrs. Brenda Hawkins

BOARD MEMBERS

Chairperson  Ms. Janet Anderson
Vice Chairman  Ms. Bonnie Hudson
Member  Ms. Lydia Burch
Member  Mr. Malcolm Parker
Member  Ms. Brendette Williams
Front Office

Principal – Boyd Williamson
Dean of Students – Merietta Kelson
Curriculum Director - Blair Ethridge
Guidance Counselor - Sven Colbert
Secretary - Kathy Henderson
Tech Specialist - Gerald Turner

2nd Grade
Nancy Haire

3rd Grade
Jessica Potkovac

4th Grade
Jordan Murphy

5th Grade
Tracee Taylor

Media
Blair Ethridge
Joanne Mitchell-Aide

School Nurse
Cherlena Johnson

CTAE Director
Boyd Williamson

Athletic Director
Jeff Henderson

Middle School

Pre-Kindergarten
Fran Shiver

Kindergarten
April Eckles

1st Grade
Raylondra Taylor

2nd Grade
Nancy Haire

3rd Grade
Jessica Potkovac

4th Grade
Jordan Murphy

5th Grade
Tracee Taylor

High School
Jeff Henderson-Math
Ivye Wilbourn – English/Literature/CTAE
Christa Miller- Social Studies
Tiffany King- Science
Special Education
Blair Ethridge – Special Ed. Director
Julia McCoy
Dee Dee Burnum
Tammy Harrell
Carla Morey
Stephanie Shiver
Katrina Davis- Paraprofessional
Tammy Parker- Paraprofessional
Twila Crockett-Paraprofessional
Jessica Hart-Paraprofessional

Physical Education/Health
Jesse Atkins
Terrence King

Spanish
William Lee

Chorus/Band
Tim Beck

Agriculture
Floyd Peters

Art
Donna Worsham

Speech
Penny Harris

School Safety Officer
Erika Threatts

Paraprofessionals
Shirley Bradley
Marilyn Butler
Vanessa Hayward
Courtney Hart
Jessica Hart
Amy Palmer
Andrea Parker

Custodial Staff
Dawn Edwards-Supervisor
Claire Parker
Eugene Hayward
Willie Hall
Anthony Charway

Bus Drivers
Tim Weaver – Director
Rosa Rogers - Asst. Director
JoAnn Baker
Marilyn Butler
Brenda Hawkins
Dianne Jay
Charlie Key

Food Service
Cheryl Bell-Manager
Adrian Jackson – Asst. Manager
Margie Murray
Gloria Wright
Mission Statement
The Baker County School System will provide all students with a quality education, which will be tailored to the student’s individual needs, while challenging them to perform to their maximum potential in a positive and safe learning environment!

Vision Statement
The Baker County School System envisions high expectations that will yield increased student achievement through rigor, relevance, and engagement by using a standards-based educational community (parents, students, faculty, staff, and business partners) that will unite to ensure success for everyone!

THEME:
A Better School Starts with Me!

SCHOOL MOTTO:
BEARDOWN!

ALMA MATER
Down Among the murmuring pine trees
Where old nature smiles
Baker High holds up a standard
Known for miles and miles
Forward ever be our watchword
Conquer and Prevail
Hail to thee our alma mater
Baker High, all hail

Through the halls of Baker High School
Shine your colors true
And the youth of Baker raising
Voice and pledge to you
Forward ever be our watchword
Conquer and Prevail
Hail to thee our alma mater
Black, White, and Gold, all hail
<table>
<thead>
<tr>
<th>Event</th>
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<tr>
<td>Preplanning</td>
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<td>First Day of School</td>
<td>Aug. 6</td>
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<td>Labor Day Holiday</td>
<td>Sept. 2</td>
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<tr>
<td>Progress Reports Issued</td>
<td>Sept. 3</td>
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<tr>
<td>End of 1st 9 Weeks</td>
<td>Oct. 8</td>
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<td>Staff Development/Workday</td>
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<td>Fall Break</td>
<td>Oct. 9-11</td>
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<td>Report Cards Issued</td>
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<td>Nov. 12</td>
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<td>Thanksgiving Holidays</td>
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<td>End of First Semester/End of 2nd 9 Weeks</td>
<td>Dec. 20</td>
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<td>Christmas Holidays</td>
<td>Dec. 23-Jan 3</td>
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<td>Professional Learning Day</td>
<td>Jan 6</td>
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<td>School Resumes/Start of Second Semester</td>
<td>Jan. 7</td>
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<td>MLK Holiday</td>
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<td>End of 3rd 9 Weeks</td>
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<td>GA. Milestones 3-5 grades</td>
<td>Apr. 27-May 1</td>
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<td>GA. Milestones Make-Up Tests 3-5</td>
<td>May 4-8</td>
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<td>GA. Milestones 6-8</td>
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<tr>
<td>GA Milestones Make-up 6-9</td>
<td>May 11-15</td>
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<td>High School EOCs</td>
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<td>Last Day of School/ End of 4th 9 Weeks</td>
<td>May 22</td>
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<tr>
<td>Report Cards Issued</td>
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<td>Graduation</td>
<td>May 22</td>
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<td>Memorial Day Holiday</td>
<td>May 25</td>
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<td>Post Planning Days</td>
<td>May 26-28</td>
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1st Nine Weeks – August 7 - October 9
3rd Nine Weeks – January 8 - March 14
2nd Nine Weeks – October 15 - December 19
4th Nine Weeks – March 18 - May 24

1st Semester – August 7 - December 19, 2019
2nd Semester – January 8 - May 24, 2019
PURPOSE OF THE HANDBOOK

The purpose of the Student Handbook is to give Baker County K-12 students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools. In a case of conflict between Board policy and the provisions of this handbook, the Board policy most recently adopted by the Board will prevail.

Students and parents/guardians should be aware that this document is reviewed annually since policy adoption and revision is an ongoing process. These changes will generally supersede the provisions found in the handbook, which will become obsolete by the newly adopted policy. The handbook is not a contract between the school and parents/guardians or students. It can be amended at any time at the discretion of the Baker County School Board. If policy changes are enacted during the school year, the administration will communicate those changes to students, staff, and parents/guardians.

It is the practice in the Baker County School System to provide an equal opportunity for all students to achieve their maximum potential through the programs and classes offered at all schools regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

Nondiscrimination Policy

The Baker County School System does not discriminate on the basis of race, color, national origin, sex, or handicap/disability in education programs, activities, and employment.
Parents’ Right-to-Know

Guidance C-6 is for Advising Parents of the Right to Know Information about a Teacher’s Qualifications as Required by The Elementary and Secondary Education Assistance Act of 1965 (ESEA) [Section 1111(6) (A)]

Dear Parent(s)/Legal Guardian(s):

Your child attends **Baker County K-12 School**, which receives Federal Title I funds to assist students in meeting state achievement standards.

At **Baker County School**, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child’s teachers’ training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional’s qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you have any questions about your child’s assignment to a teacher or paraprofessional, please contact **Boyd Williamson** at **Baker County K-12 School** at **229-734-5274** or email me at **bwilliamson@baker.k12.ga.us**.

Sincerely,

**Boyd Williamson**
Los padres "Derecho a Saber"

Orientación C-6 es para aconsejar a los padres del derecho a la información sobre las calificaciones de un maestro como lo exige la Ley de Asistencia a la Educación Primaria y Secundaria de 1965 (ESEA) [Artículo 1111 (6) (A)]

Estimado Padre (s) / tutor legal (s):

Su hijo asiste a Baker County escuela K-12, que recibe fondos federales Título I para ayudar a los estudiantes en el cumplimiento de los estándares estatales de rendimiento.

En Baker School secundaria del condado, estamos muy orgullosos de nuestros maestros y sienten que están listos para el próximo año escolar y estamos preparados para darle a su hijo una educación de alta calidad. Como escuela de Título I, que deben cumplir con las regulaciones federales relacionadas con licencias de los maestros tal como se define en la ESEA. Estas regulaciones le permiten aprender más acerca de la formación de profesores de su hijo y las credenciales. Estamos encantados de proporcionar esta información a usted. En cualquier momento, usted puede preguntar:

- Si el maestro cumplido con los requisitos estatales y los requisitos de certificación para el nivel de grado y materia que él / ella está enseñando,
- Si el maestro recibió un certificado de emergencia o condicionales a través del cual las calificaciones del estado fueron suspendidas, y
- ¿Qué títulos de pregrado o postgrado que tiene el maestro, incluidos los certificados de postgrado y títulos adicionales, y los grandes (s) o área (s) de la concentración.

Usted también puede preguntar si su hijo recibe la ayuda de un asistente de maestro. Si su hijo recibe esta ayuda, que le puede proporcionar información sobre las calificaciones del paraprofesional.

Nuestro personal está comprometido a ayudar a su hijo a desarrollar el conocimiento académico y el pensamiento crítico que él / ella necesita para tener éxito en la escuela y más allá. Ese compromiso incluye asegurarse de que todos nuestros maestros y para-profesionales están altamente cualificados.

Si usted tiene alguna pregunta acerca de la asignación de su hijo a un maestro o auxiliar, por favor póngase en contacto con Boyd Williamson en el condado de Baker escuela K-12 en el 229-734-5274 o por correo electrónico me bwilliamson@baker.k12.ga.us.

Atentamente,

Boyd Williamson
Notice of Rights of Students and Parents Under Section 504

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

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

Blair Ethridge
Baker County Board of Education
260 Highway 37, SW
Newton Georgia 39870
(229)734-5274
bethridge@baker.k12.ga.us

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

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.

2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.

3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.

4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.

5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.

6. You have the right to not consent to the school system’s request to evaluate your child. 34 CFR 104.35.

7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.

Georgia Department of Education
Richard Woods, State School Superintendent
February 13, 2011
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8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.

9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.

10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.

11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.

12. You have the right to examine your child’s educational records. 34 CFR 104.36.

13. You have the right to an impartial hearing with respect to the school system’s actions regarding your child’s identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.

14. You have the right to receive a copy of this notice and a copy of the school system’s impartial hearing procedure upon request. 34 CFR 104.36.

15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system’s impartial hearing procedure. 34 CFR 104.36.

16. You have the right to, at any time, file a complaint with the United States Department of Education’s Office for Civil Rights.

Georgia Department of Education
Richard Woods, State School Superintendent
February 13, 2011
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Section 504 Procedural Safeguards

1. Overview: Any student or parent or guardian ("grievant") 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’s failure to request a hearing in writing does not alleviate the school system’s 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 Hearing.

2. Hearing Request: The Request for the Hearing must include the following:

   a. The name of the student.
   
   b. The address of the residence of the student.
   
   c. The name of the school the student is attending.
   
   d. The decision that is the subject of the hearing.
   
   e. The requested reasons for review.
   
   f. The proposed remedy sought by the grievant.
   
   g. The name and contact information of the grievant.

Within 10 business days from receiving the grievant’s Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

3. Mediation: The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

4. Hearing Procedures:

Georgia Department of Education
Dr. John D. Barge, State School Superintendent
February 13, 2011
Page 1 of 3
a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant’s Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.

b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.

c. The grievant will have an opportunity to examine the child’s educational records prior to the hearing.

d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.

e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R.§104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.

f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.

g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.

h. The hearing shall be closed to the public.

i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.

j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.

k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
1. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.

m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

5. Decision: The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney’s fees.

6. Review: If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.
ACADEMICS

Course Credit

A Carnegie unit of credit for graduation shall be awarded to students in grades 9-12 for successful completion of courses of study based on a minimum of 150 traditional clock hours. A student having a maximum amount of credits to be earned at the end-grading period may not take courses for Carnegie unit credit to advance to the next grade level.

A student shall be required to attend three semesters immediately prior to graduation in Baker County School System in order to be awarded honor graduate/honor roll status even if he/she is enrolled in a home bound program, alternative school program, postsecondary options program or is a fifth year senior.

Cheating

Cheating is PROHIBITED. If a student is caught or found guilty of cheating, the teacher will collect the student's paper, assign a grade of zero, and notify the parent(s)/guardian(s) immediately.

Grades

Grading System and Report Cards for Kindergarten

The evaluation of student achievement is one of the important functions of the teacher. The accepted marking system is as follows:
S - Satisfactory (Student is able to complete assignments independently).
I - Improving (Student is able to complete assignments with minimal help).
NI - Needs Improving (Student is able to complete assignments but needs frequent assistance).
U - Unsatisfactory (Student cannot complete assignments without constant supervision).

Students receive report cards at the end of nine-week grading period. Parent(s)/guardian(s) are to sign the report card and return it to school the next day.

Students receive progress reports at the mid-nine-week grading period. Student’s progress reports may also be sent anytime between marking periods to parent(s)/guardian) of students who need some type of special attention. These reports do not necessarily mean that a student is failing, but a deficiency could be noted which needs correcting. Acknowledgement of this report by a note, phone call, or visit to the teacher is appreciated.

Grading System and Report Cards for Grades 1-12

The evaluation of student achievement is one of the important functions of the teacher. The accepted marking system is as follows:

A=90 - 100 (4.00) C=75 – 79 (2.00) F= 69 and Below (0.00)
B=80 – 89 (3.00) D=74 – 70 (1.00)
Grades greater than or equal to .5 will be rounded up, and grades less than .5 will be rounded down. Students receive report cards at the end of each nine-week grading period. Parent(s)/guardian(s) are to sign the report card and return it to school the next day.

Grade Changes

If you were absent from school during testing at the end of a semester, you have ten (10) school calendar days to make up the test so that your grade may be adjusted. This is the student’s responsibility!

Incomplete Grades

Incompletes given in any grading period must be cleared in 10 calendar days to meet eligibility requirements. Failure to clear the incomplete will result in ineligibility to participate in extracurricular activities. Incomplete grades that are not cleared will result in a failing grade. Ten calendar days begins on the first day after the semester ends. The same procedure applies to any student that received an “I” at the end of the semester.

Georgia Milestones End of Course (EOC)

The A+ Educational Reform Act of 2000, O.C.G.A. §20-2-281, mandates that the State Board of Education adopt end-of-course assessments in grades nine through twelve for core subjects to be determined by the State Board of Education. With educator input, and State Board approval, the End-of-Course Assessment program is therefore comprised of the following 10 content area assessments:

- **Mathematics**
  - Algebra I
  - Analytic Geometry
- **Social Studies**
  - United States History
  - Economics/Business/Free Enterprise
- **Science**
  - Biology
  - Physical Science
- **English Language Arts**
  - Ninth Grade Literature and Composition
  - American Literature and Composition
**What is the purpose of the EOC?**

Improved teaching and learning are the main focus of Georgia’s education system. The EOC align with the Georgia curriculum standards and include assessment of specific content knowledge and skills. The assessments provide diagnostic information to help students identify strengths and areas of need in learning, therefore improving performance in all high school courses and on other assessments, such as the GHSGT. The EOC also provide data to evaluate the effectiveness of classroom instruction at the school, system and state levels. Beginning in 2011 – 2012, the EOC will become Georgia’s high school accountability assessment.

**Who is required to take the EOC?**

Any student enrolled in and/or receiving credit for an EOC course, regardless of grade level, will be required to take the EOC upon completion of that course. Middle school students completing an EOC course must take the EOC regardless of whether they are receiving high school credit. Students enrolling from non-accredited programs are required to take and pass the EOC prior to receiving credit for the course.

**How does the EOC affect the student's grade?**

The EOC is administered upon completion of one of the above courses. A student’s final grade in the course will be calculated using the EOC as follows (State Board Rule 160-4-2-.13):

- For students enrolled in grade nine for the first time before July 1, 2011, the EOC counts as 15% of the final grade.
- For students enrolled in grade nine for the first time on July 1, 2011 or after, the EOC counts as 20% of the final grade.

**When are the EOC administered?**

There are three main administrations of the EOC: Winter, Spring, and Summer. In addition, on-line Mid-Month administrations may be given in August, September, October, November, February and March.

Beginning in 2011 – 2012, new re-test administration windows will be added as an enhancement to the EOC program. These re-tests will be intended to provide students who are not proficient on an EOC (in a course that they have just completed) with one additional opportunity to demonstrate their proficiency on the assessment.

**What is the format of the EOC?**

The EOC can be administered via paper-and-pencil assessments or in an on-line format. Paper-and-pencil assessments are only available during the main administrations. Online assessments are available for all administrations. Each test is administered in two 60-minute sections. One or two-day administration schedules may be selected by systems.

**Scores and Reports**

Systems will receive a full set of reports for each administration. These reports include:

Class Roster Reports (electronic only) with a 5-day turnaround (Rapid Scoring) – Give scale score, grade conversion score, performance level and domain level information for each student in a specific class.
Individual Student Reports (electronic or paper for 2007-2008) - Include scale score and a grade conversion score. One copy should be filed in the student’s permanent record and one given to student/parent

Summary Reports (system, school and class) – Generated by subject and present summary statistics for a particular group of students

Content Area Summary Reports (system and school) – Provide information for school, system and state at the Domain Level

Graduation Requirements

To receive a High School Diploma and participate in the graduation ceremony a student must:

1. Complete 27 Carnegie units of required instruction
2. Complete attendance requirements
3. Overall GPA of 70 or above

AREAS OF STUDY.

Units Required

(I) English/Language Arts* 4
(II) Mathematics* 4
(III) Science* 4
The 4th science unit may be used to meet both the science and elective requirement
(IV) Social Studies* 3
(V) CTAE and/or Modern Language/Latin and/or Fine Arts 3
(VI) Health and Physical Education* 1
(VII) Electives 8
TOTAL UNITS (MINIMUM) 27

*Required Courses and/or Core Courses

Student will not receive a diploma or march if any graduation requirements are not met. Upon successful completion of requirements, the diploma can be mailed or awarded at the next scheduled graduation.
Homework Policy for Grades K - 12

Homework is defined as lessons to be studied or school work to be completed. It should be reinforcement of classroom instruction and is an integral part of the total learning process. Homework assignments will count toward the final nine-week grade. It is the responsibility of every student to complete and turn in homework assignments on time. At Baker County K-12 School, homework assignments will be given at least three (3) times a week. Each student is responsible for securing and completing all assignments (including homework) following an excused absence from school.

Academic Average and Class Rank

The GPA of each student in each grade level are ranked from highest to the lowest to produce a number representing the student’s class rank, such as 1 out of 100. All GPAs will be computed three decimal places.

Honor Graduates

Honor students will be named at the end of the senior year. All students with an average of 90.000 (89.999 is not 90) or better for all course work completed during 4 years of an accredited high school/public post-secondary program will be designated as honor students.

Any additional students who achieve a 85.000 or better GPA at the end of four (4) years of an accredited high school program will also be designated as honors students even though they will not be distinguished on the program.

Valedictorian will be awarded to the honor student with the top GPA from the college track program that is eligible to receive the gold seal diploma. This will be at the end of the school year.

Salutatorian will be awarded to the honor student with the second highest GPA from the college track program that is eligible to receive the gold seal diploma. This will be determined at the end of the school year.

Valedictorian and salutatorian must have been enrolled in an accredited high school program for 4 years. If identical GPA’s (rounded off to the nearest 1000) are achieved for either or both, two students will be named as co-valedictorian and co-salutatorian. The announcements of both honors will be made during the graduation ceremony.

To be considered for honor graduate, valedictorian, salutatorian, senior superlative, star student, or other senior honors, a student (regular or joint enrolled-accel) must be enrolled in and attend Baker County High School for a minimum of 2 years. Eligible students must take at least 1 course at BCHS per year.
Post-Secondary/Joint Enrollment Options/Acceleration

Students at BCHS are eligible to receive credit from an accredited public college or technical school for approved coursework which can be converted in a high school Carnegie unit and recorded on his/her permanent record. Students must be enrolled in and attend BCHS for a minimum of one course per year. The following grading scale will be utilized to convert letter grades into number grades.

A=97 B=89 C=81 D=73 F=65

Students are responsible for transcripts from post-secondary institutions.

PROMOTION AND RETENTION OF STUDENTS IN GRADES 1-8

(1) DEFINITIONS.

(a) Accelerated instruction - challenging instructional activities that are intensely focused on student academic deficiencies in reading and/or mathematics. This accelerated instruction is designed to enable a student who has not achieved grade level, as defined by the Office of Education Accountability, to meet grade-level standards in a compacted period of time.

(b) Additional instruction - academic instruction, beyond regularly scheduled academic that is designed to bring students not performing on grade level, as defined by the Office Education Accountability, to grade level performance. It may include more instructional time allocated during the school day, instruction before and after the school day, Saturday instruction, and/or summer/inter-session instruction.

(c) Differentiated instruction - instructional strategies designed to meet individual student learning needs.

(d) Grade level - standard or performance, as defined by the Office of Education Accountability, on the Georgia Milestones End of Grade Assessment.

(e) Placement - the assignment of a student to a specific grade level based on the determination that such placement will most likely provide the student with instruction and other services needed to succeed and progress to the next higher level of academic achievement.

(f) Placement committee - the committee established by the local school principal or designee makes placement decisions concerning a student who does not meet expectations on the Georgia Milestones End of Grade Assessment. This committee shall be comprised of the principal or designee, the student's parents/guardian(s), and the teacher(s) in the content area(s) in which the student did not achieve grade level on the Georgia Milestones End of Grade Assessment.

(g) Promotion - the assignment of a student to a higher-grade level based on the student’s achievement of established criteria in the current grade.

(h) Retention - the re-assignment of a student to the current grade level during the next school year.
(2) PROMOTION STANDARDS AND CRITERIA REQUIREMENTS FOR GRADES 1-12

(a) Each school principal shall distribute student data from the Georgia Milestone End of Grade Assessment to teachers prior to the beginning of each school year. Each teacher shall use data to focus instruction on identified student academic performance in grades 1-10.

(b) Each school principal or designee shall establish an academic review team for each student in grades 1, 2, 4, 6, 7 and 8 who does not achieve grade level on reading and/or mathematics sections of the Georgia Milestones End of Grade Assessment. The student support team shall:

1. Determine whether each student shall be retained or promoted based on a review of the overall academic achievement of the student as well as the student's Georgia Milestones End of Grade Assessment performance; Develop an accelerated, differentiated, or additional instruction plan for each student who does not achieve grade level

2. Achievement on the reading and/or mathematics sections of the Georgia Milestones End of Grade Assessment; and,

3. Develop a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.

(c) Students shall be tested in accordance with requirements specified in State Board Rule 160-3-1-.07 Testing Programs - Student Assessment.

(d) The school principal or designee shall annually notify parent(s)/guardian(s) that placement or promotion of a student into a grade, class, or program will be based on the academic achievement of the student on Georgia Milestones End of Grade Assessment and other criteria established in this policy.

(3) REQUIREMENTS FOR GRADES 3, 5, AND 8

(a) Promotion of a student shall be determined as follows:

1. No third grade student shall be promoted to the fourth grade if the student does not achieve grade level on the Georgia Milestones End of Grade (EOG) in reading and meet promotion standards and the criteria established in this policy the school that the student attends.

2. No fifth grade student shall be promoted to the sixth grade if the student does not achieve grade level on the Georgia Milestones End of Grade (EOG) in reading and the Georgia Milestones End of Grade (EOG) in mathematics and meet promotion standards and criteria established in this policy for the school that the student attends.

3. Georgia Milestones End of Grade (EOG) in reading and the Georgia Milestones End of Grade (EOG) in mathematics and meet promotion standards and criteria established in this policy for the school that the student attends.

4. Requirements in this section shall apply to students in the following grade levels:

   i. The third grade
   ii. The fifth grade
   iii. The eighth grade
5. The school principal or designee may retain a student who performs satisfactorily on the Georgia Milestones End of Grade (EOG) but who does not meet promotion standards and criteria established in this policy.

(b) When a student does not perform at grade level in grades 3, 5, or 8 on the Georgia Milestones End of Grade (EOG) specified in section (a) above, then the following shall occur:

I. Within ten calendar days, excluding weekends and holidays, of receipt of the Georgia Milestones End of Grade (EOG) individual student scores, the school principal or designee shall notify in writing by first-class mail the parent(s) or guardian(s) of the student regarding the following:

i. The student's below-grade-level performance on the Georgia Milestones End of Grade (EOG)

ii. The specific retest(s) to be given the student and testing date(s);

iii. The opportunity for accelerated, differentiated, or additional instruction based on the student's performance on the Georgia Milestones End of Grade (EOG)

iv. The possibility that the student might be retained at the same grade level for the next school year.

2. The student shall be given an opportunity for accelerated, differentiated, or additional instruction in the applicable subject(s) prior to the retesting opportunity.

3. The student shall be retested with appropriate section(s) of the Georgia Milestones End of Grade (EOG) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board.

(c) When a student does not perform at grade level on the Georgia Milestones End of Grade (EOG) in grades 3, 5, and 8 and also does not perform at grade level on a second opportunity to take the assessment, then the following shall occur:

I. The school principal or designee shall retain the student for the next school year except as otherwise provided for in this policy.

2. The school principal or designee shall notify in writing by first-class mail the parent(s)/guardian(s) of the student and the teacher(s) regarding the decision to retain the student.

This notice shall describe the option of the parent(s)/guardian(s) or teacher(s) to appeal the decision to retain the student;

(ii) The notice shall describe the composition and functions of the placement committee; it shall describe the option of the principal to invite individuals who can provide information or facilitate understanding of the issues to be discussed to attend the placement committee meeting; and,

(iii) The notice shall include the requirement that the decision to promote the student must be the unanimous decision of the placement committee comprised of the parent(s)/guardian(s), teacher(s), and principal or designee.

3. If the parent(s)/guardian(s) or teacher(s) appeal the decision to retain the student, then the school principal or designee shall establish a placement committee to consider the appeal.

(i) The placement committee shall be comprised of the principal or designee, the student's parent(s)/guardian(s), and the teacher(s) of the subject(s) of the Georgia Milestones End of Grade (EOG) or the alternative assessment instrument on which the student failed to perform at grade level.

(ii) The principal or designee shall notify in writing by first-class mail the parent(s)/guardian(s) and teacher(s) of the time and place for convening the placement committee.

(iii) The placement committee shall review the overall academic achievement of the student in light of the performance on the Georgia Milestones End of Grade (EOG) or the alternative assessment instrument and promotion standards and the criteria established in this policy for the school that the student attends, and make a determination to promote or retain.
(iv) The decision to promote must be the unanimous decision of the placement committee and must determine that if promoted and given accelerated, differentiated, or additional instruction during the next year, the student is likely to perform at grade level by the conclusion of the school year.

(v) The placement committee shall prescribe such additional assessments as may be appropriate in addition to assessments administered to other students at the grade in addition to assessments administered to other students at the grade level during the year.

(vi) The placement committee shall provide for a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.

4. A plan for accelerated, differentiated, or additional instruction must be developed for each student who does not achieve grade level performance in grades 3, 5, or 8 on the Georgia Milestones End of Grade (EOG) specified in section (a) above whether the student is retained, placed, or promoted for the subsequent year.

5. A student who is absent or otherwise unable to take the Georgia Milestones End of Grade (EOG) in reading and/or mathematics on the first administration or its designated make-up day(s) shall take the Georgia Milestones End of Grade (EOG) in reading and/or mathematics on the second administration day(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board. Placement or promotion of these students shall follow the same procedures as students who do not achieve grade level on the first administration of the assessment.

6. A student's failure to take the Georgia Milestones End of Grade (EOG) in grades 3, 5, and 8 in reading and/or mathematics on any of the designated testing date(s) or an alternative assessment instrument that is appropriate for the student’s grade level as provided for by the State Board of Education and this board shall result in the student being retained. The option of the parent(s)/guardian(s) or teacher(s) to appeal the decision to retain the student shall follow the procedure in this rule.

7. For students receiving special education or related services, the Individualized Education Program (IEP) Committee shall serve as the placement committee.

8. The decision of the Placement Committee is final.

**Promotion and Retention Policy for Grades 1-8 (Local Policy)**

Students must meet all of the requirements listed below to be eligible for promotion to the next grade:

1. Maintain (Earn) a yearly average grade of 70 or above in English/Language Arts, reading, and mathematics and master 70% of the Local Assessment.
2. Maintain (Earn) a yearly average grade of 70 or above in either of the other academic subjects.

**Promotion and Retention Policy for Kindergarten**

Students must meet all of the requirements listed below to be eligible for promotion to the first grade:

1. Maintain (Earn) a yearly average grade of Satisfactory in language arts (reading) and mathematics and master 70% of the Georgia Performance Standards in language arts (reading) and mathematics.
2. Meet the first grade readiness score on the Georgia Kindergarten Inventory of Developing Skills

Promotion and Retention Policy for Special Education

The Individualized Education Program (IEP) for each disabled student shall specifically address the standard to be used for promotion (grade placement) or retention. This will apply only to those students due processed and placed into programs according to the State Rules and Regulations regarding Disabled Students.

ATTENDANCE AND ENROLLMENT

School Admissions, Transfers, and Withdrawals (Board Policy Descriptor Code: JBC)

DEFINITIONS

1. Attendance - A student's physical presence in the educational programs for which he or she is enrolled.

2. Case Management Consultation (CMC) - a consultation by a school social worker or case manager in which a process is used to discover whether any transition problems exist and whether any services are necessary for a child placed by the Department of Human Resources (DHR) or Department of Juvenile Justice (DJJ). This process, as defined in State Board Rule 160-4-8-.17 (JGEB), will be utilized each time a DHR- or DJJ-placed child enrolls in a new school.

3. Education For Homeless Children and Youths - Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq) that requires each state to ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youth. In accordance with the Act and State Board Rule 160-5-1-.28 (JBC), the term "Homeless Child and Youth" is defined as children and youth who are:

   A. Housing
      - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
      - Living in motels, hotels trailer parks, or camping grounds due to lack of alternative adequate accommodations;
      - Living in emergency or transitional shelters;
      - Abandoned in hospitals; or
      - Awaiting foster care placement.
   - Moreover, the following children are included in the definition: children who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings; children who are living in cars, parks, public spaces, abandoned building, substandard housing, bus or train stations, or similar settings; and migratory children who qualify as homeless because they are living in circumstances described above.

   B. Emancipated Minor - An individual under the age of eighteen who is no longer under the control or authority of his or her parents or guardians by operation of law or
pursuant to a petition filed by the minor with the juvenile court as provided in O.C.G.A. B 15-11-202. Emancipation by operation of law occurs when a minor is validly married or as otherwise prescribed by law. Emancipation by petition is granted by a judge in juvenile court after the judge determines emancipation is in the best interest of the minor.

C. **Enroll** - The registration of a student by a parent, guardian, or other person having control or charge of a child, or the student (in the case of an emancipated minor providing the school system with the appropriate documentation). Once enrolled, the child shall be eligible to attend the assigned school.

D. **Other Person** - An adult at least 18 years of age or an emancipated minor at least sixteen years of age residing within the school system who is not the parent or guardian of a child but stands *in loco parentis* (i.e., to assume the duties and responsibilities of a parent such as providing food, shelter, clothing or medical care.)

E. **Residency** - Residency as applied to this policy shall mean the place where the student lives with a parent, guardian, or other person, unless the student is an emancipated minor. The student must be an occupant of a dwelling located within the school system. Proof of residence in the school district shall be required when a student enrolls and whenever a change of residence occurs, unless the student is homeless. Individuals not legally admitted into the country shall not be denied a free public education.

F. **Withdraw** - The removal of a student from the official roll of a school.

4. **REQUIREMENTS FOR ENROLLMENT**

1. **Authority to Enroll**

   Under the provisions stated in O.C.G.A. § 20-2-690.1, a parent, guardian, or other person has the authority to enroll a student in a publicly funded Georgia school.

   a. A student who meets the age eligibility requirements is eligible to enroll in the school system if the student's parent or legal guardian (or the student in the case of an emancipated minor) is a resident of the school district. Proof of residence is required in accordance with regulations developed by the superintendent.

   b. If the person enrolling a student is not the parent and does not hold legal guardianship, the person enrolling the student must complete a Non-Parental Affidavit specifying the reasons why the student is living with the "other person".

   c. If the person enrolling the student is acting under the authority of a power of attorney executed by a parent or guardian serving in the military, the school shall allow the student to enroll. The school system may require proof of a duly executed power of attorney and/or certificate of acceptance as guardian, escort,
or attorney. The school system shall not require such persons to obtain legal guardianship.

2. **Age Eligibility**

Other than students specifically exempted by rule or by law, the following individuals are eligible for enrollment:

a. Students who have attained the age of five by September 1 unless they attain the age of 20 by September 1 or they have received a high school diploma or the equivalent as prescribed in *O.C.G.A. §20-2-150*; or

b. Students who were legal residents of one or more other states for a period of two years immediately prior to moving to Georgia, were legally enrolled in a public kindergarten or first grade, are otherwise qualified and will attain the age of five for kindergarten or six for first grade by December 31; or

c. Special education students through the age of 21 or until they receive a regular high school diploma.

3. **Evidence of Date of Birth**

a. Other than students specifically exempted by State Board rule or by Georgia law, before admitting any student to a school in the school system, the superintendent or designee shall accept evidence in the order set forth below that shows the individual's date of birth:

- A certified copy of a birth certificate, certified hospital issued birth record or birth certificate;
- A military ID;
- A valid driver's license;
- A passport;
- An adoption record;
- A religious record signed by an authorized religious official;
- An official school transcript; or
- If none of these evidences can be produced, an affidavit of age sworn to by the parent, guardian or other person accompanied by a certificate of age signed by a licensed practicing physician, which certificate states that the physician has examined the child and believes that the age as stated in the affidavit is substantially correct.

b. Upon presentation of one of these evidences above, a photocopy of the document shall be placed in the student's record and the document that is presented shall be returned to the parent, guardian, or other person.

c. A student will be identified in the local Student Information System (SIS) and in the Georgia Unique Identifier for Education (GUIDE) System by the student's legal name as it appears on the documentation submitted for age verification as cited above or in a court order changing the student's name.
d. Once a student has successfully enrolled in any publicly-funded Georgia school by providing one of the evidences cited above and is recorded in the Georgia Testing Identifier application (see SBOE Rule 160-5-1-.07), further proof of age is deemed unnecessary.

4. **Other Documents Required During the Enrollment Process**

   The parent or guardian, or other person must provide:

   a. A copy of the enrolling student's social security number or sign a form stating the individual does not wish to provide the social security number, pursuant to O.C.G.A. § 20-2-150.

   b. A certificate in accordance with the provisions of O.C.G.A. § 20-2-771, concerning the immunization of students, which includes an exception for religious grounds.

   c. A certificate in accordance with the provisions of O.C.G.A. § 20-2-770, concerning nutritional screening and eye, ear, and dental examinations of students.

   d. Proof of residence shall be required, unless the student is homeless and the McKinney-Vento Act applies. A homeless child shall be enrolled immediately even in the absence of any appropriate documentation. Upon determining that a student is homeless, the child must be allowed to either remain in the district in which he or she was enrolled prior to becoming homeless or enroll in the district where he or she is now located. Proof of residence is not required. The employee or other designated individual responsible for care of homeless students shall assist the homeless student in acquiring the necessary records for enrollment.

5. **Students Placed by DHR or DJJ**

   a. When a student is being placed by DHR into a new home or facility that would require a change in school or school system, the school system in which that student is attending school shall consult with the student's custodian to ascertain whether the student should be maintained in the school of origin or assigned to the appropriate school in the new school system in accordance with the McKinney-Vento Act. Foster children awaiting permanent placement qualify as homeless under the McKinney-Vento Act.

   b. Upon notification by DJJ that a student will be enrolling in the school system, the school system shall enroll the student in his or her home school, as opposed to an alternative educational setting, unless the affected building principal determines that the enrollment shall be reviewed by a hearing officer. The hearing officer of the Baker County Schools may determine placement subject to approval before the Baker County Board of Education. Any placement made pursuant to an Individualized Education Program (IEP) team shall take precedence.

   c. Upon notification by DHR or DJJ, the school system shall immediately enroll a student in the physical or legal custody of DHR or DJJ or a student placed by DHR or DJJ in a residential facility located within the school system's jurisdiction, pursuant to O.C.G.A. § 20-2-133. The school system will follow guidelines developed by the State Department of Education governing the provision of education services provided by local school systems to students being served in therapeutic facilities.
6. **Provisional Enrollment**

   a. A student shall be enrolled on a provisional basis and allowed to attend a school for 30 calendar days while awaiting evidence of age, residence, or other local requirements. The provisional enrollment period may be extended for extenuating circumstances in the discretion of the superintendent or designee.

      i. The superintendent or designee shall notify the registering parent, guardian, or other person at least 10 calendar days prior to the withdrawal of the student.

      ii. If evidence is not provided within this period, the superintendent or designee shall mark the student withdrawn at the end of the thirtieth day.

         1. The registering parent, guardian, or other person will be considered noncompliant and subject to all penalties as prescribed in *O.C.G.A.* § 20-2-690.1.

         2. The superintendent shall report violations to the appropriate authorities for adjudication.

   b. *O.C.G.A.* § 20-2-150(c) concerning compulsory attendance of students prior to their seventh birthday does not apply to provisional enrollment.

   c. Students pre-registering for school are not eligible for provisional enrollment until the beginning of the attendance period of the school term for which the student is enrolling.

   d. The provisions of *O.C.G.A.* § 20-2-670 regarding transferal of discipline actions or felony convictions for students in grade 7 and above shall take precedence over any provisional enrollment.

7. **Residency and Other Specified Qualifications**

   A student shall be allowed to enroll in the school system if the student meets residency and other specified qualifications and otherwise would not be denied enrollment under *O.C.G.A.* § 20-2-751.1 and *O.C.G.A.* § 20-2-751.2 concerning student expulsion.

8. **Immigration and Visa Status**

   The school system is not responsible for making determinations regarding immigration and visa status. The school system will accept non-immigrant, foreign students on visas and immigrants/non-visa-holders who meet age and residency requirements without inquiring about their legal status, in accordance with federal or state law and SBOE rule.
## BAKER COUNTY K-12 SCHOOL ATTENDANCE PROTOCOL

### 2019-2020

<table>
<thead>
<tr>
<th>Absences</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2-4 UNEXCUSED ABSENCES</strong></td>
<td>School Contact. School will make at least two reasonable attempts to talk with parents and document. If difficulties to reach parent by phone occur, the school will mail a School Attendance Letter to parents/guardians.</td>
</tr>
<tr>
<td><strong>5 UNEXCUSED ABSENCES</strong></td>
<td>Notice Served. The Baker County School System will notify the parent, guardian or other person who has control or charge of the student when such student has five unexcused absences. The notice will outline the penalty and consequences of such absences and that each subsequent absence will constitute a separate offense.</td>
</tr>
<tr>
<td><strong>7 UNEXCUSED ABSENCES</strong></td>
<td>Mandated hearing with Attendance Committee. Parents/Guardians will receive a certified letter from committee to appear to discuss preventative actions to deter further absences.</td>
</tr>
<tr>
<td><strong>10 UNEXCUSED ABSENCES</strong></td>
<td>Referral. The Parents/Guardians will be notified by Certified Mail that a referral is being made to involve agencies and services such as mental health, social service agencies, clinic assistant or school nurse, student and parent groups, truancy panel, and Department of Family and Children Services. If the interventions are unsuccessful, a complaint shall be filed in the appropriate court of law.</td>
</tr>
</tbody>
</table>

### PARENT EXCUSES
The school will only accept 7 parent/guardian handwritten excuses.

### EXCUSES
Excuses are to be submitted within 5 days of student returning to school.
ADMISSION OF TRANSFER STUDENTS

1. Students seeking admission to the Baker County School System as a transferee from another school system or a home, private, or parochial school shall be considered for admission only after the following criteria have been met:

   a. Submission of records from school previously attended which establish grade level and achievement level.

   b. Records from schools accredited by the Southern Association of Colleges and Schools, or state accrediting commissions for public schools, will be accepted without further validation. Current standardized test scores presented from other schools will also be accepted as valid.

   c. In the absence of such valid documentation, the school shall administer the following validating examinations to establish grade level/course mastery.
      - **Elementary**: End of level reading and math tests, comparable to grade level; required state tests when applicable to grade level.
      - **High School**: Tests of Achievement and Proficiency

   d. All promotion requirements for the previous grade level as outlined in Baker County Board policies must be met before student can be placed in a higher grade level.

2. A transferring student applying for admission to a grade higher than sixth grade shall as a prerequisite to admission present a certified copy of his or her transcript and disciplinary record from the school previously attended. A transferring student may be admitted on a conditional basis if he or she and his or her parent or legal guardian executes a document providing the name or address of the school last attended and authorizing the release of all academic and disciplinary records to the school administration. The release document must disclose whether or not the student has ever been found guilty of the commission of a designated felony act as defined in *O.C.G.A. 15-11-37* and if so the date of such adjudication, the offense committed, the jurisdiction in which such adjudication was made, and the sentence imposed.
WITHDRAWAL OF STUDENTS

1. When a sixteen or seventeen-year-old student desires to withdraw from school, he/she must have written permission of his/her parent or guardian prior to withdrawing. Prior to accepting such permission, a school administrator will have a conference with the student and parent/legal guardian within two school days of receiving notice of the intent to withdraw. The purpose of the conference is to share with the student and parent/guardian educational options available and the consequences of not earning a high school diploma.

2. When a parent, guardian or other person does not withdraw a student from school according to established procedures and the school has proof of enrollment in a different school, school system, private school or home study program, the date of withdrawal for a student shall be the last school day of student attendance. If a student is under suspension on the date of withdrawal, the new school of enrollment shall be notified of the terms of the suspension.

ATTENDANCE POLICIES AND PROCEDURES

School Attendance Policy (Board Policy Descriptor Code: JBA)

Georgia schools are held accountable for the educating of Georgia’s children, but these schools cannot do their job if the children are frequently absent. Good attendance is closely related to achievement; and educational experiences lost during an absence are irretrievable because make-up work seldom duplicates classroom interaction. Parents can help by making school attendance a top priority and by building the habit of daily attendance. Parents can help children understand that school attendance is important.

In order for the Baker County K-12 School staff to effectively do the best possible job of education the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parent(s), that student, and the school staff at all points in the process. One of the most vital points is that of student attendance. We cannot teach a student who is not present.

Georgia law states:

State Law 20-2-690.1-Mandatory Education

20-2-690.1

Mandatory education for children between the ages of 6 and 16 years old

(a) Every parent, guardian, or other person residing within this state having control or charge of any child or children between their sixth and sixteenth birthday shall enroll and send each child or children to a public school, a private school, or a home study program that meets the requirements for a public school, private school or home study program; and such child shall be responsible for enrolling in and attending a public school, a private school, or a home study program that meets the requirements for a public school, private school or home study program under such penalty for noncompliance with this subsection as is provided in Chapter 11 of Title 15, unless the child’s failure to enroll is caused by the child’s parent, guardian, or other person, in which case the parent, guardian, or other person alone shall be responsible; providing, however, that tests and physical exams for military service and the National Guard and such other approved absences shall be excused absences.

(b) Any parent, guardian, or other person residing within this state having control or charge of any child or children who shall violate this Code Section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not to exceed $100.00 or imprisonment not to exceed 30 days, or both, at the discretion of the court.
having jurisdiction. Each day’s absence from school in violation of this part will constitute a separate offense.

(c) Local school superintendents in the case of private schools or home study programs and visiting teachers and attendance officers in the case of public schools shall have authority and it shall be their duty to file proceedings in court to enforce this subpart.

I. **A student shall not be absent from school or from any class or other required school function**
during the required school hours except for illness or other providential cause, except with written permission of the teacher, principal, or other duly authorized school official, nor shall any student encourage, urge, or counsel other students to violate this rule.

Students may be temporarily excused from school for the following reasons.

1. Personally ill and when attendance in school would endanger their health or the health of others, and the parent/guardian requests in writing that the absence be excused.
2. A serious illness or death in their immediate family necessitates absence from school, and the parent/guardian requests in writing that the absence be excused (not to exceed five (5) school days)
3. Medical and/or dental appointments, which cannot be scheduled outside the school day and when the physician or dentist verifies the absence in writing.
4. Failure of a bus to run due to weather conditions or other causes. However, if the bus runs later during the day, students will be expected to attend if conditions permit. The principal will make the final decision in regard to this problem.
5. Mandated by order of governmental agencies or by a court order and a copy of the order are presented to the school.
6. Celebrating religious holidays, and the parent/guardian requests in writing or parent conference that the absence is excused.
7. Conditions render attendance impossible or hazardous to their health or safety.

All requests for absences to be excused must be filed with the Teacher/ School **the day the student returns to school.**

If the absences are not excused, the student will not be permitted to make up work.

Students shall be permitted to make up work when absences are excused.

II. **When students shall be counted present:**

To be counted present for the day, a student must be at school for one half of the instructional day. For our students, the following chart shows the times students must be in school, the latest time checking in to school that will count for half day and the earliest time (checking out) will count for a half day. Out school beings at 8:00 a.m. every day, unless otherwise noted.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Required minutes of instruction</th>
<th>Check in time to be counted present. No later than:</th>
<th>Early release checkout time to be counted present. No earlier than:</th>
</tr>
</thead>
<tbody>
<tr>
<td>K, 1, 2, &amp; 3</td>
<td>135</td>
<td>8:00</td>
<td>10:15</td>
</tr>
<tr>
<td>4 &amp; 5</td>
<td>150</td>
<td>8:30</td>
<td>10:30</td>
</tr>
</tbody>
</table>

If your child is sick and must be picked up before these times, he or she will be counted absent. The school principal or designee shall release a student from school during the school day only to the person having lawful custody of the student or to someone who can present evidence that he/she has permission from the custodial party to pick the student up from school.
**Attendance Policy for 6th thru 12th Grades**

1. A student who exceeds (15) unexcused recorded absences from a class during a year will be denied credit at the end of the semester.
2. Denial of credit may be appealed to the Attendance Committee (which meets at the end of each year).
3. The student and/or his parents will be required to submit documented legal and/or medical evidence to justify absences if an appeal is made. The student and/or parents will be responsible for keeping up with doctor’s excuses. Students should duplicate medical excuses, keeping one for their personal records and submitting the other to attendance clerk.
4. To qualify for homebound services a student must be absent 10 consecutive days. Students who know that they will be out beyond (10) days are encouraged to apply for homebound service as soon as they are aware of projected (10) days. Pregnancy is not an illness, unless there are complications.

**IV. TARDINESS/EARLY DISMISSAL POLICY**

Instructional time is from 8:00 a.m. - 2:55 p.m. (K-5 grades)
Instructional time is from 8:00 a.m. – 3:00 p.m. (6-8 grades)
Instructional time is from 8:00 a.m. – 3:05 p.m. (9-12 grades)

Teachers should not send tardy students to get a pass. Simply mark them tardy and follow the tardy policy. If a student is more than 10 minutes late, the teacher can write the student up for skipping. Students arriving at school after homeroom should report to the front office to get a tardy slip. Failure to do so may result in In-School Suspension. Students who are late lose valuable instructional time and cause disruptions for other students.

*Only those persons indicated on the Emergency Contacts and Checkout Consent Form, may be allowed to checkout a student.*

**Tardy Policy**

*Tardy Code for Middle & High School Students (effective 1/8/2020):*
1st Tardy – Student Notification
2nd Tardy – Parent Notification
3rd Tardy – 2 Days in the Academy

All further tardies are multiplies of the above tardies. For example:
4th Tardy – Student Notification
5th Tardy – Parent Notification
6th Tardy – 2 Days in the Academy

**LATE BUSES**

Students whose buses are late should report directly to the front office for a pass. If students are tardy or absent from class because of a late bus will be counted present and allowed to make-up work missed. Note: Teachers will be notified when there is a late bus.

**ABSENCES AND EXCUSES (BOARD POLICY JBD)**
Because a full and meaningful education includes both scholastic attainment and an opportunity through attendance to interact with and be exposed to other students and professional personnel, a student shall not be absent from school or from any class or other required school hours except for illness or other providential cause, unless with written permission of the teacher, principal, or their duly authorized school official. No student shall encourage, urge or counsel other students to violate this policy.

As permitted under state law and State Board of Education policies, pupils may be excused for the following reasons:

- Personally ill and when attendance in school would endanger their health or health of others;
- A serious illness or death in their immediate family necessitates absence from school;
- Mandated by order of governmental agencies, including pre-induction physical examinations for service in the armed forces, or by a court order;
- Celebrating religious holidays;
- Conditions render attendance impossible or hazardous to their health or safety; and
- Registering to vote or voting, for a period not to exceed one day.

Excuses for absences shall be furnished in writing, shall be signed by the student's parent or guardian and shall specifically state the reasons for the absence. The principal or a designee to determine if the absence is excused or unexcused will evaluate all excuses. Students who are absent shall be permitted to make up work. Arrangements for completion of make-up work must be made with the teacher on the day the student returns to school.

A student whose parent or legal guardian is in the military service in the armed forces of the United States who has been called to duty or is on leave from overseas deployment to a combat zone shall be granted excused absences up to a maximum of five school days per school year to visit with a parent prior to deployment or during such leave.

When there is cause necessitating an individual student to be excused from school for a portion of the school day, the student shall be released from school only to his or her parent(s), to a person properly identified to school authorities or upon request by letter or telephone from the parents.

The Superintendent has the authority to affect the procedure and rules to carry out this policy.

**ELEMENTARY SCHOOL**

Regular attendance in school is necessary for students to derive maximum benefits from the educational system. As required by Georgia law, the Baker County School System provides 180 full days of instruction each year.

Any student missing more than twenty (20) school days during a school year may be retained, unless extenuating circumstances exist. Extenuating circumstances will be determined by the principal and Student Support Team.
A lawful absence is any excused absence permitted by the policies and regulations of the local Board of Education in accordance with State laws and State Department of Education policies and regulations.

Any student who has been absent will be provided an opportunity to make up work that has been missed. The work must be made up within five (5) school days following his/her return to school unless the length of absence warrants a longer period of time. In this case, the time allowed for make-up will be at the discretion of the teacher. It is the student's responsibility to take the initiative in arranging for the make-up work. If the student fails to make up the work, a grade of zero will be given for all graded work not made up.

**MIDDLE SCHOOL**

Regular attendance in school is necessary for students to derive maximum benefits from the educational system. As required by Georgia law, 20-2-690.1, the Baker County School System provides 180 full days of instruction each year. The Middle Schools operate on the semester system that provides 90 days of instruction each semester.

A student who has been absent will be provided an opportunity to make up work that has been missed. The work must be made up within five (5) student school days following the student's return to school unless the length of absence warrants a longer period of time. This time period will be at the discretion of the team teachers. It is the student's responsibility to request the class work that has been missed and make arrangements to make up the work before or after school. The team teachers will be required to provide specific assignments to the absent student detailing required make-up work. If the work is not made up, then a grade of zero (0) will be given for all graded work not made up.

A lawful absence is any excused absence permitted by the policies and regulations of the local Board of Education in accordance with State laws and State Department of Education policies and regulations.

In accordance with Georgia law and Georgia State Department of Education policies, students are allowed to be absent from class ten (10) days per year for school-sponsored non-instructional activities. In addition, the Baker County Board of Education reserves the right to excuse students for school-sponsored non-instructional absences beyond the ten (10) days for those students who are:

- Participants or critical support personnel in academic, athletic, or other co-curricular competition with other students enrolled in Georgia schools;
- Elected to high office in state, regional or national organizations; and
- Recognized for outstanding achievement.

Exemptions to the ten (10) day policy shall be considered on an individual basis, only. Exemptions may be granted through the Office of the Superintendent of School.

**SECONDARY SCHOOL**

Regular attendance in school is necessary for students to derive maximum benefits from the educational system. As required by Georgia law, 20-2-690.1, the Baker County School System
provides 180 full days of instruction each year. Baker County High School operates on the semester system that provides 90 days of instruction each semester.

A student who has been absent will be provided an opportunity to make up work that has been missed. The work must be made up within five (5) student school days following the student's return to school unless the length of absence warrants a longer period of time. In this case, the time allowed for makeup will be at the discretion of the teacher. It is the student's responsibility to take the initiative in arranging for the make-up work. If the student fails to make up the work, a grade of zero (0) will be given for all graded work not made up.

A lawful absence is any excused absence permitted by the policies and regulations of the local Board of Education in accordance with State laws and State Department of Education policies and regulations.

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- Elected to high office in state, regional or national organizations; and
- Recognized for outstanding achievement.

Exemptions to the ten (10) day policy shall be considered on an individual basis, only. Exemptions may be granted through the Office of the Superintendent of School.

**PROCEDURES FOLLOWING AN ABSENCE**

Students are required to bring a written excuse from a physician, parent, or guardian stating days missed and the reason for the absence to the front office the day after the absence. If after three days no written excuse is brought to school, the absence is unexcused. **Students must obtain the excuses before 8:00 am.** The written excuse from home shall include the following:

- Student’s name
- Date(s) of absence
- Reason for absence (if illness, please specify type of illness)
- Parent signature and phone number

*Only medical or court documentation will be accepted as an excused absence.*

**EARLY DISMISSAL/CHECK-OUT**

All students who leave early must obtain an Early Leave Permit from the front office in the morning. Students will show this to the teacher when it is time to check out. Students will keep this early leave permit and use it as an excuse the next school day. A student may be dismissed before the school day officially ends only when a parent or legal guardian comes to the office and signs the child out. Parents cannot go directly to the classroom and disturb the learning process. **Your child will be called to the office to meet you. Students are not to come**
and sit in the front office and wait for parents to pick them up. Parents must furnish the school with legal custody papers if they wish their child to have restricted pick-up. Students shall not leave the school grounds after coming on campus without permission from the office. If it is necessary for a student to leave school before the end of the school day unaccompanied by a parent, a written request (including a phone number where the parent can be reached) must be provided to the principal. If school officials question the authorization to leave, the student will not be allowed to leave unless authorization can be verified with the parent by phone. No student may sign themselves out, regardless of age. Students may be excused during school hours to leave school for medical or legal reasons. Administrators must approve all students leaving campus. (This includes being sent on errands by teachers and/or leaving the campus with school personnel.) Any student who rides a bus in the morning is considered on campus. All students must present a written request dated and signed by the parent or guardian to appropriate personnel. Their parent or guardian must then sign them out.

HOSPITAL/HOMEBOUND

Hospital/homebound instruction shall be provided to students meeting these eligibility requirements:

1. Receipt by the school system of a completed medical referral form signed by a physician, stating that it is anticipated that the student who is able to participate in educational instruction will be absent a minimum of 10 consecutive school days or that the student has a chronic health condition causing him or her to be absent for intermittent periods of time greater than, equal to, or less than 10 days on each occasion during the school year.
2. Baker County School System may consider a student ineligible for hospital/homebound instruction if absence is due to communicable disease.
3. The school shall count the student present who is receiving hospital/homebound instruction if such instruction is provided a minimum of three (3) hours per week.

WITHDRAWING FROM SCHOOL

Students considering a transfer or withdrawal from school must first contact their counselor in the guidance office. All students are encouraged to remain in school and any student considering dropping-out will be counseled by the Guidance Counselor.

If a student is moving from the system, certain procedures as outlined below must be followed for student records to be processed in a manner that ensures the student’s credits and records will be forwarded correctly to the student’s new school.

All textbooks, media center books, and other school-owned materials must be returned at the time of withdrawal.

The parent(s)/guardian(s) of a child withdrawing should notify the school at least three (3) days before the student's last day. When all school material and textbooks have been turned in and all financial obligations (fines/fees) cleared, the student will be given a withdrawal form and his/her report card to present to the next school.

NOTICE: Any student who transfers to another school must provide official verification from the new school that they have in fact been transferred and have not dropped out. If Baker County High School does not receive official verification within ten days of a student’s withdrawal, the
Certificate of Non-Compliance will be submitted to the State of Georgia Department of Driver Services and the student will lose their driver’s license or instructional permit.

SCHOOL PROGRAMS AND INFORMATION

ATHLETICS

Baker County K12 School is proud of its athletic program and sponsors teams in several competitive sports including: baseball, basketball, cheerleading, cross country, softball, volleyball, track & field, etc.

Participants in athletics must be eligible under the No Pass/No Participation Policy in accordance with Georgia High School Association requirements. Athletes must have a valid physical exam before participation. All of these requirements are explained by the respective coaches and must be met by the student. Questions regarding the athletic programs may be directed to Coach Lawana Lofton, Athletic Director.

Student Eligibility Requirements for Extra-Curricular Activities:
1. Students must have passed 3 of 4 classes the previous semester.
2. Is an amateur.
3. Is not playing on a school team and some other team during the same period of time.
4. Has not been in high school more than 8 semesters.
5. Student must have 4 years of eligibility (consecutive) from the date of first entry into the 9th grade.
6. Has not attained his/her 19th birthday before May 1st preceding the school year of participation.
7) Persistent disciplinary problems by a student can result in being denied participation in extra-curricular activities.
8) Ineligible students cannot practice until they have regained eligibility.
9) Eligibility is determined on a semiannual basis, not yearly.
10) It is expected that each student will represent his/her school, community and parent(s)/guardian(s) in a positive manner. Failure to do so may result in the student being withdrawn participation. Students should not behave in any manner which will reflect negatively on the school or school program in which they participate.
11) Students in ISS/OSS cannot play or practice until their suspension has been served. Suspension ends at 3:10 pm on the last day of suspension.
12) Students who have not attended at least a half day of school on the scheduled date of athletics/extra-curricular activity will not be allowed to participate in the event.

No Pass/No Participation Policy
In accordance with Georgia High School Association (GHSA) rules, students participating in extra-curricular activities must pass at least three out of four classes each term and must be on track to graduate according to state guidelines.

<table>
<thead>
<tr>
<th>ON-TRACK CREDITS REQUIRED TO PARTICIPATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Units Needed</td>
</tr>
<tr>
<td>Second year student</td>
</tr>
<tr>
<td>Third year student</td>
</tr>
<tr>
<td>Fourth year student</td>
</tr>
</tbody>
</table>

1. Eligibility: A student is ineligible on the first day of the next semester if he or she has not passed three subjects the preceding term, with the exception of the fall term, when eligibility shall be declared at the time the student has passed three of four courses the preceding semester and is on track. Summer school is an extension of the spring term.

2. For eligibility purposes, a student has 14 calendar days after the start of the new semester to complete make-up work. A student is ineligible until make-up work is completed and the required passing grade(s) is/are recorded in the student’s permanent record.

3. Ineligible students are prohibited from participating in team competition, practicing or traveling with the team, and trying out for team programs

**PHYSICAL EXAMINATIONS**

All individuals who participate in competitive interscholastic athletics must have an annual physical examination that indicates approval for participation. A licensed physician must sign an examination form prior to the student’s participation in any tryout, conditioning, or game. The physical exam form shall include the date that the exam was performed, the student’s name, and the physician’s signature, and the physician’s approval for participation.
Georgia High School Association (Revised 7/14)
Student/Parent Concussion Awareness Form

SCHOOL: ________________________________________________________________

DANGERS OF CONCUSSION

Concussions at all levels of sports have received a great deal of attention and a state law has been passed to address this issue. Adolescent athletes are particularly vulnerable to the effects of concussion. Once considered little more than a minor “ding” to the head, it is now understood that a concussion has the potential to result in death, or changes in brain function (either short-term or long-term). A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. Continued participation in any sport following a concussion can lead to worsening concussion symptoms, as well as increased risk for further injury to the brain, and even death.

Player and parental education in this area is crucial – that is the reason for this document. Refer to it regularly. This form must be signed by a parent or guardian of each student who wishes to participate in GHSA athletics. One copy needs to be returned to the school, and one retained at home.

COMMON SIGNS AND SYMPTOMS OF CONCUSSION

☑️ Headache, dizziness, poor balance, moves clumsily, reduced energy level/tiredness
☑️ Nausea or vomiting
☑️ Blurred vision, sensitivity to light and sounds
☑️ Fogginess of memory, difficulty concentrating, slowed thought processes, confused about surroundings or game assignments
☑️ Unexplained changes in behavior and personality
☑️ Loss of consciousness (NOTE: This does not occur in all concussion episodes.)

BY-LAW 2.68: GHSA CONCUSSION POLICY: In accordance with Georgia law and national playing rules published by the National Federation of State High School Associations, any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the practice or contest and shall not return to play until an appropriate health care professional has determined that no concussion has occurred. (NOTE: An appropriate health care professional may include licensed physician (MD/DO) or another licensed individual under the supervision of a licensed physician, such as a nurse practitioner, physician assistant, or certified athletic trainer who has received training in concussion evaluation and management.

a) No athlete is allowed to return to a game or a practice on the same day that a concussion (a) has been diagnosed, OR (b) cannot be ruled out.

b) Any athlete diagnosed with a concussion shall be cleared medically by an appropriate health care professional prior to resuming participation in any future practice or contest. The formulation of a gradual return to play protocol shall be a part of the medical clearance.

c) It is mandatory that every coach in each GHSA sport participate in a free, online course on concussion management prepared by the NFHS and available at www.nfhslearn.com at least every two years – beginning with the 2013-2014 school year.
d) Each school will be responsible for monitoring the participation of its coaches in the concussion management course, and shall keep a record of those who participate.

I HAVE READ THIS FORM AND I UNDERSTAND THE FACTS PRESENTED IN IT.

<table>
<thead>
<tr>
<th>Student Name (Printed)</th>
<th>Student Name (Signed)</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Parent Name (Printed)</th>
<th>Parent Name (Signed)</th>
<th>Date</th>
</tr>
</thead>
</table>

Physical examinations will be given annually in the spring to students wishing to participate in athletics. Students should see Jeff Henderson, the athletic director, or a BCHS coach for information about physical examinations.

CLASS OFFICERS

The following criteria apply for class officers:
1. Be on track for graduation.
2. Have a cumulative grade point average of 80 or above.
3. Have no serious misconduct/discipline forms on file.
4. Be of good moral character.
5. Hold only one-major office.

CLUBS AND ORGANIZATIONS

Student clubs and organizations are an important part of the BCHS life and all students are encouraged to become involved. Extracurricular activities help students become well-rounded by providing service and leadership opportunities and active participation helps enhance college, job, and scholarship applications.

Students participating in any competitive club activities must be eligible in accordance with GHSA No Pass / No Participation Policy rules.

All club activities are under the supervision and control of the school administration. Projects, field trips, and other functions must be approved by the administration. Fundraisers must also have Board of Education approval.

CONFERENCES/PARENT-TEACHER

A cooperative relationship between the parent(s)/guardian(s) and the teacher is important for a child to make satisfactory progress. It is necessary for teachers to devote full time to pupil instruction; therefore, conferences must be held after school or during the teacher’s planning period. We ask that you call the school office at 734-5274 or communicate with the teacher through your child in arranging conferences.

FIELD TRIPS

Field trips will always be supervised by school personnel. Each student will be given a Field Trip Permission letter to carry home prior to each scheduled trip. The parent(s)/guardian(s) are to sign the permission form at the bottom of the letter and return it to the school in order that their child
can go on the field trip. Students who have been suspended OSS will not be allowed to go on field trips. Parents that volunteer to act as chaperones are asked not to bring other smaller children. Field trips are scheduled to supplement the instructional program. School rules of conduct and dress code apply on field trips and exemplary behavior is expected of all students while representing Baker County K-12 School.

GRADUATION CEREMONY

A graduation ceremony is held annually for seniors who have met the qualifications for graduation from Baker County High School in accordance with Baker County Board policies. Much effort is made to ensure that the ceremony is conducted in a very dignified manner. Seniors who elect to participate in these ceremonies must cooperate fully, attend all scheduled practices on time, and follow rules and procedures. All debts must be cleared before participation in graduation practice and ceremony. Those who violate practices and/or ceremony rules will forfeit their opportunity to participate. Diplomas will be held of seniors who disrupt the ceremony with inappropriate behavior and these seniors must meet with the BCBOE to make arrangements for receiving the diploma. Misbehavior will be treated as a major disruption.

HOMECOMING

HOMECOMING CRITERIA
The following criterion extends to Grade Queens, Attendants, King, Homecoming Queen Contestants, and escorts.
I. Grade Queens, Attendants, Kings, Homecoming Queen Contestants, and Escorts Must:
   A) Be on track.
   B) Have cumulative grade point average of 80 or above.
   C) Have no serious misconduct/discipline forms on file.
   D) Be of good moral character, single, never married, and have no children (nor expecting a child).
   E) Contestants should hold only one major office
II. Escorts for the Homecoming half-time activities must be:
   A) A parent
   B) A guardian or
   C) An adult relative

NONPAYMENT OF SCHOOL MONIES

Baker County K-12 School has the right to collect monies owed to the school (lost books, uniforms, etc.). To encourage payment, the school will hold report cards and school records until the matter is cleared up. If a student still owes money at the end of the year, his/her report card will be held and the student will not be allowed to attend class the next school year. Also, a student that owes money to the school will not be able to participate in any extra-curricular activities. Seniors will not be allowed to receive diplomas, transcripts, or participate in graduation ceremonies until all debts are paid.

STUDENT PREGNANCY

The following procedures should be followed by pregnant students in the Baker County School System. Upon confirmation of pregnancy by a doctor or the health department, the student should notify the school counselor immediately. The student may select or will be assigned a teacher who will serve as an additional support system counselor for the student during her
pregnancy. In an effort to provide the support needed to encourage the student to continue his/her education, the counselor will schedule a meeting, including the following persons: Student, parent/guardian, nurse (if available), social worker, and attendance officer. The purpose of the meeting will be to develop an individual plan for the student to promote and encourage continuation of education during pregnancy.

Student and parent will share with the school counselor the physician’s name and contact information. Student and parent will consent for physician and health department to share recommendations, due date, verification of appointments, and any other appropriate information with the school counselor. The student and school counselor will share school system’s policy on attendance pregnancy with health department and physician. The student and parent will request medical appointments after school hours and on school holidays, or Saturdays as much as possible.

Due to risk factors, students who are pregnant will not be eligible to participate in extracurricular activities and field trips without written consent of the physician to the school. If course or group is available, students who are pregnant and/or parents will be required to participate in a parenting course/group.

A peer support student in each class will be identified who agrees to assist with communicating assignments and other pertinent information to student during pregnancy. The pregnant student will be required to assume responsibility for requesting assignments, making up work and completing all course work for days absent. (Please refer to the Board Policy for —Student Absences and School Assignments.)

**SENIORS**

(Must have 17 credits to be senior)

Seniors receive the following privileges, providing they do not have excessive absences or office referrals:

1. Go to lunch 5 minutes early
2. Field trips and Senior Trips
3. Senior Cafeteria Privileges
4. Graduation Ceremonies

The graduation exercise is a local event and privilege which honors seniors as well as their parents, friends, and teachers who have helped them achieve this success. Seniors are expected to set a positive example for all underclassmen. Failure to abide by all school rules and policies could result in a review by administrators to remove senior privileges. He/she would be eligible to receive their diploma.

Seniors who have met all requirements for graduation may take senior week privileges. Seniors who are failing one or more subjects and will not accumulate 22 credits at the end of the semester must attend classes during senior week.

**Senior Debts**

At the beginning of May, a list of outstanding debts by seniors will be prepared. During May, teachers, advisors, or administrators to whom debts are owed will make every effort to collect outstanding debts. At this time students should be informed in writing of outstanding debts. Any
Senior owing a debt will not be allowed to participate in senior week activities, graduation practice or commencement exercises.

Senior Superlatives

The faculty of BCHS would like to recognize the seniors who, during grades 9-12 have:

1. Maintained high academic standards (80 GPA or above) and have always represented BCHS in a creditable manner (never given out of school suspension)
2. Qualities of good citizenship
3. Leadership ability
4. Active membership in various clubs, participated on athletic, academic and/or leadership teams, etc.
5. Received prizes, academic awards and/or honors.

Selection of senior superlatives will be made by checking each senior’s transcript or a check sheet provided by senior sponsors which provides information regarding each senior’s (1) club participation, (2) offices held (club and class), (3) special honors and recognitions, (4) academic standing.

TEXTBOOKS

The care of textbooks is the responsibility of the student to whom they are issued. The condition and number of the textbook are recorded when issued by the teacher. The student must pay for any unnecessary abuse or loss of the textbook. Keeping a textbook covered helps to preserve its condition. Lost book fees are based on the replacement cost of the textbook. Students who lose textbooks will not be issued an additional text until payment for the original book is received. When withdrawing from school during the school year, the student must return all textbooks and other school-owned property on the day of withdrawal.

DAILY PROCEDURES

ACCIDENTS

Should a student injure himself during the school day, at a school function, or on a school bus, the supervising adult should notify the office or an administrator. If medical attention is needed, appropriate contacts will immediately be made and the student’s parents will be notified. An accident report must be filed with an administrator.

ADDRESS AND TELEPHONE CHANGES

For emergency purposes we must have updated information on each student. Please notify the school of any changes in address or phone number. The form for a change of address/phone/contact is to be signed by the parent/guardian and brought to the Counselor in the guidance office.

ANNOUNCEMENTS
Daily announcements will be made each morning at 8:00 am. During this time students, faculty, and staff will be asked to recite the pledge of allegiance to the flag and observe a moment of silence.

**ARRIVAL TO SCHOOL**

School will open to students at 7:30 a.m. Students should not be sent to school or left on the campus before this time. Most buses begin to arrive in the morning around 7:25 a.m. and leave campus shortly after 3:05 p.m. Upon arrival, all students are to go directly to breakfast as they arrive to school. All Students should report to their assigned areas (Elementary – cafeteria, Middle – track, High – track) after they finish their breakfast, but not before 7:30.

Parents will not be allowed to check out students after 2:30 p.m. Parents will not be allowed to call the school after 2:30 p.m. to change bus routes or other forms of transportation. Any parent wanting to pick up a student before 2:30 p.m. must wait at the front office. All students should be picked up by 4:00 p.m. because the campus is not supervised beyond 4:00 p.m. Administrators nor other staff members are not responsible for students dropped off prior to 7:20 a.m. or left on campus after 4:00 p.m.

**ASSEMBLIES**

School assemblies are planned for all grade levels. Students and teachers are to attend assemblies with their advisement or grade-level groups. Many assembly programs feature guest speakers and performers. Students are expected to be courteous and attentive. Misbehavior during assemblies will not be tolerated, and any students who are disruptive face disciplinary action. Students must maintain good behavior to attend and participate in school assemblies.

**CHANGING CLASSES**

Students have five minutes to move quietly between classes. Use your quiet voice in the hallways; loud, disruptive behavior and running in the hallways will not be tolerated. Students may use restrooms and get water; however, students may not loiter in the hallways or restrooms during class changes. Teachers will assist in supervising students in hallways during class changes.

**COLLEGE VISITS**

In preparation for post-secondary education, seniors are allowed 2 (two) excused absence days to visit a college, vocational or military school if the following procedure is followed.

1. Contact the admissions office of the school you plan to visit and make an appointment to tour the campus.
2. Obtain a college visit form from the BCHS guidance office to take with you, and have it signed and validated by an official from the school being visited.
3. Return the college visit form to school as the written excuse for the attendance office.
4. The senior is responsible for all assignments missed.

**Driver’s License and Learner’s Permit – Certificate of Attendance**
Enrolled students who are not under suspension and who do not have more than ten school days
of unexcused absences for a period of one academic year prior to the date of application may
request the Certificate of Attendance required for a State of Georgia learner’s permit and
driver’s license from the attendance office.
1. Students must fill out the Department of Driver Services form available from Mr. Colbert.
2. Completed forms may be picked up twice a week – on Wednesdays and Fridays.
3. First form is provided and notarized at no charge; however, the form expires after 30 days. A
   2nd form will cost $5.00.

**EMERGENCY SITUATIONS**

Students must follow the directions of teachers and administrators during a drill or actual
emergency. Baker County K-12 School has an emergency management plan with provisions for
tornadoes, fire, and other emergency situations. All teachers have instructions pertaining to this
plan.

**FINES AND FEES**

No instructional fees are charged at Baker County K-12 School. All basic educational
opportunities are free. Optional after-school field trips may require students to pay their portion
of the cost. Students must pay replacement or repair costs of lost or damaged textbooks, library
books, or other school-owned materials loaned to or used by the student. In classes such as art,
agriculture, etc. that allows students to make projects, the student is responsible for paying for
materials used in producing any project that the student keeps. Students must pay all fines/fees to
the financial secretary. **Always save and keep your receipt for any payments of fines or fees.**
No student is allowed to participate in graduation ceremonies unless all fines/fees are cleared.
All debts incurred by students during the year must be paid before the student will be allowed to
attend class the next year. Seniors will not be allowed to receive diplomas or transcripts until all
debts are paid. Report cards will be held until fines/fees are cleared.

**PARKING FEES**

Driving to school is a privilege. Students who intend on driving must pay $15.00 for student
parking as well as fill out applicable paperwork. This is $15.00 for the school year. Students that
drive to school could have their parking privileges revoked due to certain behavior issues. If
privileges are revoked the $15.00 is non-refundable. **Please understand that students cannot
park their car at school if they do not purchase not a valid parking permit.**

**BOOK BAGS/BACKPACKS**

Prior to homeroom, students will place all book bags/backpacks (this includes backpacks and
purses) in student lockers until the end of the academic day. Locker times will be scheduled
during the school day to get materials needed for classes. Students will be required to have a
locker in order to bring a book bag to school.
FOOD AND DRINKS

Students are allowed to eat and drink only in the cafeteria and designated snack areas. The only allowable food or drinks at school are student lunches brought from home, cafeteria prepared breakfasts and lunches, and snacks sold in the snack room. Students and parents cannot bring restaurant take-out food and drinks into the building. Students are not allowed to eat and carry food or drink items in the hallways, gym, and classrooms. Such items will be taken up and removed. Any food items obtained in a classroom with teacher/administrative permission is to be eaten in the classroom or put away. All trash must be properly disposed of to keep halls and classrooms clean.

GRIEVANCE PROCEDURES

Student complaints and grievances shall be resolved through orderly processes at the lowest possible level. However, the Board of Education shall provide channels for an eventual hearing, should circumstances dictate. Complaints and grievances shall be handled in the following manner:

1. The opportunity shall be provided any student or parents to discuss with the teacher a decision or situation in which he/she feels aggrieved.
2. If the matter remains unresolved, the student, parent, or the teacher, may bring the matter to the Principal’s attention.
3. If the matter remains unresolved, it may be brought to the Superintendent or a designee.
4. Complaints that remain unresolved following any action of the Superintendent may be referred in writing to the Board.

HEALTH RECORDS

Georgia law requires that every student enrolled in a Georgia public school have a Certificate of Immunization on file. Students who do not provide the school with an approved certificate will not be allowed to remain in school. In-state transfer students have 30 days to furnish the school with the appropriate certification. Out-of-state transfer students have 90 days to furnish the certificate provided a doctor certifies the immunization sequence has begun. Vaccinations and vaccination records may be obtained from the Baker County Health Department, private physician, or school nurse. A Baker County School Health Record (green sheet) must be completed at the beginning of each year by the parent for each enrolled student (see Medical/Medication Authorization).

Library Books and Materials

All library books and materials are the property of the Baker County School System. When checked out by students, the books are on loan for the purpose of reading and studying. Students are responsible for all library books and material they check out. The charge for lost or severely damaged items will be the replacement cost of the item. Students who wish to use the internet
must have a permission form signed by the media specialist, parents and student, at the beginning of the school year or when entering school.

The Media Center is open each school day during normal school hours. Students may use the library at any time during the day for reading, studying, research or homework. For those who desire silence, a conference room may be reserved through a Media staff member. Students wishing to use the library at lunch, breakfast, or during classes must present an official Library Pass from a teacher upon entering the Media Center. This pass must have the student’s name, time and teacher signature. Students misusing or disrupting the library will be asked to leave. Student circulation will be closed approximately two weeks prior to school’s end.

**LOST OR STOLEN**

The school is not responsible for items lost, stolen, or damaged on school premises or school buses; however, every effort will be made to recover such items. Found items will be sent to the nurse’s clinic. If an item is lost, please check with the school nurse. It is helpful if the student’s name is in all his/her clothing, particularly jackets, sweaters, hats, and gloves.

**LUNCH/BREAKFAST**

Breakfast and lunch for all students is currently free. Students who bring a thermos bottle drink are to use all plastic unbreakable bottles. Glass lined thermos bottles present a safety hazard. No carbonated beverages are allowed. Students are supervised by their teacher/paraprofessionals in the lunchroom. Since lunchtime is considered a vital part of the educational program, it should be a pleasant experience that reinforces manners and nutritional concepts. Students can talk with one another, while eating their meal. They are asked to use quiet, normal tones since many times there are over 60 students eating in the cafeteria, along with classes coming into and going out of the cafeteria. A **silent lunch will be the alternative for abusing talking privileges.** All of this promotes a more pleasant lunch period for students and their teachers. Students are not to swap food. At no time will students be allowed to throw food in the lunchroom. Students who arrive late on a bus will be allowed to eat breakfast. Students who drive or are brought late by their parents will not be allowed to eat breakfast. **No food is to be brought to students at school.**

**Medical/Medication Authorization and Release Form**

Each student should complete a Medical/Medication Authorization and Release Form (Student Health Record Form *(Green Sheet)* during the first week of school each year. This form should be signed by a parent and returned to the student’s teacher. This form is then filed with the school nurse and the Attendance Office for referral when the student needs to check out of school during the day or if a medical emergency arises during the school day. The form must be signed by the student’s parent/guardian. Teachers and school staff are not allowed to administer medicine to students. Parents need to contact the school nurse about prescribed medication a student needs to take during school hours. All medication must be in the original container. Over the counter medications provided to the school must be in the original container, unopened, and sealed.

**Medical – Clinic Procedures**
The clinic does provide some over the counter medication to students. These are listed on the Student Health Record Form (Green Sheet). Students must have this form signed by parent and allergies listed before the nurse can dispense over the counter meds.

- A student who needs medications other than the ones listed on the green sheet and has medication on file with the nurse is allowed to come to the clinic with a *Clinical Pass*.
- If medications are to be dispensed at school per physician orders, we need a Medical/Medication Authorization and Release Form signed by the parent.
- Parents should make arrangements to administer medical marijuana at school. Students should not possess medical marijuana at school.

**MESSAGES**

Routine messages will not be delivered to students during instructional time. Students and families are encouraged to communicate daily plans and schedules with one another prior to coming to school. The school secretary cannot serve as a message service. Important information that arises during the school day that must be delivered to students will be done at the conclusion of the academic block or the end of the day. Only true emergency messages will be delivered to students during instructional time and only from the students’ parents or legal guardian. Messages and school closings can be viewed via the school Facebook page.

**RESTROOM USE**

Every effort is made to keep the restrooms at Baker County K-12 School clean and safe for everyone’s use. Students are asked to assist by properly disposing of paper products and not vandalizing restrooms. Restrooms are monitored regularly by custodians and other school staff. Students are to use restrooms during the class change time or with a pass during instructional time. Any students with medical problems requiring special restroom privileges should contact the school nurse. Students are to use restrooms nearest to their classrooms. Restrooms across from the cafeteria are for adult faculty and staff only.

**SCHOOL CLOSING**

Due to inclement weather, school closing may become necessary. An effort will be made by school officials to contact the TV and radio stations to assist in disseminating information. The school will also issue an “All Call” thorough ‘Touch Point’ in Infinite Campus. Please tune in to these news media’s; **WALB TV Channel 10** and **WJIZ 96.3 FM** for information before calling the school. In such an event, school officials are busy making plans and arrangements and may need to keep the phone lines clear.

**SCHOOL INSURANCE**

The school makes a group insurance policy available. All students and teachers are eligible to participate in this policy for a small fee each year. This policy protects the individual while at school, on the way to and from the school, and while participating in school activities. This policy also covers participants in sports except varsity football. A twelve months, twenty-four (24) hour policy, is also available that provides full coverage (except varsity football) for a higher purchase fee. All students, grades 9-12, participating on an athletic team, or involved in work study programs are encourage to have school insurance.
**SELECTIVE SERVICE**

All male students must register for selective service. They should register before or shortly after their 18th birthday. See Mr. Colbert, Guidance Counselor, for appropriate forms.

**VISITORS**

We welcome parents, business partners, and invited guests, however, for the safety and security of our students and staff, ALL visitors entering Baker County K-12 building or grounds during school hours who are not current students, faculty, staff, or Board of Education employees shall report to the main office immediately upon arrival.

Visitors will need to check in with the main office receptionist, sign-in and receive a visitor’s pass upon arrival. Visitors must enter through the front office (front doors). Visitors should sign-out and return their visitor pass upon departing. The receptionist in the main office will notify the administrator, teacher, or counselor of the arrival of any visitor scheduled for a conference.

Teachers may be asked to send a student escort to assist any guest speakers to the classroom. Any visitor who does not have a visitor’s pass should be directed to the front office to obtain a visitor’s pass.

No student visitors are allowed to visit with Baker County K-12 students during the school day. **Unauthorized visitors** are unwelcome and considered to be a threat to the safety and security of our students and staff. This includes persons who enter the campus in cars, who stay in the car, and/or who attempt to talk with students at lunch and before or after school. Unauthorized visitors will be directed to leave the premises and warned. A record of the event will be maintained. Repeat occurrences will result in trespassing charges being filed. Any unauthorized visitor who fails to heed the direction of an administrator, school staff member, or teacher will be subject to immediate arrest. Visitor parking is reserved in the parking lot at the front of the building.

**CODE OF CONDUCT**

**STUDENT DISCIPLINE**

Baker County K-12 School is committed to providing a safe and orderly academic environment for all students. When the active image of a school is collectively understood and accepted as an epicenter of order and learning, teachers are able to teach and students are able to learn more readily. Education provides a means of human development and adjustment. Subsequently, Baker County K-12 School’s discipline policy provides alternatives to immediate out of school suspension and progressive positive behavior support.

Discipline is an important part of every student’s education. It is a shared responsibility between students, teachers, administrators, and parents. No student can be allowed to interfere with a fellow student’s right to learn. **Therefore, each student is expected to respect all adults and behave appropriately in class and throughout the school.** While the primary responsibility for a student’s conduct rests with the student and parent(s)/guardian(s), the school will establish rules and hold students responsible for the consequences of their actions.
AUTHORITY OF THE PRINCIPAL

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. At the discretion of the principal, all rules stated in this handbook may be amended to better serve the students of the school. In case of disruptive, disorderly, or dangerous conduct not covered in this Code, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school, provided any such action does not violate school board policy or procedures. The administrators will make choices concerning disciplinary action on the basis of what is best for the entire school, weighing the concerns of the teachers, students, and parent(s)/guardian(s), taking into consideration the severity and frequency of incidents, then applying the rules and consequences systematically, fairly and consistently. If normal procedures do not solve the problem, parent(s)/guardian(s) conferences may be necessary to resolve conflicts regarding a student’s discipline. Discipline policies vary according to grade level.

It is the belief of educators that effective classroom instruction cannot occur without effective discipline. Therefore, teachers are required to implement and impose progressive classroom disciplinary procedures. Teacher solutions to minor classroom disciplinary problems must include, but are not limited to, student conferences, parental contacts, withholding privileges and detention. Teachers must show documentation where all available means for correcting student misbehavior have been exhausted before teachers may send students to the office for minor classroom problems. Once students are in the office, administrators utilize formal parent conferences, detention, and removal of privileges, In-School Suspension, and Out-of School Suspension. Disciplinary consequences are always in proportion to the severity of the disciplinary infraction committed by the student. Although discipline becomes more progressive for students who are repeatedly sent to the office, all relating factors, including their past disciplinary history are considered before situation is handled.


NOTICE:
You are duly informed that the principal or his authorized representative possess the authority to conduct reasonable interviews/investigations of students in order to properly investigate and punish student misconduct without parental consent. This includes the authority to conduct a search of students and their property, including personal vehicles parked on campus, when there is reason to believe that the search could prevent danger or disruption to the school or the continued violation of established laws.

NOTE: TEACHERS WILL HANDLE ALL MINOR CLASSROOM INFRINGEMENTS WITH USE OF THE PBIS 3 STEP DISCIPLINE PLAN WHICH INCLUDES CONTACTING 1) WARNING 2) CONTACT PARENTS/GUARDIANS 3) OFFICE REFERRAL

A. AGGRESSIVE BEHAVIOR: Verbal assault of other student(s); threatening or intimidating another student.

1. Without physical contact:

   DISPOSITION: 1st Offense: Administrative Discretion
   2nd Offense: 2 days ISS
   3rd Offense: 3 days ISS
2. With physical contact:

**DISPOSITION:**
1st Offense: 3 days ISS
2nd Offense: 5 days ISS
3rd Offense: 3 days OSS and BIP (Behavior Intervention Plan)

**B. ALCOHOL/ILLEGAL DRUGS/INHALANTS:** Drug paraphernalia will be confiscated and delivered to SRO/law enforcement for testing. If drug residue is found, student(s) will be considered in violation of rules B-1, 2, and 3.

1. **DRUGS:** No student shall possess, consume, transmit, store, be under any degree of influence of, buy, sell or otherwise distribute or possess with intent or attempt to buy, sell or otherwise distribute, or possess with intent to distribute drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, medical marijuana or any other substances under the Georgia Controlled Substances Act or any substance believed by the student to be an illegal drug.

2. **PARAPHERNALIA:** No student shall possess, transmit, store, buy, sell, or otherwise distribute or possess with intent to sell any drug-related paraphernalia.

3. **ALCOHOL:** No student shall possess, consume, transmit, store, **be under any degree of influence** of, buy, sell or otherwise distribute or possess with intent or attempt to buy, sell or otherwise distribute, or possess with intent to distribute alcoholic beverages (including relates products such as “near” beer, non-alcoholic beer and non-alcoholic wine coolers) or any other substances under the Georgia Controlled Substances Act or any substance believed by the student to be an alcoholic product. Legal intoxication is not required of this Code of Conduct.

4. **INHALANTS:** No student shall sniff or be under the influence of inhalants and/or other substances.

**DISPOSITION:** 10 days OSS
Recommendation for Tribunal

**C. ATTENDANCE VIOLATIONS:** NOTE: Parking privileges also may be revoked for attendance violations.

1. **TRUANCY:** A student shall be truant by failing to attend school in compliance with the Georgia Compulsory Attendance Laws.

2. **SKIPPING:** No student shall miss or be tardy to any class/activity for which he/she is enrolled without a valid excuse from a teacher or administrator. **Students reporting fifteen (15) minutes or more late to class are considered skipping and will be marked absent.**

**D. UNAUTHORIZED AREA:** An unauthorized area is any location a student is not given specific permission to go (gym, restroom, lockers, student/teacher parking lot, hallways, Media Center, offices, etc.).

**DISPOSITION:**
1st Offense: 1 day ISS
2nd Offense: 2 days ISS
3rd Offense: 3 days ISS
4th Offense: 2 days OSS

**E. LEAVING CAMPUS:** Students shall not leave school grounds once they come onto campus without the permission of a parent and the school principal or designee. This includes students arriving on campus before the 8:00 bell. Students must follow the established procedures for checking in or out of school before leaving campus. The school must be notified before the student leaves campus.

**DISPOSITION:**
1st Offense: 3 days ISS with 5 school days loss of driving/parking privileges
2nd Offense: 5 days ISS with 10 school days loss of driving/parking privileges
3rd Offense: 3 days OSS with permanent loss of driving/parking privileges and Behavior Intervention Plan (BIP)
The office should be contacted in person or parents may send a signed note for any student desiring to leave during the school day. We do not accept phone calls for Early Dismissals. Every student who leaves school must be signed out at the office by a parent or guardian. If a student presents a medical appointment card, he/she will be allowed to sign out. If a student leaves school for a dental or doctor’s appointment, he/she should, upon returning, have a note from that office certifying the appointment.

Students signing out to leave school for personal illness must be picked up by a parent or parent designated adult. Students signing out to leave school for personal illness who have their own transportation must have parent approval before checking out. Parents should notify the school of any special medical consideration.

Signing out to leave town, to take care of personal business, to go shopping, etc. are examples of unacceptable absences.

Students who are dismissed from school before the end of the school day are to leave campus and not return unless they come by the office and obtain a pass to class.

F. TARDIES: No student shall be tardy to any class/activity for which he/she is enrolled without a valid excuse from a teachers or administrator.

DISPOSITION: 1st – 3rd Offense: Warning
               4th – 6th Offense: 1 day After School Detention
               7th + Offense: Referral to administrator

G. BOMB THREATS: Bomb threat is defined as transmitting in any manner a false alarm to the effect that a bomb or other explosive of any nature is concealed on school property creating a potentially dangerous situation.

DISPOSITION: 10 Days OSS
             Recommendation for Tribunal
             Referral to Law Enforcement

H. BULLYING: Bullying behavior is defined as willful attempts or threats to inflict injury, physical and/or mental stress on another person, when accompanied by apparent present ability to do so; or intentional displays of force such as would give the victim reason to fear or expect immediate bodily harm. No student shall engage in verbal or written harassment, threat or abuse of, or towards, another student or students. (O.C.G.A. 20-2-751.4)

DISPOSITION: 1st Offense: 5 days OSS - Minimum
               2nd Offense: 10 days OSS – Behavior Intervention Plan (BIP)
               3rd Offense: Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. Such consequences shall include, at a minimum and without limitation, disciplinary action or counseling, as appropriate under the circumstances. However, upon finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to the alternative school.

I. CHEATING: When it has been determined that a student has been involved in cheating, the student will receive a zero on the assignment and will not be allowed to retake that assignment and/or makeup that grade.

The following are scholastic dishonesties:

1. Taking unauthorized information of any form into a test situation.
2. Plagiarism (any person who uses a writer’s ideas without giving due credit through documentation).
3. Taking test questions to provide assistance in later situations or the theft of a test, or any other instructional material.
4. Copying the work of others including, but not limited to, homework.
5. Giving or taking information concerning a test after one individual has taken a test and the same form of the test is to be given later.
6. Taking of unauthorized information from a computer.

**DISPOSITION:** Zero on assignment, no retake privilege and parent notification (F.1-6)
- 1st Offense: Administrative Discretion
- 2nd Offense: 1 day ISS
- 3rd Offense: 2 days ISS

**NOTE:** Cheating on standardized testing is automatically punishable will receive disposition based on administrative discretion.

**J. CHRONIC MISBEHAVIOR:** Students who willfully and persistently violate the student discipline code for the same or a variety of offenses will be placed on a Chronic Discipline Contract along with a Behavior Intervention Plan (BIP). Future violations will result in a recommendation for alternative placement.

**K. COMMUNICATION/ELECTRONIC DEVICES:** Baker County School strongly suggests student not bring their electronic devices to school. Students shall not have their electronic devices out at any time other than high school students at lunch at designated tables. Any electronic device (including the battery) used at any other time will be confiscated. Parents may pick items up after 3:30 p.m. on the day the item was confiscated, or anytime thereafter. **As the school recommends that electronic devices not to be brought to school, any stolen or misplaced device (is not the responsibility of school) and WILL NOT BE SEARCHED FOR.**

**DISPOSITION:**
- 1st Offense: Parent Pick up after school – No Charge
- 2nd Offense: Parent Pick Up-1 day ISS – No Charge
- 3rd + Offense: Parent Pick Up- Principal discretion- $10.00 Fine

**Headphones/Earbuds** can only be used outside of the building and in the seating area of the cafeteria before school, at lunch and after school.

**Speakers**, of any sort such a bluetooth, are **NOT** allowed on campus.

**DISPOSITION:**
- 1st Offense: Student may pick up headphones/speaker after school
- 2nd Offense: Headphones/speaker collected and kept until end of semester at which time a parent may pick up

**L. CONDUCT**

1. **RUDE/DISRESPECTFUL-1 (Adults: Teachers, faculty/staff)** No student shall at any time be disrespectful towards any adult. This includes, but is not limited to, arguing with, walking away from, raising their voice, interrupting, being offensive in manner, displaying a poor attitude, intimidating, threatening, and/or any other action that is deemed to not be polite.

**DISPOSITION:**
- 1st Offense: 3 days ISS
- 2nd Offense: 5 days ISS - Behavior Intervention Plan (BIP)
- 3rd Offense: 5 days OSS and possible recommendation for tribunal

**Note:** Disposition may vary based on severity and could immediately include OSS for any offense.

2. **RUDE/DISRESPECTFUL-2 (Other students)** Disrespectful conduct towards other students.

**DISPOSITION:** Administrative Discretion
3. PROFANITY-1 (Adults: Administrators, Teachers, faculty/staff)

(a) No student shall verbally assault, use any type of profane, vulgar, obscene, abusive or offensive language (written or oral) and/or gestures toward any administrator, teacher, adult, faculty/staff, guest, on school property or at a school sponsored event. This includes hand signs, ethnically offensive language, suggestive initials or jargon commonly known to mean something disrespectful.

**DISPOSITION:** 1st offense: 10 days OSS (minimum)
Additional offenses: Administrative Discretion and possible recommendation for tribunal

(b) No student shall verbally assault, use any type of profane, vulgar, obscene, abusive or offensive language (written or oral) and/or gestures not directly aimed at, but in the presence of an adult and any threatened violence on school property or at a school sponsored event. This includes hand signs, ethnically offensive language, suggestive initials or jargon commonly known to mean something disrespectful.

**DISPOSITION:** 1st Offense: 5 days OSS
2nd Offense: 10 days OSS – Behavior Intervention Plan (BIP)

4. PROFANITY-2 (Other students) No student shall use any type of profane, ethnically offensive language, vulgar, obscene, abusive or offensive language (written or oral) or gestures in reference to another student and/or that maybe overheard by an administrator, teacher, adult, faculty/staff, guest on school property or at a school sponsored event.

**DISPOSITION:** 1st Offense: 2 days ISS
2nd Offense: 3 days ISS
3rd Offense: 3 days OSS

5. OBSCENE MATERIALS: No student shall possess or distribute profane, vulgar, pornographic, obscene, or ethnically offensive materials.

**DISPOSITION:** 5 days ISS up to 10 days OSS at Administrative Discretion

6. FALSE REPORTS: No student shall knowingly and willfully make false reports or statements whether orally or in writing; falsely accuse other students or school staff of wrong actions; falsify school records; or forge signatures.

**DISPOSITION:** 3 days ISS up to 10 days OSS at Administrative Discretion

7. DRESS CODE VIOLATIONS
No student shall repeatedly violate the school dress code. Students must follow the school’s excepted Dress Code policy. (p.68)

**DISPOSITION:** 1st Offense: Warning
2nd Offense: 1 days ISS
3rd + Offense: Become insubordination (p.59)

**NOTE:** Any student that violates the school dress code that cannot contact someone to bring proper attire must sit in ISS for the remainder of the day.

8. FAILURE TO ATTEND: No student shall fail to attend teacher detention, administrative detention or cause to be removed from In-School-Suspension (ISS).

**DISPOSITION:** For Teacher Detention: Days doubled
For Administrative Detention: Days served in ISS
For ISS: OSS and remaining ISS must be completed upon return to school.
9. **INSUBORDINATION:** A student is “Insubordinate” when they fail to comply or follow instructions/directions given by an administrator, teacher, faculty or staff. This includes, but is not limited to, turning over to authority cell phones/electronic equipment, going where they were instructed to go, disregarding directives. Insubordination also includes failure to identify oneself when asked, as well as violation of Cease and Desist Contract.

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<td>3rd Offense: Potential Tribunal</td>
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</tbody>
</table>

M. **DISRUPTION OF CLASS/SCHOOL:**

1. **CLASS DISRUPTION:** No student shall intentionally make noise or act in any manner so as to interfere with a teacher’s ability to conduct class or another student’s ability to learn.

<table>
<thead>
<tr>
<th>DISPOSITION:</th>
<th>1st Offense: 2 days ISS</th>
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<tbody>
<tr>
<td>2nd Offense:</td>
<td>3 days ISS</td>
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<tr>
<td>3rd Offense:</td>
<td>2 days OSS</td>
</tr>
</tbody>
</table>

2. **SCHOOL DISRUPTION:** No student shall, in any manner, by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption or obstruction of any such lawful mission, process, or function. (i.e. throwing food in cafeteria)

| DISPOSITION: | 1st Offense: Administrative Discretion (Minimum 5 Days OSS) |

N. **FALSE SAFETY REPORTS:** No student shall make false calls to emergency services or report false fire alarms which create a potentially dangerous interruption to the normal school operation and to both the physical and emotional well-being of students and staff.

1. **FALSE CALL TO EMERGENCY SERVICES:** No student shall knowingly make or cause a false call to emergency services to be made.

2. **FALSE FIRE ALARM:** No student shall knowingly give or cause a false fire alarm to be given.

<table>
<thead>
<tr>
<th>DISPOSITION:</th>
<th>10 days OSS</th>
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<tbody>
<tr>
<td>Recommendation for Tribunal</td>
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</table>

O. **GAMBLING:** No student shall participate in any type of gambling activity as defined by state law or that involves the wagering or betting of services, money or other items. **Students will not be allowed to engage in card playing while at school.**

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<thead>
<tr>
<th>DISPOSITION:</th>
<th>1st Offense: 2 days ISS</th>
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<tr>
<td>2nd Offense:</td>
<td>3 days ISS</td>
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<tr>
<td>3rd Offense:</td>
<td>2 days OSS</td>
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P. **GANG RELATED ACTIVITY:** The purpose of this policy is to eliminate or prevent the influence and activities of gangs in schools. For the purposes of this policy a “gang” is defined as any group or association, whether formal or informal, which encourages, solicits, promotes, urges, counsels, furthers, advocates, endorses, assists, causes, advises, procures, or abets any illegal or disruptive activity or behavior of any kind, whether on school campuses, during school-related events, or in the community. A gang member is defined as an individual who, as a representative of on behalf of, participates in any of the activities associated with gangs. Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property is harmful to the education process. The use of hand signals, graffiti, or the presence of any apparel, tattoos, jewelry, accessory, or manner of grooming which,
by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group, disrupts the school environment. Such behaviors are contrary to educational objectives and promote an atmosphere where unlawful acts or violations of school regulation may occur.

1. No student shall recruit or solicit membership in any gang or gang-related organization or activity.
2. No student will be allowed to wear, display, or carry any type of clothing, apparel, tattoos, article, gesture or manner of grooming which indicates or implies membership/affiliation with a gang or gang activities. The principal or designee will have the final say in determining the presence of a gang relationship.
3. No student will be allowed to exhibit behavior or gestures which symbolize gang membership, or cause and/or participate in activities which intimidate or seek to cause bodily harm or affect the attendance of another student.

School officials reserve the right to punish any other gang-related behavior that is subversive to the good order and discipline in the schools, even though such behavior is not specifically identified in the preceding rules.

**DISPOSITION: 10 days OSS**

Students who violate this policy may be subject to arrest and/or a disciplinary hearing referral which could result in expulsion.

Q. INCENDIARY DEVICES: No student shall possess, light, and/or discharge smoke bombs, stink bombs, fireworks, cigarette lighters, matches, or similar devices.

**DISPOSITION: 1st Offense: Administrative Discretion**

Any activity deemed arson will result in 10 days OSS, possible recommendation for tribunal and possible notification of Law Enforcement

R. OFF CAMPUS OFFENSES: A student whose conduct off campus could result in the student being criminally charged with a felony and which makes the student’s continued presence at school a potential danger to persons or property at the school or which disrupts the educational process may be subject to disciplinary action, including in-school suspension, short-term suspension or referral to a disciplinary tribunal.

Off-Campus misconduct for which a student shall be disciplined includes, but is not limited to, any off-campus conduct that is:

1. Prohibited by the Georgia or United States criminal codes;
2. Punishable as a felony if committed by an adult
3. Conduct for which a student has been arrested, indicted, adjudicated to have committed or convicted.

**DISPOSITION: Administrative Discretion**

S. OTHER BEHAVIORS: No student shall participate in any activity that is subversive to the good order and discipline of the school not specifically addressed in any other sections of this handbook.

**DISPOSITION: Administrative Discretion**

T. PRESCRIPTION / NON-PRESCRIPTION DRUGS

1. **OVER-THE-COUNTER MEDICATIONS:** Possession of all over-the-counter medication on school property must be in compliance with Baker County School Board policies. A student is prohibited from selling, distributing, or possessing with intent to distribute any over-the-counter medication

**DISPOSITION: Administrative Discretion**
2. PRESCRIPTION DRUGS: No student shall be in possession of prescription medication not prescribed for that student. All prescription medication prescribed for a student must be in compliance with Baker County School Board policies. In addition, a student shall not sell, distribute, or possess with intent to sell or distribute any prescribed medication on school property.

DISPOSITION: 10 days OSS
Recommendation for Tribunal

U. PHYSICAL OFFENSES: The principal will continue to exercise professional discretion in determining incidents of horseplay, physical altercation, fighting or physical bullying. Principals or designees will have the authority to assign consequences based on behavior related to specific incidents. This may include differentiated discipline assigned on a case by case basis.

1. HORSEPLAY

DISPOSITION: Administrative Discretion

2. BATTERY: No student shall physically attack another student, teacher, staff member or administrator.

3. FIGHTING: No students shall participate in any type of fighting, physical altercation, or physical harassment.

4. GANGING UP: No student shall gang up with any other student or students and physically attack another student or other persons.

DISPOSITION: 1st Offense: 10 Days OSS and placed on Chronic Discipline Contract and BIP
2nd Offense: 10 Days OSS/Possible Recommendation for Tribunal

NOTE: Any student who touches, places hands on, pushes or obstructs a teacher, faculty member, or Administrator will be charged at a minimum with simple battery. Student will be referred to the Law Enforcement Officer and recommended for a tribunal.

V. PROPERTY RELATED OFFENSES: NOTE: Parents and/or students will be held responsible for restitution of the full value of any damaged or stolen property. There is the possibility of notification of law officials where student appears to be in violation of the law.

1. VANDALISM: No student shall intentionally cause damage to the personal property belonging to a school employee or another student. No student shall damage, destroy, or vandalize private property or school property on school grounds or during a school activity, function, or event off school grounds.

DISPOSITION: 1st Offense: 3 days ISS minimum
2nd Offense: 5 days ISS minimum
3rd Offense: 3 days OSS minimum
Referral to School Resource Officer (All Offenses)

2. PROPERTY DAMAGE: Willful and malicious destruction, defacement, and/or vandalism of, and/or threat to destroy school or private property of school system employees or to the personal property of any person legitimately at the school. Private property will include, but not be limited to, vehicles, building structures, and grounds.

DISPOSITION: 1st Offense: 5 days ISS and BIP minimum
2nd Offense: Tribunal
W. SEXUAL OFFENSES: Sexual offenses are prohibited against members of the same sex as well as members of the opposite sex. The following are prohibited on school property, school buses, at school-sponsored events, activities or functions, or while using school technology resources.

1. PDA: No student shall engage in Public Displays of Affection while on school property or while attending school events.

DISPOSITION: 1st Offense: Warning and Parent Notification
2nd Offense: 2 days ISS
3rd Offense: 3 days ISS and BIP

2. SEXUAL MISCONDUCT:
   • No student shall consent to and participate in any form of sexual activity.
   • No student shall expose one’s intimate body parts or “moon” in public.
   • No student shall commit any act of verbal, written, gesture-oriented, or physical sexual misconduct.
   • No student shall purposefully touch another student on either their skin, hair, outside clothing, and/or body parts.

A. SEXUAL HARASSMENT: No student shall participate in physical, verbal or visual conduct of a sexual nature (including, but not limited to, unwelcomed sexual advances, requests for sexual favors, sexually offensive drawings or posters directed towards another person) where there is a pattern of harassing behavior or a single significant incident.

B. SEXUAL BATTERY: Sexual battery is defined as a student intentionally making physical contact with the intimate parts of the body of another student without the consent of that person.

C. SEXUAL MOLESTATION: Sexual molestation is defined as a student doing any immoral or indecent act to or in the presence of another person, without that person’s consent, with the intent to arouse or satisfy the sexual desires of either the student or the other person. This includes a student forcing another student to make physical contact with the student’s intimate body parts.

DISPOSITION: 1st Offense: 10 days OSS
Referral to School Resource Officer
Possible Recommendation for Tribunal

X. TECHNOLOGY OFFENSES: School technology cannot be used for purposes that are not school related. Misuse of school technology may result in computer privileges being revoked.

1. Students will not purposely look for security problems because such action may be considered an unauthorized attempt to gain access to school technology resources.
2. Students will not attempt to or disrupt the school technology resources by destroying, altering or otherwise modifying technology. Hacking is strictly prohibited.
3. No student shall attempt to, threaten to, or actually damage, destroy, vandalize, or steal property or school property while using school technology resources on or off school grounds. Students will not use school technology resources to distribute nor display inappropriate material.
4. Students shall not attempt to search, visit, and/or view internet web sites that have not been approved.
5. Inappropriate uses of video/picture taking devices will not be tolerated.

DISPOSITION: Administrative Discretion (Minimum 3 days ISS)

Y. THEFT: No student shall steal or possess stolen private property or school property.

A. Theft (Item Value less than $50)
   DISPOSITION: 5 days OSS
   Possible Recommendation for Tribunal
   Full restitution of property

B. Theft (Item Value $50 or more)
   DISPOSITION: 10 days OSS
   Possible Recommendation for Tribunal
Full restitution of property

Z. TOBACCO: Possession and/or the use of tobacco in any form are prohibited on campus, on school buses, and at school activities or functions. Cigarettes, lighters, matches, dips and tobacco alternative products, including dipping, chewing, e-cigarettes, vapor devices and smokeless non-tobacco products, will be confiscated. “Spit cups” are evidence of tobacco and carry the same disposition.

**DISPOSITION:**
1st Offense: 3 days ISS
2nd Offense: 5 days ISS
3rd Offense: 3 days OSS

AA. WEAPONS: A student shall not possess, handle, transmit, or cause to be transmitted; use or threaten to use; sell, attempt to sell, or conspire to sell a weapon, either concealed or open to view, on school property or at a school-sponsored function, event or activity. Administrative discretion will be used in determining the legitimate threat level of any weapon. (O.C.G.A. 16-11-127.1) Definition located in Official Code of Georgia, Baker County Code of Conduct and local Board of Education Policy.

**DISPOSITION:**
1st Offense: 10 days OSS
Possible Recommendation for Tribunal

**NOTE:** Any misconduct that threatens the health, safety or well-being of others may result in the immediate removal of the student from the school and/or school function and suspension for up to ten (10) days pending disciplinary investigation of the allegations. The school may choose to involve the Baker County School Board, the School Resource Officer, and/or other law enforcement agencies as deemed appropriate.

IN-SCHOOL SUSPENSION (ISS): In-School Suspension is assigned for behavioral infractions. Refusal to attend ISS will result in out-of-school suspension in addition to the assigned ISS. Removal from ISS for disciplinary reasons will result in out-of-school suspension. Students suspended for any part/fraction of a day will not receive credit for attending ISS that day and will be required to make that day up. Students will be required to complete all remaining ISS days and assignments once they have returned to school.

**In-School Suspension Rules:**
1. In addition to all regular school rules students serving ISS will also adhere to posted ISS rules.
2. Students assigned to/serving ISS will not be allowed to leave ISS early for any reason.
3. Any student who violates ISS rules, may be given extra days of ISS and/or referred to an administrator for OSS.

**NOTE:** Suspension of ISS DOES NOT take the place of days served in ISS.

IN SCHOOL SUSPENSION(ISS)/OUT-OF-SCHOOL SUSPENSION (OSS): Students may not attend any school related activities while suspended. Students under out-of-school suspension may not participate in conditioning, tryouts, practice, or games until they return to class (GHSA rule). Example: If suspension is through Friday, student cannot play on Saturday. Suspension is considered ended when student is readmitted to the classroom.

SURVEILLANCE CAMERA POLICY: Baker County K-12 School recognizes a need to strike a balance between the individual's right to be free from invasion of privacy and the school’s duty to promote a safe environment for all students and faculty. The purpose of video surveillance at BCS is to:
1. Promote a safe environment by deterring acts of harassment or assault.
2. Deter theft and vandalism and assist in the identification of individuals.
3. Assist law enforcement agencies with regard to the investigation of any crime that may be depicted.
4. Assist in the daily monitoring of student conduct and behavior.
While surveillance cameras are posted in hallways, the school store, gymnasium, lunchroom, outdoor walkways and some classrooms/labs, they are not mounted inside any restrooms. Surveillance cameras are, however, mounted outside restroom doors so that if an incident does occur the person leaving the restroom will be easily identified.

Any person purposely touching, blocking, damaging, and/or causing a surveillance camera to malfunction will be charged with vandalism of school property.

Surveillance cameras operate 24 hours per day, seven days a week and record continually for several months. Cameras are monitored by designated school officials who may include, but are not limited to, administrators, teachers, and law enforcement.

Surveillance DVDs will not be viewed by or provided to students or parents. However, this does not preclude an administrator or deputy sheriff from obtaining the aid of students, faculty and staff in identifying persons of interest who may be implicated in a surveillance recording. Request to view surveillance evidence will require Baker County School Board approval.

Surveillance evidence may be used to corroborate or verify an act has taken place, identify a specific person(s) involved in an act/incident, and/or to witness the extent of which an act has been committed.

Updated 6/24/2019

DEFINITION OF TERMS

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

Battery: Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that harms the other person. (Example: fighting)

Bullying: In accordance with Georgia law, bullying is defined as (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or (2) Any intentional display of force such as would give the victim reason to fear or except immediate bodily harm.

Chronic Disciplinary Problem Student: A student who exhibits a pattern of behavioral characteristics which interfere with learning process of students around him or her and which are likely to recur.

Corporal Punishment: Physical punishment of a student by a school official in the presence of another school official.

Detention: A requirement that the student report to a specified school location and to a designated teacher or school official to make up work missed. Detention may require student’s attendance before and after school. Students are given one day’s warning so that arrangements for transportation can be made by parents or guardians.

Disciplinary Tribunal: School officials appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters.

Dress Code: The current dress code is explained in the student handbook.

Drug: The term drug does not include prescriptions issued to the individual, aspirin or similar medications and/or cold medications that are taken according to product use recommendations and board policy. Caffeine pills are considered drug.

Expulsion: Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by a disciplinary tribunal.

Extortion: Obtaining money or goods from another student by violence, threats, or misuse of authority.
**Fight:** Throwing of punches or licks by two or more students that have to physically be pulled apart.

**Fireworks:** The term —fireworks means any combustible or explosive composition or any substance of combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing explosive substance.

**Gambling:** Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

**In-School Suspension:** Removal of a student from class(es) or regular program and assignment of that student to an alternative program isolated from peers.

**Suspension:** Removal of a student from the regular school program for a period not to exceed 10 days (short term) or for a period of greater than 10 days (long-term), which may be imposed only by a disciplinary tribunal. During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events, and/or activities sponsored by the school or its employees.

**System’s Early Intervention Program for Student and Parent(s)/Guardian(s):** This early intervention program is for youth ages 12-18 and their parent(s)/guardian(s). First offenders for possession or use of alcohol or other intoxicants may be offered the opportunity to attend the Substance Use Prevention Education Resource (SUPER) Program.

**Theft:** The offense of taking or misappropriating any property, of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

**Waiver:** A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.

**Weapons:** The term weapon is defined as any object, which is or may be used to inflict bodily injury or to place another in fear for personal safety or, well being. The following things may be defined as dangerous weapons: any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dart, any bat, club, or other bludgeon-type weapon, any stun gun, or taser, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor or razor blade, spring stick, metal knuckles, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchuk, or fighting chain, throwing star or oriental dart, or weapon of like kind.

**BAKER COUNTY ALTERNATIVE PLACEMENT PROGRAM**

The Alternative Placement Program (APP)-Baker County Learning Academy- provides at-risk students with a structured academic and disciplinary environment. The BCLA has a special curriculum offering a more flexible program of study than a traditional school. Students receive direct instruction from a certified and highly qualified teacher. State approved computer software such as Odyssey Ware and Georgia Virtual High School are utilized in the BCLA.

Students are placed in the APP setting for a specified time period by the Baker County Disciplinary Tribunal or by their parents. Students are given a specific release date when they enter the BCLA. The specified time period each student is assigned in the BCLA can be extended. Students who exhibit good behavior, make acceptable grades, and have good attendance will be discharged when they reach their release date. Students who exhibit
unacceptable behavior, failing grades, or bad attendance will not be discharged on their release date.

Students who are in alternative school or expelled forfeit all rights to titles or trophies earned while in good standing. Students who are in alternative school or expelled cannot come on campus for any reason during regular school hours or during any extra-curricular events. **Violators will be charged with criminal trespassing.**

**IN-SCHOOL SUSPENSION**

In-school suspension (ISS) is an in-house program to which a student may be assigned for a short period of time in lieu of out-of-school suspension (OSS). It is designed to counteract many of the negative effects of suspension. Instructional time can continue without interruption and special academic help can be provided as needed.

ISS overcomes the major shortcoming of traditional suspension because it does not deprive students of an educational experience. Students can still accomplish their assigned work as prescribed by classroom teachers, have the assistance of an adult to ensure completion of tasks, and most times receive additional counseling for their academic or personal problems. ISS can help reduce the daytime juvenile crime rate which has been highly correlated with out-of-school suspensions. Students can be isolated from the learning environment of the regular classroom, which is an effective punitive aspect of most programs, but remain in a school setting with work provided and adult supervision.

Students who are assigned In-School-Suspension (ISS) will report to the ISS room. Students must work throughout the day on school work/assignments. Students remain in the ISS room the entire school day.

**Students or student/athletes may not practice, participate, or attend any game, event, meet, or extra-curricular activity while in ISS time ends on the day the students is released at 3:05 p.m.**

**LUNCH DETENTION**

Students assigned to Lunch Detention will report directly to ISS during their assigned lunch time. Students in lunch detention will not be allowed to socialize. Students will be expected to abide by the rules set by the administration for Lunch Detention. Teachers have discretion to assign lunch detention in lieu of a written discipline referral. During lunch detention, students will be given a sack lunch during lunch time. The food items in the sack lunch will address all components of the food pyramid.

**OUT-OF-SCHOOL-SUSPENSION**

Students assigned Out-of-School Suspension (OSS) are prohibited from coming on Baker County K-12 School campus. Likewise, students who are assigned OSS are not to attend any school functions hosted at Baker County K-12 School, or any other Baker County property. Students who return to school during their suspension will be charged with criminal trespassing and subject to further disciplinary actions.
**Disciplinary Tribunal**

A disciplinary tribunal is made up of impartial school officials and a hearing officer. This panel determines what, if any, disciplinary action(s) should be taken. A disciplinary tribunal may be held when a student commits any offense for which long term suspension or expulsion may be the punishment.

**STUDENT SUPPORT PROCESSES**

The Baker County Board of Education provides a variety of resources, which are available at every school within the system to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Student Support Teams (SST), counselors, and chronic disciplinary problem student plans.

**PARENT INVOLVEMENT**

This Code of Conduct is based on the expectation that parents, guardians, teachers, and the school administrators will work together to improve and enhance behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication, through personal contacts, is extremely valuable: therefore, they provide information to parent(s)/guardian(s) as well as on-going opportunities for school personnel to hear parent(s) or guardian(s) concerns and comments.

Parent(s)/guardian(s) and students should contact the principal of the school if specific questions arise related to the Code of Conduct. The Code of Conduct specifies within its standards of behavior various violations of the Code, which may result in a school staff member’s request that parent(s) or guardian(s) come to the school conference. Parent(s)/guardian(s) are encouraged to schedule conferences with the teacher(s), visit the school regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior. Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student’s parent(s)/guardian(s) of the disciplinary problem, invite the parent(s) or guardian(s) to observe the student in a classroom situation, and request at least one parent or guardian to attend the conference to devise a disciplinary and behavioral correction plan.

Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan. The law allows a local board of education to petition the juvenile court to require a parent or guardian to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment
as the court deems appropriate to improve the student’s behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed $500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

Baker County K-12 School takes pride in the fact that our students present themselves in a respectable manner at all times. It is the desire of this school to prepare students for the work force or postsecondary education after graduation. Take pride in yourself and your school. Dress each day as if you were meeting your future employer. If you question the appropriateness of an outfit while getting dressed in the morning, then most likely it is not appropriate.

2019-2020 BAKER COUNTY K-12 SCHOOL STUDENT DRESS CODE

1. Students, both male and female, must not wear hoods, hats, caps, shower caps, combs, picks, ear buds, headphones, etc. inside the building.

2. No clothing, or other article such as bandanas, may be worn or displayed which may indicate membership in a gang. The principal or designee shall have the final say in determining if an item is gang related.

3. Clothing or accessories which advertise drugs, alcohol, tobacco or tobacco products, sex, weapons, or which contains inappropriate, inflammatory, vulgar or suggestive writing (slogans), pictures, or emblems shall not be worn. Emblems which are found to be offensive, cause a disturbance, or have a history of a disturbance at school will not be permitted.

4. Shirts that are sheer showing undergarments, cut too low, have lacy inserts exposing skin, backless blouses and blouses with cutouts, razorbacks, spaghetti straps, strapless blouses and dresses, and shirts that completely expose the shoulder and/or waistline are prohibited. Shirts, blouses and dresses must have straps that are a minimum of 2 inches in width. Females will not wear shirts, blouses and dresses that reveal cleavage. Undergarments should not be visible.

5. Skirts/dresses/rompers should be a modest length (below the fingertips/mid-thigh) all the way around. Dresses with a sheer overlay at the bottom should have a panel underneath that is below the fingertips/mid-thigh and is not see through. Slits in dresses/skirts may be no higher than fingertip length.

6. Clothing that is too tight or too loose so as to be immodest is prohibited. Leggings, tights, and other stretchy fabrics are not considered pants and must be accompanied by a fingertip length shirt all the way around. Sagging pants (worn below the waistline) shall not be permitted. All pants must be worn at the natural waistline. Belts must be worn with pants that have belt loops and must be properly fastened.

7. Torn, cut and sloppy looking clothes are not appropriate. Jeans/pants that display disruptions in the integrity of the fabric (i.e. holes, frazzled or frayed areas) above the knee are prohibited. Leggings/tights under jeans do not make holes acceptable.

8. Denim or khaki type material shorts may be worn as long as they are approximately knee length. Shorts with frayed (ragged) edges are not permissible.
9. Gym shorts/mesh shorts should be worn in PE only. Students who have PE must be dressed appropriately when they arrive on campus and when they leave campus.

10. Shoes/sandals must be worn at all times. Cleated shoes are prohibited inside the building. Sandals or any other open footwear will not be allowed to be worn in the agriculture or sports programs. Slides are not allowed.

11. Outer clothing which resembles loungewear, pajamas, or underwear is prohibited. House/bedroom slippers are not acceptable.

12. Hair must be well groomed.

13. Piercings are allowed in the ears only.

14. All dress and grooming related issues are at the discretion of the administration.

NOTE: Any student that violates the school dress code that cannot contact someone to bring proper attire must sit in ISS for the remainder of the day.
WAIVER OF FORMAL HEARING
DISCIPLINARY TRIBUNAL HEARING

I understand that _________________________(Student) has admitted (s)he is guilty of __________________________ (Describe Incident) at Baker County Schools on__________________(Date)

After discussing this matter with my son/daughter and ________________________(Administrator), I support my child’s decision to admit guilt, and we voluntarily accept the following consequences prescribed by the school:

________________________________________________________________
________________________________________________________________
________________________________________________________________

We waive the opportunity to participate in a tribunal hearing, present evidence, subpoena and cross-examine witnesses, and be represented by an attorney at such a hearing. We understand that this decision is final and cannot be appealed by the school or family.

________________________          Date
Parent(s)/Guardian

________________________          Date
Student

________________________          Date
Principal

________________________          Date
Witness
Georgia’s ESEA Flexibility Waiver status notification:

School Designation Status

School Status

Your child attends Baker County K-12 School, which has been identified as a **Reward school for highest progress** and receives Federal Title I funds to assist students in meeting state achievement standards. Beginning in the 2015-2016 school year, Title I schools will now move from NCLB needs improvement (NI) status based on Adequate Yearly Progress (AYP) to a reward school status based on definitions provided by the US Department of Education.

Our staff is committed to helping your child develop the knowledge and critical thinking skills he/she needs to succeed in school and beyond.

If you have any questions regarding the schools’ status, please contact Boyd Williamson, Principal at Baker County K12 School at 229-734-5274 or via email at bwilliamson@baker.k12.ga.us
Esperamos que ustedes han oído de que La Escuela del Condado de Baker he nombrado “Title I Reward School For Highest Progress” (escuela de Title I de premio de lo más mejoría) del Flexibility Waiver del estado de Georgia. Solamente hay 10 porciento de las escuelas del estado que reciben este premio. Este honor quiere decir que hemos mostrado lo más mejorías por los 3 años pasados. En el año pasado los estudiantes recibieron lo mejor notas en los exámenes de CRCT/EOCT que hemos tenido en esta escuela. Como supervisor del sistema de escuela y director de la Escuela de Baker, tengo tan orgullo de las mejorías de esta escuela.

Yo creo que podemos ser lo mejor escuelita de toda esta región suroeste de Georgia con lo más apoyo posible de ustedes. Quisiera tener más padres aquí en la escuela para ayudarme y ayudar a nuestros maestros y empleados de la escuela.

Cómo todo el tiempo, estamos aquí para contestar preguntas sobre este honor de ser un Reward School aquí en la Escuela de Baker County.

Gracias
BAKER COUNTY K12 SCHOOL
PARENT RESOURCE CENTER
LOCATED IN THE MEDIA CENTER
8:00 A.M. - 3:00 P.M.
(229) 734-5274

-Resources Available

PIRC Information/Updates
Take Home Book Packs
Access to Computers
Books
SALGA Y VISITE NUESTRO CENTRO DEL RECURSO DEL PADRE
SITUADO EN EL CENTRO DE LOS MEDIOS DE COMUNICACION

8:00 MANANA-3:00 P.M.
(229) 734-5274

Recursos disponibles

Informacion de PIRC/Actualizaciones

Tome paquetes de libro a casa

Computadoras

Libros
This page must be signed by a parent or guardian and returned to Baker County K-12 School.

As the parent or guardian of the following named student,

Student name ________________________________

Grade level __________

I acknowledge with my signature that I have read, understood, and discussed the Baker County K-12 School student handbook with my child.

Student signature:

__________________________________________

Parent or Guardian’s signature:

__________________________________________

Date : ______________________