

**Baker County High School
1 Wildcat Drive
Glen St. Mary, FL 32040**

“No Reward Without Effort, Dare to Try”

Front Office (904)259-6286

Guidance Office (904)259-6280

Athletic Department (904)259-6082

www.bakerk12.org

**Student/Parent/Teacher
Handbook and Planner**

The Baker County School District prohibits any policy or procedure which results in discrimination on the basis of race, color, religion, national origin, sex, marital status, disability, sexual orientation, gender identity, age or legally-protected characteristic in its programs and activities including employment opportunities.

ATTENDANCE POLICY

Philosophy

The Baker County School District is dedicated to providing the best educational environment for all students in our county. **Regular attendance is essential for students to be successful at Baker County High School.** We realize the primary responsibility for school attendance rests with parents, but we are dedicated to assisting parents in their efforts by providing them with timely information.

It is mandated by s.1003.24, 1003.26, 1003.27, that our school system continually monitor student attendance and take the necessary actions to ensure that all students are given the opportunity to receive the best education possible. The policies outlined in this document are designed to maximize student attendance at Baker County High School.

Policy

Attendance is monitored each class period daily.

1. Each **semester**, students whose unexcused absences exceed **9 days** in a 50-minute class per semester will not receive credit for that class and will be credit withheld, receiving a *59 as the semester grade for that class or classes, unless the earned semester grade is below 59%. Students will lose their OJT opportunity for the following semester as well as parking/driving privileges.
2. An auto-dialer message is sent out to notify parents when their student is absent.
3. Notification will be mailed when a student misses 5 and 10 days of school.
4. Parents may be required to meet with the administration and/or guidance personnel if their child misses more than 5 days in a given semester.
5. If a student is credit withheld, his/her name may be referred to the School Attendance Review Board, and can be referred to Truancy Court.
6. If a student misses 15 unexcused days, the Department of Highway Safety and Motor Vehicles will not issue the student a driver's license or learner permit or will suspend the student's driving privileges until he or she has satisfied regular school attendance requirements as outlined in Section 322.091, F.S.
7. Participation in a school-sponsored event will be contingent upon the number of absences a student has acquired at the time of the event.

Documentation

Notes from parents or guardians **will not be accepted** to excuse a student's absence. An absence will be determined to be excused if it meets one of the following criteria:

1. Doctor's note - Illness of a student, documented by a licensed physician, mental health professional, or health department employee attesting to the illness, infection with a communicable disease, or injury to the child;
2. A doctor's note for a chronic illness will not excuse all student absences. Each absence must be documented.
3. A copy of a funeral notice or obituary accompanied by a note from the parent/guardian indicating death in the family resulting in the absence of the child;
4. A written statement from a lawyer or representative of the court system indicating the child was absent due to a legal or judicial proceeding.
5. Written information documenting a religious activity that occurs during the time that school is in session which required an absence for religious instruction or religious holiday. **Prior approval is required.**

NOTE: Parent notes will not be accepted to excuse days of school. Students must utilize the 9 unexcused days allotted each semester for absences that are not excusable as stated above. Excuse notes will be verified by school personnel. Notes found to be fraudulent in nature will be denied and all parties to the note will be notified of the fraudulent findings. Additionally, if a student turns in a fraudulent excuse note, he or she will be given a referral and assigned a minimum of 2 days ISD. This is an illegal activity and will not be tolerated.

Written documentation of one of the above reasons for absence **must be turned in to the Front Office within ten (10) days** following the absence in order to be considered excused. Phone calls in lieu of a note **will not be acceptable.**

Tardies

1. Students are expected to arrive at school on time. Students arriving late must sign in at the Front Gate and receive a late pass in order to be admitted to class. If a student has not crossed the threshold to enter his/her classroom when the 3rd bell rings, he/she will be considered tardy. If a student is more than ten (10) minutes late to any class and does not have an excused note, it will be considered as skipping and reported to the

Tardies (cont.)

administration. On the 4th tardy to any class period, the student will receive a referral.

2. If a student checks in late or checks out early and misses more than 25 minutes of a class period, they will be marked absent. This requirement is for each individual class period throughout the day.
3. If a student is absent from a class immediately before or immediately after a period of OJT/WBL (On the Job Training/Work Based Learning), the student will be considered absent from the assigned OJT/WBL periods.

Make up Work

If a student misses a class for any reason, he/she is responsible for making up the assignments given during that period.

1. It is the student's responsibility to initiate the process for making up work missed when absent from class.
2. The student will be given one day for each absence to complete all class work and/or assignments missed, whether excused or not. The first day upon returning to school will not count as one of those days **except for pre-announced exams or projects.**
3. The process of making up class work will not be at the expense of class time and the student will work with the teacher to arrange a schedule to make up work. Such schedules may include before and after classes, at lunch time, before and after school.
4. If a student anticipates an absence, he/she will make prior arrangements with teachers involved to complete, in advance, as much class work as practical for the days to be missed.
5. Some classroom experiences/projects/assignments cannot be recreated at a later time. Teachers may assign an alternate assignment in lieu of experiential learning, including, but not limited to an essay, whether or not the absence is excused.
6. A student who receives Out-of-School suspension by refusing other assigned consequences forfeits his or her opportunity to make up work during the time of the suspension. These days will count as unexcused days for attendance purposes.

NETWORK/INTERNET ACCEPTABLE USE PROCEDURE

Baker County School District provides a telecommunications network accessible to all of its staff and eligible students as part of its overall goal of improving education. Responsible use of the network will enhance both educational and leadership activities.

NETWORK WARNING

With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material, individual contacts, or communications, which are not suitable for school-aged children. The Baker County School District views information retrieval from the network in the same capacity as information retrieval from reference material identified by schools. Specifically, the district supports those activities, which will enhance the research and inquiry of the learner with directed guidance from faculty and staff.

The Baker County School District has established Internet filtering software designed to block access to inappropriate sites. Even with this filter, on a global network it is impossible to control all materials and an industrious user may discover inappropriate information. At school, each student's access to and use of the network/internet will be monitored as a regular instructional activity. The district performs frequent spot checks of computers accessing the Internet to ensure only appropriate web sites are accessed. The district, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals, and policies of the Baker County School District. Anyone found accessing inappropriate web sites may lose privileges to the network and possibly disciplinary action.

GENERAL NETWORK POLICY AND GUIDELINES

It is a general policy that the network/internet will be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Baker County School District. Users must acknowledge their understanding of the general policy and guidelines as a condition of receiving access. Failure to adhere to the policy and guidelines may result in suspending or revoking the offender's privilege of access.

Guideline 1 - Acceptable uses of the network are activities which support learning and teaching. Network users are encouraged to develop uses which meet their needs and which take advantage of the network's functions: electronic mail, conferences, access to databases, bulletin boards, and access to the internet.

Guideline 2 - Unacceptable uses of the network include:

1. Violating the conditions of the Education Code dealing with student's rights to privacy;
2. Using profanity, obscenity, or other language, which may be offensive to another user;
3. Reposting personal communications without the author's prior consent;

GENERAL NETWORK POLICY AND GUIDELINES (cont.)

4. Copying commercial software in violation of copyright law;
5. Using the network for financial gain or for any commercial or illegal activity;
6. Use of the network to access materials that are considered pornographic or inappropriate for educational purposes;
7. Use of the network for advertising, soliciting, or harassment of any kind;
8. Use of the network to try to access data that is protected and not intended for use;
9. Using someone else's account or password at any time;
10. Violating any federal or state laws regarding network access and;
11. Trying in any way to interfere with the computer systems in the Baker County School District or anywhere, in an effort to obtain private information, having the computer malfunction, or destroying data.

Guideline 3 - Users should practice E-mail etiquette by:

1. Making subject heading as descriptive as possible;
2. Beginning messages with a salutation;
3. Choosing words carefully to avoid misunderstandings, keeping in mind that electronic text is devoid of any context clues which convey shades of irony, sarcasm, or harmless humor, and;
4. Ending messages with a signature.

Guideline 4 - Classroom teachers are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate sections of the network and for assuring that students understand that if they misuse the network, they will lose their privilege to use the network. Particular concerns include issues of privacy, copyright infringement, e-mail etiquette, and approved and intended use of the network resources.

Guideline 5 - The person, in whose name a login identification is issued, is responsible at all times for its proper use. Users should be extremely careful with their passwords. Each student will receive a unique user ID and password for each system to which the user is to be granted access. The student's teacher will be responsible for requesting the appropriate access based on the student's needs. Students are not to share their user ID and password with anyone. Students must take every precaution to secure access IDs and passwords from unauthorized use.

Guideline 6 - Users must avoid knowingly or inadvertently spreading computer viruses. Do not upload files from unknown sources. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

Guideline 7 - The network management accepts no responsibility for harm caused directly or indirectly by its use. Never consider electronic

GENERAL NETWORK POLICY AND GUIDELINES (cont.)

communications to be completely private. The network managers take every possible precaution to safeguard the privacy of e-mail, but instances of misdirected mail, mail inadvertently forwarded to others, and public posting of private correspondence by users may occur. In addition, credit card numbers or any other confidential data cannot be considered secure on the network.

Guideline 8 - Signed teacher, parent, student, and employee contracts are required for network/internet access through the Baker County School District.

ATHLETIC ELIGIBILITY - In order to participate in interscholastic extracurricular student activities, a student must maintain a cumulative grade point average of 2.0 or above and maintain satisfactory conduct as defined by the statute.

If a student is convicted of, or is found to have committed a felony or delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, the student's participation in interscholastic extracurricular activities is contingent upon established school board policy. **In addition, students participating in athletics are representatives of the school. Any actions committed that are detrimental to the reputation of BCHS will be grounds for dismissal from the athletic team or other discipline action.**

Examples of this include but are not limited to: inappropriate or illegal behavior documented in photography, video, internet (Twitter, Facebook, SnapChat, Instagram, etc.); or phone threats including text messages. These infractions are not limited to actions committed during school supervision.

Sports and activities which require a mandatory parent meeting must be attended by a parent or legal guardian in order for the student to participate or try out. Before a student may attend any practice he/she must present a completed and notarized athletic packet which includes a current physical, to the Athletic Director.

NOTE: FHSAA regulations are subject to change.

NOTE: NCAA participation and qualifications are the responsibility of the student and the parent.

BULLYING/ CYBERBULLYING is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying is an unacceptable behavior and will not be tolerated at BCHS. If you or

BULLYING/ CYBERBULLYING (cont.)

someone you know is being bullied, please make a staff member aware or call the Bullying Hotline at (904)259-0953.

CHECK-OUT PROCEDURES – The student’s information card (“yellow card”) must be updated prior to the student checking out. Only the individuals listed on a student’s yellow card will be permitted to check-out a student by coming to the Front Office **in person**. These individuals must present a driver license or identification card to the front office to sign-out that student. **Students may not be checked out by phone.** In emergency situations, a parent or guardian may request a student to be checked out **ONLY** by the approval of an administrator and for said emergent situation. If a student is 18 years or older, a parent or guardian must be contacted to confirm the need for the student to check-out before they will be allowed to leave campus. If a student is returning to school, he/she must present a doctor’s note in order to receive an excused absence. Students who are checked out during the school day, but return to class the same day, **must be checked back in to** school either at the front gate or in the front office.

CELL PHONE USE - Cell phones must be turned off and kept out of sight between the hours of 7:25 am and 2:30 pm. *Per 1006.07 F.S., “a student may not use a wireless communications device during instructional time, except when expressly directed by a teacher solely for educational purposes. A teacher shall designate an area for wireless communications devices during instructional time.”* Students are not allowed to be on the phone (oral or texting) during instructional time, even if they are speaking to a parent with the exception of lunchtime. The phones in the Front Office are available to students during the school day.

Parents/guardians are also able to leave messages for their students with the Front Office Secretary, which will be delivered to their student before the end of the school day. Messages can only be taken if the person leaving the message can provide the valid student password.

If the cell phone is being used to text, talk, social media, listen to music or check the time during school hours, the student will be given a warning on the first offense. Second offense, the teacher has the option of taking the cell phone and returning it at the end of the period. After that, all offenses will result in a referral.

This procedure applies to **ALL ELECTRONIC** devices.

CELL PHONE USE (cont.)

BCHS will NOT be responsible for lost, damaged, or stolen cell phones or other electronic devices. These situations should be reported to the School Resource Officer.

CHEATING POLICY - Cheating is a serious academic offense and the teacher may assign a zero, require the student to repeat the assignment or assign a discipline referral. Allowing another student to copy is also considered cheating and subject to the same discipline action.

CHROMEBOOKS -Students will have access to Chromebooks throughout the school day. It is the student's responsibility to follow the Chromebook guidelines listed by the school. If a student damages or loses a Chromebook, it will go on his or her debt list for \$200 and will be the responsibility of the parents to pay this fee. Chromebooks are for educational purposes only, not for personal use such as social media, texting, etc.

CLINIC USE - Students who become ill are to obtain a pass from their teacher to go to the clinic. Since the clinic is not equipped to care for students for the entire day, they will either be returned to class after a reasonable amount of time or their parent(s) will be called to pick them up. All students must be checked out by a person on his/her student information card through the front office, before leaving campus.

Students who have medical problems should have documentation on file in the nurse's offices so that we may be aware of any unusual health problem. The school nurse can, with the approval of the principal, grant an excused absence to students who are checked out through the clinic due to illness. However, if the student is sent home with a suspected contagious illness or condition, a physician's note will be required before a student can return to school.

CLOSED CAMPUS - BCHS is a closed campus. All visitors must provide the proper documentation for admittance. Visitations in the classrooms are not allowed.

1. All visitors must check in through the front gate and the front office and provide a valid driver's license or other legal identification.
2. Students are to remain on campus during their lunch period. Students who are caught leaving campus will be punished which may include losing their driving privileges.
3. Parents are discouraged from checking out their student to go to lunch.
4. **Outside lunches and other deliveries, including flowers, balloons, gifts or other celebratory items are not allowed on**

CLOSED CAMPUS (cont.)

campus. This includes food deliveries made by relatives, friends and/or companies, such as Door Dash.

5. Students currently enrolled are not to bring their houseguests to school.
6. Hours of supervision are: 7:00 AM – 3:00 PM.

CODE OF STUDENT CONDUCT

This code will be in effect on school property during regular school hours as well as other places and times where teachers and school administrators have jurisdiction over students, including, but not necessarily limited to, school sponsored functions, field trips and athletic events. This code also applies to students while they are being transported on school buses and participating in any extra-curricular activity.

It should be noted that various state laws and School Board policies mandate certain administrative functions that are a part of this code and this code is not intended to restrict, or to deny those functions.

IT IS THE RESPONSIBILITY OF STUDENTS TO FOLLOW OUR PBIS PLAN:

ATTENDANCE: BE HERE!

1. Attend all classes on time
2. Dress in a neat, clean and well-groomed manner

ATTITUDE: BE NICE!

1. Conduct themselves in a safe and responsible manner
2. Show respect for and show consideration to all individuals and property
3. Seek change in an orderly and acceptable manner

ACHIEVEMENT: DO YOUR JOB!

1. Prepare for class with assigned work and appropriate materials
2. Account for their own work
3. Abide by the rules and procedures established by the school and the classroom teacher.

CLASS I OFFENSE – UNACCEPTABLE CONDUCT

Unacceptable conduct is defined as offenses that interfere with the educational process and require discipline action, but do not initially warrant removal from the classroom.

Offense:

1. Disruptive behavior (minor)

CLASS I OFFENSE – UNACCEPTABLE CONDUCT (cont.)

2. Negative influence on classroom atmosphere (i.e. sleeping, not completing assignments, etc.)
3. Tardies (fewer than 4)
4. Dress code violation
5. Use of cell phones, and any other electronic devices. See cell phone policy.
6. Public display of affection
7. Failure to follow class rules (minor infraction)
8. Unauthorized selling of items
9. Food & Drink violations
10. Unauthorized use of personal items that would detract from education (i.e. playing cards, makeup, etc.)

CLASS 1 DISCIPLINE STEPS

1st offense – Private teacher/ student conference

2nd offense – Parent contact and/or teacher assigned discipline consequence appropriate for conduct

3rd offense – Parent conference through Guidance Department.

4th offense – Office referral sent with documentation of steps taken.

CLASS II OFFENSE – MAJOR BREACH OF CONDUCT

Major breaches of conduct are those offenses that disrupt the educational process, require disciplinary action, and may justify removal from the classroom setting and/or school.

Offenses:

1. Repeated Class I offenses
2. Cheating
3. Disrespect - See section on Disrespect
4. Tardies (4 or more)– Every 4th tardy in the same class period, will result in a written referral.
5. Repeated use of cell phones, and other electronic devices with no criminal intent.
6. Unauthorized use of radios, cassette/CD players, electronic games, cameras, or camcorders, cell phones, smart watches, or other electronic devices. Use of cell phone or other electronic device to capture the still or video images of another student or staff member. The distribution of these images will result in a more severe punishment.
7. Defiance or disrespect to School Board Employees
8. Language/profanity and/or obscene gestures
9. Theft – classification depends on the situation or dollar amount of theft.
10. Gambling (i.e. pitching coins, dice, card games, etc.)

CLASS II OFFENSE – MAJOR BREACH OF CONDUCT (cont.)

11. Improper vehicle use (i.e. reckless driving, dangerous acts, not using seatbelts, parking without a decal, or in the wrong parking place, etc.)
12. Trespassing
13. Threatening, harassing, intimidating, bullying/cyber bullying, sexual harassment, hate statements or imagery.
14. Vandalism – depending on the severity of damage
15. Not in assigned area
16. Possession or use of fireworks, matches or lighters
17. Leaving campus without permission or skipping class/school
18. Forgery/false information, failure to give name to school board employee
19. Turning in fraudulent or forged doctor's note.
20. Deliberate tampering with or misuse of any computer or software, fax machine, or telephone (some offenses may be classified as Class III depending on severity)
21. Possession of a knife or weapon (non-threatening) – intent must always be considered
22. Possession of offensive materials
23. Disruptive behavior (major)
24. Inciting a fight between other students
25. Threatening to fight another student at school via social media.
26. Tobacco and tobacco-like products are not allowed on campus or any school sponsored event, at any time, this includes Vapes, Juuls, smoking pipes, pens, nicotine etc.

CLASS II DISCIPLINE CONSEQUENCES

1. Teacher, parent and administration conference and/or contact
2. Behavior contract/repeated behaviors may lead to alternative school placement.
3. Guidance referral, counseling session(s) with a trained counselor and/or team conference (i.e. teacher, parent, counselor)
4. Lunch clean up or after school clean up
5. Administrative referral resulting in In-School detention, or Out-of-School suspension
6. Police involvement
7. Restoration or replacement of damaged, destroyed or stolen property in accordance with the true value as determined by superintendent (Baker County School Board Policy 8.08)
8. If the violator is from another school, their school will be notified.
9. Students with multiple Class II and/or III referrals may be placed on a behavior contract for the remainder of the school year or **up to a year from the offense.**

CLASS II DISCIPLINE CONSEQUENCES (cont.)

10. All rules apply to any school related or sponsored event.
11. Driving privileges may be suspended or revoked.
12. Loss of the other privileges, such as participating in the OJT program, athletic events, or school activities.

*** Any item that is confiscated by an administrator or officer, will not be returned.**

NOTE: The administration reserves the right to select one or more of the above discipline alternatives depending upon the severity and the repeated conduct of the student. The administration also reserves the right to omit one or more steps in the following outlined disciplinary actions.

CLASS III OFFENSE – SERIOUS BREACH OF CONDUCT

Serious breaches of conduct are those offenses that seriously disrupt the educational process, require immediate action, warrant removal from school, and/or may result in criminal penalties.

Offenses:

1. Repeated Class II Offenses
2. Possessing, distributing, being under the influence of, selling or using drugs, marijuana or other drug like substances ie. THC oil, drug paraphernalia or alcoholic beverages
3. Use or possession of firearms and/or ammunition
4. Battery/Striking a School Board employee
5. Inappropriate language, obscene language or profanity used at a school board employee
6. Arson
7. Blackmail, coercion, or extortion
8. Indecent exposure and/or sexual acts or incidents
9. Weapons – use of a knife or any object used in a dangerous or threatening manner
10. Theft – classification depends on the situation/dollar amount involved
11. Any offense likely to cause great harm or seriously disrupt the educational process
12. Bomb threats
13. Possession of cell phones or other electronic devices with criminal intent
14. Fire alarm/Extinguisher violation
15. Inappropriate language or profanity directed toward or about a School Board employee
16. Threat, harassment, intimidation of a School Board employee
17. Fighting or battery – civil charges may also be filed

CLASS III OFFENSE – SERIOUS BREACH OF CONDUCT (cont.)

18. Verbal assault
19. Gross insubordination
20. Vandalism
21. Trespassing
22. Possession/Distribution of pornographic materials
23. Making a **threat(social media or otherwise)** or false report see FS.790.162, FS.790.163
24. Sending/Receiving inappropriate pictures and/or messages that disrupt the school environment and/or defame someone's character or person.

CLASS III DISCIPLINE CONSEQUENCES

All Class III Offenses will result in a conference with the principal followed by subsequent disciplinary actions. Depending on the circumstances, the principal reserves the right to omit one or more steps in the following sequence.

1. 1st Offense - Out-of-School Suspension (OSS) 1- 10 days
2. 2nd Offense - Out-of-School Suspension (OSS) 10 days and/or placement in an alternative education program
3. Expulsion may be a consequence of any Class III offense.

IN ADDITION:

1. All rules apply to school related or sponsored activities.
2. Any items used in a criminal act will be confiscated and given to the proper authorities – disciplinary action, plus loss of possession.
3. Students committing Class III Offenses will not be permitted to participate in any extracurricular field trips/activities/sports.
4. Seniors committing acts of physical violence during the school year may not be allowed to participate in graduation activities.
5. Students with multiple Class II and/or III referrals may be placed on a behavior contract for the remainder of the school year or up to a year from the offense.
6. Driving privileges may be suspended or revoked.
7. Any item that is confiscated by an administrator or officer, will not be returned.

NOTE: The administration reserves the right to select one or more of the above discipline alternatives depending upon the severity and the repeated conduct of the student. The administration also reserves the right to omit one or more steps in the following outlined disciplinary actions.

CRIMINAL ACTS

The school principal may suspend a student who is formally charged with a felony, or a delinquent act, which would be a felony if committed by an adult, for an incident that allegedly occurred on property other than public school property. The principal may deem the suspension necessary due to an adverse impact on the educational program of the school. The principal may request for a suspension exceeding the 10 day period while awaiting adjudication of the charges. The principal may also request placement in an alternative educational setting while awaiting adjudication of the charges. If the student is not subsequently adjudicated or found guilty, the suspension shall be terminated immediately. If the student is found guilty, the principal may seek expulsion or an alternative educational setting.

The following are criminal acts:

1. Arson - willfully setting fire to real or personal property
2. Assault – attempting or threatening, physically or verbally, to do bodily harm to another
3. Battery – doing bodily harm to another
4. Blackmail – extorting or attempting to extort money or property by threat of exposure
5. Burglary – breaking into an unoccupied school building or vehicle for the purpose of removing personal or real property
6. Coercion – compelling others to act, or take actions against their will, restraining by force, or repressing another
7. Engaging in a sex offense or a lewd and lascivious act
8. Extortion – attempting to take property or money from another by the threat or use of force, possibly over a period of time
9. Homicide/Attempted Homicide – taking the life of another individual
10. Initiating a bomb threat or false fire alarm
11. Possessing, distributing, selling or using firearms, knives, explosives & other dangerous weapons, objects, substances, including but not limited to gasoline, oil and chemicals
12. Possessing, distributing, selling or using drugs, marijuana or other mood altering substances, drug paraphernalia or alcoholic beverages
13. Robbery – taking of money or property from others by the threat or use of force
14. Theft/larceny – stealing money or property of others or the school
15. Trespassing – to enter unlawfully upon private or school property
16. Vandalism – willfully damaging property of students, school personnel's property, or school property

CRIMINAL ACTS (cont.)

17. Violation of any other local, state or federal criminal statute

Students Charged with a Felony (1001.41, 1006.09)

The principal has the authority, upon recommendation of a hearing officer, to suspend a student, who is formally charged with a felony for an incident which allegedly occurred on other than public school property if the incident is shown to have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled.

1. If the student charged with the felony is recommended for suspension, the student is to be suspended from all classes of instruction until the determination of guilt or innocence, or the dismissal of charges is made by a court of competent jurisdiction. If the student is not adjudicated delinquent or found to be guilty, the suspension shall be terminated immediately.
2. A student, charged with a felony, shall be placed at the Alternative School until the determination of guilt or innocence is made.
3. If the student is adjudicated guilty of the felony, the Superintendent shall have the authority to determine if a recommendation of expulsion shall be made to the School Board.

Students Conduct Regarding Free Speech, Assembly and Student Publication:

1. Unacceptable Behavior for Free Speech:
 - a. Failing to obtain prior approval for distribution or posting of communicative materials
 - b. Wearing or displaying controversial symbols which have caused students to conduct themselves in a disorderly manner, or have contributed to the disruption of classroom procedures, or have interfered with the discipline of the school
 - c. Failing to inform the school administration of the intent to circulate petitions or surveys
 - d. Boycotting of any required class or required school function such as an assembly
 - e. Failing to obtain approval to present a program or assembly
 - f. Failing to obtain permission to hold a demonstration or holding one after having been denied permission
 - g. Failure by any officer of student government, a class, club or organization to abide by all rules established by the School Board, the school or under this code (Possible

Students Conduct Regarding Free Speech, Assembly and Student Publication (cont.):

- removal from office may result at the discretion of the principal, depending upon the severity of misconduct)
- h. Creating a disruption, during any authorized meeting or assembly, which endangers health or safety and/or damages property
2. Publications:
- a. Failing to use discretion in producing any school publication
 - b. Printing articles, pictures or comments which could be harmful or cause embarrassment to others, to the school or the community (NOTE: Students and parents may be liable for civil suit and/or financial damages)
 - c. Failing to obtain approval of contents by principal or his designee before printing of any school publication
 - d. Failing to obtain permission to solicit funds or sell advertisements for school publication
 - e. Failure by any student member of school publication staff to abide by the rules concerning publications.

IN-SCHOOL DETENTION (ISD) - Baker County High School uses an ISD Program as a disciplinary action for Class I and Class II offenses. This is an opportunity for students to continue their schoolwork when their conduct has dictated removal from the classroom setting. A student's absence on his/her day of ISD causes the ISD to move to the student's next day of school attendance. If a student refuses or disrupts in-school suspension, out of school suspension will be assigned and doubled.

OUT OF SCHOOL SUSPENSION -Where the presence of a disruptive student interferes with the orderly discharge of normal school functions; such students shall be suspended forthwith. The school will notify the parent(s) or guardian about the suspension. The following information is to be included in the suspension notification:

1. Nature of offense,
2. The date of the offense, the beginning date of the suspension, and the date on which the student may return to school, and
3. Conditions involving the suspension, such as a possible reduction of suspension following a conference and assurance from the student of a change of attitude.

NOTE: Students who are out of school suspended **MAY NOT** be on the campus of Baker County High School or properties under the supervision of BCHS for the duration of their suspension. This includes

OUT OF SCHOOL SUSPENSION (cont.)

athletic and other extra-curricular activities. Students and/or parents are to contact the principal, for approval, prior to arriving on campus if on-campus needs should arise.

DEBT LIST - A debt list consists of any book, club dues, uniform, miscellaneous fee, etc. that has not been paid by the student at the end of each school year. This list follows the student from school to school until the debt has been paid. **In order to join a club, participate in an athletic sport or school sponsored activity, students must be cleared from the BCHS debt list.** All debts must be paid prior to students receiving their cap and gown. Students debt must be cleared prior to the issuance of a parking permit.

DISRESPECT - Students are expected to show respect to everyone, including all school board employees, visitors, guest, and peers. If a student makes the choice to be disrespectful to a school employee, with or without the use of profanity, they will face serious discipline consequences, which will include: ISD, Out of School Suspension, Behavior Contract, and/or possible placement at the Alternative School, based on the severity of the incident.

DRESS CODE - The dress code of the Baker County School District is an attempt to create a wholesome environment for the education of our youth. Each student is expected to come to school in a neat, clean fashion and wear shoes at all times. Students are prohibited from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment.

PANTS

- Slacks, jeans must be worn without holes, frays, or shreds above the knee.
- Shorts must be hemmed no higher than midthigh.
- All pants are to be securely in place **without** undergarments (including boxers or gym shorts) visible at any time and fastened properly. If pants have to be physically held up, they are NOT in compliance with the dress code.
- No tights, leotards, or opaque bottoms may be worn as pants. In order for these items to be worn, they must be worn under a garment that meets dress code.
- Leggings or jeggings must be worn with a long shirt covering all private areas.
- Any slacks, jeans, shorts, dresses, shirts, or skirts that reveal body imprints are not allowed.

SHIRTS

- Vulgar or inappropriate shirts are not allowed.

DRESS CODE (cont.)

- Shirts or blouses may not ride above the beltline at any time. Bare midriffs or abs should not be visible at any time.
- No cleavage is to be shown at any time.
- All shirts must be worn without excessively revealing holes. Shear or see-through outer garments must have undergarments that meet dress code (Camis do NOT meet dress code and are considered as undergarments and should not be seen).
- No tank tops, halter tops, tube tops, one sleeved shirts, half shirts, crop tops, open-sided shirts or camis are to be worn alone.
- Tops and dresses must have straps that are at least 3 inches wide.

SKIRTS and DRESSES

- Skirt and dress length (including slits) should be no higher than midhigh.
- The top part of any dress must meet dress code for shirts
- Sun-dresses without straps or backless dresses are not allowed. Tops and dresses must have straps that are at least 3 inches wide.
- Dresses and skirts must not be tight or reveal body imprints.

NOTES FOR ALL STUDENTS

All items of wearing apparel should be worn in good taste and not be obscene, vulgar, or detract from one's ability to learn or from the ability of others to learn. Examples of inappropriate wearing apparel include, but are not limited to, the following:

- Apparel with profanity, off-color remarks, pictures, or emblazoned with drug, alcohol, tobacco, or sexually related slogans or gang images
- Apparel displaying violent imagery
- Apparel with disparaging pictures or words which infringe on the ethnicity or beliefs of others
- Bare feet or bedroom slippers are not permitted at any time
- Chains, spiked jewelry, jewelry/body piercing or other items that can create a hazard to self or others
- Hats, hoods, caps, visors should not be worn in classrooms. Students are permitted to wear hats outside of the buildings at BCHS.

DRESS CODE CONSEQUENCE

Students who violate dress code may be sent to the front office to address the dress code violation or find a remedy (Student will be required to change inappropriate garment). If repeated violations occur, discipline actions will be taken.

DUAL ENROLLMENT - Baker County High School is proud to be able to offer to your student the opportunity to be dually enrolled with Florida Gateway College to earn college credits while in high school. The appropriate textbooks are paid for from district funds and offered to students who complete the courses free of charge. It is the student's responsibility to complete the class and earn credit. The cost of college textbooks that are not returned by the required deadline will be added to the debt list and will be the responsibility of the student and parent. If a student makes a D, F or W in any dual enrollment course, he/she will not be allowed to take another dual enrollment course the following semester. The student will then be required to repeat the course he/she earned a D, F, W in prior to being approved for any further courses.

SAFETY/FIRE/TORNADO DRILLS – Safety, fire, and tornado drills will be held regularly as specified in Baker County School Board Policy 8.04 and State Board of Education regulations. All students will comply with established evacuation procedures and the specified instructions of staff personnel.

FREE BREAKFAST/LUNCH PROGRAM – BCHS is a part of the Community Eligibility Provision program that provides free breakfast and lunch to all students.

GRADING SYSTEM - The following district-wide grading system has been adopted by the Baker County District School Board. The numerical equivalents are:

A	90 - 100	4 points
B	80 - 89	3 points
C	70 - 79	2 points
D	60 - 69	1 point
F	0 - 59	0 point

Best GPA

If the average of two semesters accumulates more GPA points than the two semesters individually, or if splitting the semester averages of a year-long course accumulates more GPA points than the final average, then a student can request Best GPA.

HOMEWORK - Homework is an important part of the educational process and is the student's responsibility to complete. Homework

HOMEWORK (cont.)

supplements school lessons, increases academic performance, and teaches responsibility which is an important part of today's world. A student may expect to have homework assignments outside the class in order to experience success at Baker County High School.

INCLEMENT WEATHER - Students may report to the cafeteria when weather conditions deem it necessary for students to be inside the building before school and during lunch.

LIBRARY POLICY - The library at BCHS has been designed for maximum study and research benefits for the students. Internet access is available to all students with a completed Internet/Network Agreement form. It is open to students during their lunch. All students must abide by the policies and decisions set forth by the library staff. Our students are expected to exhibit the same courteous behavior in the library that is expected in the classroom. The library contains thousands of books. We encourage parents to monitor their child's selection of books.

LOST OR STOLEN PROPERTY - All articles that are found should be taken to the Front Office. Lost or stolen items should be reported to the School Resource Officer and an administrator immediately. Articles left unclaimed at the end of the school year will be donated to a charity or similar organization. Any personal item brought to school is the sole responsibility of the student. BCHS will **NOT** be responsible for the loss/theft of any personal items.

LUNCH TIME / CAFETERIA - The cafeteria provides: breakfast, hot lunch, and combo lunch (pizza, burritos, sandwiches, etc.)

- Students entering the cafeteria at BCHS are to maintain certain standards of cleanliness, health, and safety. Students must exhibit courteous behaviors in the cafeteria.
- It is the responsibility of the student to dispose of all trash items properly.
- During lunch, underclassmen students are to remain in the cafeteria. They are not to be in classrooms, band room, or gym. Food must remain in the cafeteria. Seniors are able to use their ID Badge to sit in the picnic table area as a privilege. Failure to keep the area clean or maintain appropriate conduct will result in this privilege being revoked.
- **Food deliveries are not allowed at BCHS.** This includes food delivered by relatives, friends, or companies such as Door Dash.

MEDICATION ADMINISTRATION

All medication, prescription and non-prescription, must be given to and administered only by the school nurse or designee.

Parents are encouraged to talk with their doctor about arranging medication schedules outside school hours. However, medication may be given at school using the following guidelines:

PRESCRIPTION MEDICATION ONLY-

- Medications must be in a labeled bottle with the child's name, medication name, time and dosage to be given. Your pharmacist will be happy to supply you with a duplicate bottle if needed.
- Prescription medication must be provided by the parent in appropriate amounts.

Medication must be delivered by an adult to the school in a prescription bottle with the correct labeling noting student's name, name of medication, time medication is to be given and name of doctor. All medications must be picked up from school by an adult.

NON-PRESCRIPTION MEDICATION-

- May be given with a doctor's note **ONLY**.
- A permission form must be signed by a parent or legal guardian at the school clinic.

Non-prescription drugs may not be given unless prescribed by your physician.

NONDISCRIMINATION IN STUDENT ACTIVITIES - No student enrolled in the Baker County Schools shall, on the basis of race, gender, national origin, marital status, disability, age, or religion, be excluded from participation in or be subjected to discrimination under any curricular, extracurricular, or any other school sponsored activity. This rule shall apply to all present and future course offerings and to all other school sponsored activities in which students are eligible to participate. Equity Coordinator - The Associate Superintendent, Allen Murphy, is designated as Baker County School District's Equity Coordinator. Employees, employment applicants, students, parents, and citizens having questions concerning the Florida Educational Equity Act or its implementation, may contact the Equity Coordinator at the Baker County School District Superintendent's Office, 270 South Boulevard East, Macclenny, FL 32063, or by phone (904) 259-0428, or via e-mail everett.murphy@bakerk12.org.

NOTICE OF LIMITED SUPERVISORY TIMES: This school will provide supervision to its students: during the time he or she is attending school; and during the time the student is on school premises participating with authorization in a school-sponsored activity; and during a reasonable time (30 minutes) before and after a pupil is on the premises for attendance at school or for authorized participation in a school sponsored activity. Students and parents should not rely on additional supervision.

PARENT/TEACHER CONFERENCE - Parent/Teacher conferences can be arranged through the guidance office. Please allow at least one day for a conference to be arranged. Parents are encouraged to set up a conference whenever there is a need.

DRIVING/PARKING PRIVILEGES – Parking on campus is a privilege. In order to receive and maintain that privilege, the student must have a valid operator’s driver license and current year parking permit. Parking permits must be affixed to the vehicle in the proper location. Parking permits will not be issued to students with a restricted license.

Required Documents to receive a permit:

1. Valid driver’s license
2. Current vehicle registration
3. Current Proof of Insurance
4. Minimum GPA of 2.0
5. Cleared on BCHS Debt List
6. Signatures of parent(s)/guardian and the student acknowledging all guidelines and enforcement/consequence policies.

Rules, Guidelines, and Consequences

1. Westside parking lot will be only for OJT permits
2. Back Gym lot will be for all other permits including Seniors
3. Parking permit may be REVOKED by administration for the following but not limited to:
 - a. Frequent tardiness and/or absences.
 - b. Multiple discipline referrals and/or suspensions.
 - c. Reckless/careless driving (speeding, etc.).
 - d. Leaving campus without permission.
 - e. Visiting vehicle during school hours.
4. Once on campus, ALL students MUST EXIT their vehicles and leave the parking lot. Violators will receive a discipline referral.
5. Students MUST park in their ASSIGNED PARKING LOT. Violators will receive a discipline referral.
6. Students are NOT allowed to park on campus without a parking permit. Violators will receive the following:

DRIVING/PARKING PRIVILEGES (cont.)

- a. Discipline Referral.
 - b. Civil Citation.
 - c. The vehicle can be towed at the owner's expense.
7. All vehicles parked on campus are subject to search under reasonable suspicion.
 8. Students/parents acknowledge that they park at their own risk. BCHS is NOT
 9. responsible for any damages or thefts that occur while parked on campus.

Students will be charged an annual \$20.00 fee for a parking permit. After the first 2 weeks of school if a parking pass is not purchased, students will not be allowed to park on campus. Parking permits for work students will be issued separately and for a specific area. Work students must have an ID card to leave the parking area.

NOTE: Parking on campus is a privilege. Administration reserves the right to revoke parking privileges.

PROGRESS REPORTS - Students will receive a Progress Report at midpoint of each grading period. This notice will be issued to the student to be taken to his/her parents. Parents can have access to their student's Skyward account to view grades and attendance throughout the school year. Please contact the Guidance Secretary.

PROM - The Junior class sponsors the prom each year. You must be a Junior or Senior to purchase tickets. Each Junior and Senior is allowed to purchase one (1) guest ticket. All prom tickets are "non-transferable". Ticket numbers and guest lists will be monitored at the prom entrance. A guest must be younger than 21 years of age and cannot be in the middle school or younger. All guest information packets will be reviewed before a ticket can be purchased. Guests may be denied for any previous actions that would be deemed unacceptable behavior, ie. Arrests, Felony Charges, Expulsions, Alternative School Placement, Excessive Referrals, Etc. Students participating in Home Education are not full-time students of Baker County High School, and therefore are not able to purchase a ticket for Prom. Home Education students must be the guest of a full time BCHS student and must have an approved guest information packet in order to attend.

REPORT CARDS - Report cards will be issued at the end of each grading period (9 weeks). Final report cards will be available in the Front Office approximately 2-3 weeks after the last day of school.

SCHOOL BUSES - Riding a school bus is to be considered a privilege for the student. Unacceptable behavior by a student while riding a school

SCHOOL BUSES (cont.)

bus will be reported by the bus driver, in writing, to the Assistant Principal's office. Students who are reported will be subjected to appropriate disciplinary measures. There are no MINOR discipline problems on a school bus. Students must be prepared to: **1)** take responsibility for their actions; and **2)** to accept the consequences of their actions. A bus note is required for any temporary change of student placement on a school bus. All notes will be verified.

SEE SOMETHING, SAY SOMETHING

We ask that any student that sees something that could cause a safety issue to the school, to report it to a Teacher, Administrator or any Staff Member. Also, students can contact the Baker County Sheriff's Office.

STUDENT ACTIVITIES

General Information:

1. Students must have a 2.0 GPA to participate in any extra-curricular activity or field trips.
2. All school debt must be cleared prior to participating in field trips or designated school functions.
3. No one who has been drinking alcoholic beverages or is under the influence of drugs will be permitted to participate in activities or social events. Sponsors and chaperones will be responsible for making this determination.
4. Only full-time BCHS students are permitted to participate in student activities, such as: pep rallies, Homecoming festivities (float building, Cat Growl), Miss BCHS Pageant, fieldtrips, and other activities specific to Baker County High School. Students enrolled in Home Education are not considered BCHS students and are not permitted to participate in these events.

STUDENT GRIEVANCE PROCEDURE - Some students may feel that they have been treated unfairly under the code and other rules and regulations. The following steps provide a fair resolution of student grievances, including complaints alleging any action that would be prohibited by Title IX.

The first step taken by the student is with the member of the staff involved in the unfair action. If the grievance is not resolved after initial contact, the student may involve the parent(s), a guidance counselor, or any other person of the student's choice. If the grievance goes beyond an informal basis, the student must submit a written statement signed by the

parent(s) to the next level of the grievance procedure. The statement must contain:

1. Name(s) of any person(s) involved
- STUDENT GRIEVANCE PROCEDURE (cont.)**
2. Date(s) on which that student feels there was unfair treatment
 3. A brief statement as to why the student feels there was unfair treatment
 4. What corrective action the student would like to see taken

The student will receive a written response to the statement within five (5) school days. If the student and parent(s) feel that they have not received satisfaction at the school level, they may proceed with their grievance, using the due process procedures as outlined in the Title IV grievance procedure, step 2. The student will have ten (10) school days to file a written appeal of any decision with the next level of the procedure.

STUDENT HALL PASSES - A student must obtain an authorized pass signed by his/her teacher AND have their student ID before leaving the classroom. Passes will be limited per teacher discretion. **STUDENTS WILL NOT BE ALLOWED IN THE HALL DURING LUNCH.**

STUDENT IDs

All students must wear their student ID while on campus during the school day.

TEACHER'S RIGHT TO REMOVE STUDENT FROM CLASSROOM (F.S. 1003.32(4)):

A teacher may remove from class a student whose behavior the teacher determines interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn. The teacher must refer the student in question to a committee, consisting of three teachers, for review of their request. The committee's decision is final.

TEXTBOOKS - Textbooks are property of the Baker County School District. Once a textbook has been issued to the student he/she and his/her parents or guardians are responsible for its proper care. Charges for lost or damaged textbooks will be made depending on the condition of the book.

TOBACCO – Tobacco and tobacco-like products are NOT allowed on campus or any school- sponsored event, at any time, this includes Vapes, Juuls, smoking pipes, pens, and nicotine etc. Any student caught with tobacco or tobacco-like products will be served a civil citation by the

School Resource Officer and will be required to report to Teen Court. Students will receive a referral from the administration.

TRANSCRIPTS - Transcripts will be provided free of charge to current year graduates. For a student who graduated prior to the current year, the cost is \$5.00. Transcript requests should be made to the guidance department. The school requires at least one week to provide your request for a transcript.

WITHDRAWAL PROCEDURE - Any student wishing to withdraw from school for any reason will follow these required procedures:

1. Make an appointment with his/her guidance counselor and must have a parent present at the meeting if under 18.
2. At this meeting, the student will be given the appropriate withdrawal form, which must be signed by all of the student's teachers, thus verifying that the teachers have been notified and textbooks have been turned in. A signature from the librarian is also required. When the form is completed, it is to be returned to the guidance office.
3. The student and parent must complete an Exit Interview Form before the withdrawal process can be completed.

NOTE:

Please be advised that the information, policies, procedures, and guidelines, defined in this handbook, are subject to change based on the needs of Baker County High School and/or changes in Baker County School Board policies. Students will be made aware of all changes.