



Banks County High School

STUDENT HANDBOOK

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INTRODUCTION

VISION

“Educating and Empowering for Success”

MISSION STATEMENT

The Banks County School System will meet and exceed the expectations of the people we serve by:

- providing a foundation for lifelong learning
- fostering responsible citizenship
- maximizing individual potential

GUIDING PRINCIPLES

Developing positive attitudes by:

- focusing on success for all students
- promoting a climate of high expectations, respect and dignity

Providing resources by:

- recruiting, employing and nurturing dedicated, highly qualified and professional employees who adhere to professionally recognized standards and board policies
- ensuring a safe, healthy environment for students, teachers and staff
- offering the highest quality instructional resources and tools

Improving student achievement by:

- implementing a challenging curriculum relevant to the lives of students
- emphasizing democratic classroom processes in which students learn independently and through group work while learning to value diversity
- promoting continuous improvement through cooperation among students, parents, educators, and the community

Banks County High School, which has been fully accredited by the Southern Association of Colleges and Schools, Secondary/Middle Commission since 1985, strives to create and nurture an environment, which supports academic, personal, social, and physical excellence. BCHS is a community of learners in which each person has unique gifts, talents, and abilities. The school provides a wide variety of opportunities to develop and improve those gifts.

Banks County High School is committed to academic excellence so that graduates will have the skills necessary to foster economic productivity and personal fulfillment, whether they pursue postsecondary education or enter the work force. A variety of academic electives, vocational classes, special programs, and extracurricular activities are offered to enhance the core requirements for graduation. Students are expected to meet their educational goals by being actively involved in classes, by attending school regularly, and by following the guidelines set in the code of conduct.

The faculty of Banks County High School values each student as an individual, utilizes a wide variety of teaching strategies to integrate the learning styles of students, and encourages individual expression through projects and special programs. In addition, to optimize the learning opportunities for each student, daily lesson frequently integrate the use of technology in classroom activities. Many teachers hold or are working on advanced degrees, and staff development is provided to ensure that teachers are well versed in the most effective teaching strategies, that curriculum is constantly updated, and local, state, and federal policies and procedures are being followed.

The high school strives to communicate effectively with the community through newsletters, the student handbook and academic handbook, the local newspaper, and personal communications. The faculty and administration encourage parental responsibility for student learning, behavior, and attendance. Constant communication and cooperation among the students, parents, and school will ensure that all students have a positive high school experience.

SCHOOL SPIRIT INFORMATION

School Colors: Blue & White

School Mascot: Leopards

ALMA MATER

In the midst of mountain splendor
Our bright colors fly;
Thou, the dearest school in Georgia
Our Banks County High.
Hail, dear High School, Thee we honor,
True and loyal be
To our own fair Alma Mater,
B.C. hail to thee.

Banks County Schools Calendar
2018-2019

First Day of School.....	August 3
Labor Day Holiday.....	September 3
Progress Report.....	September 7
Fall Break.....	October 1 - 5
Report Cards.....	October 12
Progress Report.....	November 9
Thanksgiving Holidays.....	November 19-23
End of Semester.....	December 21
Christmas Holidays.....	December 24 – January 4
Teacher Work Day.....	January 7 - 8
Students Return.....	January 9
Report Cards.....	January 11
Martin Luther King Holiday.....	January 21
Progress Report.....	February 8
President’s Day	February 18
Teacher Planning Day.....	March 11
Report Cards.....	March 15
Spring Break.....	April 1 - 5
Progress Report.....	April 19
Last Day of School/ Graduation.....	May 24
Memorial Day Holiday.....	May 27
Staff Post Planning Work Days.....	May 28-30

STUDENT SERVICES

COUNSELING DEPARTMENT

LOCATION - The Counseling Department is located in the office to the right as you enter the front door of the high school.

GOALS - The counseling department's main function is to assist and to provide information to the students of BCHS. The goals are achieved through individual sessions, small group sessions, support groups, and classroom guidance activities and include:

- to help students grow personally and socially
- to help students develop educational plans
- to help students develop career planning and decision making skills.

SERVICES- The counseling office provides the following for student use:

- career inventories; study skills materials
- college catalogs, videos, and applications
- financial aid and scholarship information
- Georgia Career Information System (GCIS); GA College 411
- information and books about SAT, PSAT, ACT, ASSET and ASVAB

Students are encouraged to take advantage of these resources and to schedule appointments throughout the year. The counselor will schedule appointments with seniors as early in the year as possible. The counseling department operates under an open-door policy and is ready and willing to assist the student body and faculty.

TRANSCRIPT REQUESTS - Request for transcripts must be in writing by the student. No one other than the student may request a student's transcript. No one other than the student may pick up the student's transcript unless permission is given by the student in writing. The following guidelines will be followed for transcript requests:

1. Student must complete a transcript request form four (4) days in advance of deadline. NO EXCEPTIONS!
2. Include name of institution, address and contact person/department.
3. Student must request final transcript to be sent to selected college at the end of the senior year. Upon request, BCHS will include all available SAT I, SAT II, and ACT scores on transcripts; however, the transcript copy of the scores is not considered to be official by many colleges. Some institutions require that students have the scores sent from SAT and ACT testing program directly to the colleges.
4. Currently enrolled students will receive three (3) official transcripts at no charge; a charge of \$3.00 per transcript will be charged thereafter. A charge of \$1.00 per unofficial transcript will be charged thereafter. All graduated students will be charged \$3.00 per transcript.

GIFTED PROGRAM- Referrals to the gifted program may be made by school personnel, parents/guardians, student peers, or by the student himself/herself. For information about the gifted program, contact the school or the Central Office.

INSTRUCTIONAL, SUPPORT AND DELIVERY SERVICES

The Banks County School System provides instructional support and delivery services including:

1. Continuous guidance services beginning with the ninth grade.
2. The purposes of the guidance component are to familiarize students with graduation requirements, to help them identify the likely impact of individual career objectives on the program of studies they plan to follow and to provide annual advisement sessions to report progress and offer alternatives in meeting graduation requirements and career objectives.
3. Record keeping and reporting services that document student progress toward graduation, providing information for the school, parents and students.
4. Diagnostic and continuous evaluation services that measure individual student progress in meeting competency expectations for graduation.
5. Instructional programs, curriculum and course guides and remedial opportunities to assist each student in meeting graduation requirements.
6. Appropriate curriculum and assessment procedures for students who have been identified as having handicaps, which prevent them from meeting the prescribed competency performance requirements.

GEORGIA GOVERNOR'S HONORS PROGRAM (GHP) GHP is a four-week instructional program designed to provide intellectually gifted and artistically talented high school students enriching and challenging experiences not usually available during the regular school term. Teachers may nominate rising juniors and seniors. Students are nominated in a specified instructional area where their abilities and talents lie. Each high school is assigned a nominating quota based on school size. Transcripts of grades and records, nomination forms, endorsements, and other pertinent information are submitted to substantiate the nominations. Local nominees are then sent to statewide screening interviews/auditions. The written evidence and data gathered in the student interviews/audition are used to rank nominees and select finalists. The number of students selected in each instructional area is determined by the ratio of applicants in that area to the total number of applications received. The Preliminary Scholastic Aptitude Test (PSAT) is required.

GEORGIA SCHOLAR PROGRAM To be named a Georgia Scholar currently, a student must have scored a minimum of 1360 on the SAT (math and verbal only in one test sitting) or 31 on the ACT in one test sitting; must have earned 22 units of credit for graduation including three units in Science, one of which must be Chemistry or Physics; four units in Mathematics, including Algebra II; three units in Social Studies consisting of Economics and Citizenship, World History, and U.S. History; four units of English language arts, two units in a single foreign language, one unit in Fine Arts from visual art, music, dramatic arts or dance (which can be waived if Fine Arts are not required) and have maintained an unweighted 3.75 grade point average on a 4.0 scale in all core classes. The student must also have assumed leadership in at least two extra-curricular activities sponsored by the school; assumed leadership in at least two youth activities outside the school, have participated in at least three different interscholastic activities (e.g., athletics, music and literary events, fairs, and exhibits), be registered to vote if 18 years of age, and have shown evidence of self-esteem in day-to-day activities. The Georgia Scholar Program is no longer a scholarship program but recognition only.

GUIDELINES FOR DUAL ENROLLMENT

Program Overview

The Dual Enrollment Program provides for participation in Dual Credit Enrollment for Eligible High School and Home Study students. These students earn postsecondary credit hours and simultaneously meet their high school graduation or Home Study completion requirements as Dual Enrollment students.

State revenues provide funding for this program. The award amount received by eligible students and the total amount of funds appropriated for the program is established each year by the Georgia General Assembly during the prior legislative session and is subject to change during the Award Year.

As the regulations for this program have recently changed, please refer to the Georgia Student Finance Commission's regulations at www.GAfutures.org or contact your school counselor for more information.

SCHOLARSHIPS

Local Scholarships: The Banks County community shows its support of our seniors each year by providing scholarship assistance. There are approximately 35 awards, and the average award is \$500. Seniors apply for these awards in the spring of the year. Also, many seniors receive academic and or athletic scholarship awards to their prospective institutions. Applications are available from the counselor. Students that have not fulfilled the requirements to receive a diploma may not be eligible to receive local scholarships.

HOPE Scholarship: Helping Outstanding Pupils Educationally – is Georgia's unique scholarship program that rewards students' hard work with financial assistance in degree, diploma, and certificate programs at eligible Georgia public and private colleges and universities, and public technical colleges.

Required academic requirements grade point average are as follows: Hope Scholarship: cumulative GPA of 3.0 on a 4.0 scale as calculated by Georgia Student Finance Commission and meet academic rigor requirements; Zell Miller Scholarship: cumulative GPA of 3.7 on a 4.0 scale as calculated by Georgia Student Finance Commissions and meet academic rigor requirements, combined with a 1200 total SAT score in one test sitting or a 26 composite score on the ACT in one test sitting prior to the high school graduation date.

TUTORING & HOMEWORK HELP: An after-school tutoring program is available for students experiencing difficulties in classes. Contact the counseling office or individual teacher of record.

HOSPITAL-HOMEBOUND: Students who have a medically diagnosed physical condition restricting them to home or hospital confinement for a minimum of ten consecutive days may be eligible for homebound instruction. Parents should contact their child's counselor for information and forms to be completed by a physician. Students who meet the criteria and are assigned homebound instruction are not counted absent from school.

Testing 2018-2019

ACT

Website: www.actstudent.org

*administered at BCHS

Test Date	Registration Deadline	Late Registration Deadline Extra Fee
September 8, 2018	August 10, 2018	August 26, 2018
October 27, 2018*	September 28, 2018	October 14, 2018
December 8, 2018	November 2, 2018	November 19, 2018
February 9, 2019*	January 11, 2019	January 18, 2019
April 13, 2019	March 8, 2019	March 25, 2019
June 8, 2019	May 3, 2019	May 20, 2019
July 13, 2019	June 14, 2019	June 24, 2019

SAT

Website: www.sat.org/register

*administered at BCHS

Test Date	Registration Deadline	Late Registration Deadline
August 25, 2018	July 27, 2018	August 15, 2018
October 6, 2018	September 7, 2018	September 26, 2018
November 3, 2018	October 5, 2018	October 24, 2018
December 1, 2018*	November 2, 2018	November 20, 2018
March 9, 2019	February 8, 2019	February 27, 2019
May 4, 2019	April 5, 2019	April 24, 2019
June 1, 2019*	May 3, 2019	May 22, 2019

AP EXAMS

Website: www.ap.collegeboard.org

May 8, 2019	English Literature
May 10, 2019	U.S. History
May 15, 2019	English Language
May 16, 2019	World History

ACADEMICS

COURSE SYLLABI: A course syllabus will be issued to each student in every course during the first week of each semester to provide students and parents information about the nature of each course and course requirements.

END OF COURSE TEST - GA MILESTONES

The End of Course Georgia Milestones program currently includes the following content area assessments:

Mathematics –Coordinate Algebra, Analytic Geometry, Science – Biology and Physical Science; Social Studies – Economics/Business/Free Enterprise and US History; and English – Ninth Grade Literature and Composition and American Literature and Composition.

The purposes of the EOCGA Milestones are to assess student achievement of the Georgia Performance Standards (GPS) and the Common Core Georgia Performance Standards (CCGPS) in the core courses and to provide diagnostic data in support of improved student achievement. No student will be exempt from the End of Course Tests EOCGA Milestones. The EOCGA Milestone will count 20% of the student’s grade for the semester in which the course is completed.

EXAM EXEMPTION POLICY The following guidelines will determine a student’s eligibility for exam exemption:

Exam exemption is a privilege and is left to the discretion of the teacher.

Students must turn in all materials (books, calculators, etc.) before being eligible for exemption. If materials are lost, all fees owed must be paid to be eligible for exemption.

1. A student who has a “90” average or above may be exempt from that term’s final exam provided he/she meets the following criteria:
 - No more than 3 absences (excused or unexcused)
 - No suspensions for the term, ISS or OSS
 - No more than 3 unexcused tardies to the class to be exempted for the term
 2. A student who has an “80” average or above may be exempt from that term’s final exam provided he/she meets the following criteria:
 - No more than 2 absences (excused or unexcused)
 - No suspensions for the term, ISS or OSS
 - No more than 2 unexcused tardies to the class to be exempted for the term
- The teacher has the option to not allow the exam exemption within his/her respective course.
 - A teacher may require additional criteria to be met for the student to qualify for an exam exemption in a particular course.
 - The teacher’s requirements for the exam exemption must be placed within the course syllabus.
 - The regular school day bell schedule is modified during the final exam time to allow students ample time for test completion and to preserve the quality of the learning environment. A testing block will not be interrupted except in emergency situations only as decided by the school administration.

EXAM CRITERIA FOR FINALS

- All courses, excluding courses with EOC/GA Milestones or Pre/Post Growth measures, must have a final exam each semester.
- The final exam will count as 20% of the final grade.
- The 1st 9 weeks of each semester, a performance task may be assigned.
- The 2nd 9 weeks of each semester, a performance task may be assigned, but all teachers will require a written final to be given at the scheduled exam time.
- A copy of the final exam will be submitted to administration for review prior to administering the exam.
- Students must meet all criteria in order to exempt. There are to be no exceptions to this. Teachers have the discretion to require additional criteria to be met for exam exemption in particular courses, provided the additional criteria were noted in the class syllabus.
- No exams are to be given prior to their scheduled time.
- The office will not accept phone calls for students to leave school during exam days.
- Students will not be permitted to take an exam in the morning, sign out, and return for an afternoon exam.
- Students will not be permitted to leave school before the end of the testing block. Do not schedule any appointments that would necessitate your leaving school prior to the end of a testing block.
- Students should complete (with signatures) the appropriate section of the Exam Exemption Permission form that can be obtained in the front office.
- Students must have a medical excuse (from a medical office) in order to make up a final exam.

GRADES- Number grades will be used on report cards, progress reports, and permanent records. Students and parents may check PowerSchool for grade updates and to email teachers. Passwords are necessary to access student information and can be obtained by calling the front office during the regularly scheduled school day.

- A = 90-100
- B = 80-89
- C = 70-79
- F = Below 70 (no credit)

If an incomplete grade is recorded on a student's report card, work must be completed within 14 school days following the end of the semester in order to be counted for a grade or toward course credit. The grade is considered as an "F" for participation in extracurricular competitive activities until make-up work is completed and the required passing grade recorded in the student's permanent record.

GRADE REPORTS AND PROGRESS REPORTS- Grade reports will be issued at 4 ½ week interval. It will be the responsibility of the student to take home grade reports. Parents are encouraged to discuss school achievement with their students. End-of-semester report cards will be issued to the students at the end of 1st semester. At the end of the 2nd semester, report cards will be issued to students unless the student owes any fees.

HONOR GRADUATE CALCULATIONS-Each senior transcript is calculated using a 100-point scale. The following courses are computed in the academic average.

Core Courses

- 4 units Language Arts
- 4 units Mathematics
- 4 units Science
- 3 units Social Studies
- 2 units Foreign Language

Students enrolled in AP/ACCEL and Honors level classes receive a 10 and 3 point weight to the class average respectively. The weighted average will be calculated in the cumulative academic average for honor graduate purposes. Students who have cumulative academic average of 90 or higher over 4 years of high school coursework are honor graduates. The student with the highest academic grade point average at the 3rd nine weeks grading period will be named valedictorian, second highest college prep academic grade point average will be named salutatorian. The third highest college prep academic grade point average will be named the first honorarian.

Failed core courses are calculated into the average. If a student takes additional required core courses, both the courses are used when computing the average.

STAR STUDENT REQUIREMENTS- The school STAR student must be a legally enrolled senior in an accredited Georgia public or private high school. Seniors who are dually enrolled in high school and college are eligible for STAR honors if all other requirements are met and if they take the College Board Scholastic Assessment Test (SAT) on any national testing date through the November testing of the senior year (12th grade). The STAR student must score the highest on one test date (scores may not be combined from two test dates) on the Scholastic assessment Test (SAT) among qualified seniors in the school. In addition, the STAR student must be in the top 10 percent or be among the top 10 students numerically. If the student with the highest SAT score does not meet the top 10 criterion, the student with the next highest SAT score who does meet the criterion becomes the nominee. Ties at the high school, system and district levels are permitted. The Professional Association of Georgia Educators (PAGE) who sets the guidelines for student qualifications sponsors the STAR student program.

GRADUATION: Students must have obtained all needed credits to walk in the graduation ceremony. Student coursework must be completed and grades finalized for graduating students by 12:00 p.m. on the day before the initial graduation practice. All fees must be reconciled before the student will receive a diploma from BCHS.

Banks County High School Graduation Requirements

(Beginning with the Class of 2017)

English/ Language Arts	4 Units
Mathematics	4 Units
Science	4 Units
Social Studies	3 Units
Health/PE	1 Unit
CTAE, Modern Language, and/or Fine Arts	3 Units
Electives	4 Units
Total Required for Graduation	23 Units

- (1) Students who plan to attend college or university will be required to take two units of the same Modern language.
- (2) Students who plan to attend a technical college will be advised to complete a pathway in the related Career Tech area (series consisting of at least three units in one area).
- (3) The fourth science unit may be used to meet both the science and CTAE requirement.

PROMOTION/RETENTION

The Banks County Board of Education recognizes its responsibility of meeting the educational needs of each individual student. Thus, the following promotion standards have been established to provide consistency in instructional emphasis and clear expectations for teachers, parents, and students. Promotions are made on the basis of the ability of the student to do the work at the next level of instruction. The student's movement through the various levels of the school is based upon demonstrated growth in academic achievement, basic skill development, social development, physical development and emotional growth. The welfare of the student is always the primary consideration. Therefore, promotion, accelerated advancement, and/or retention of students are administrative matters.

Hence, the following administrative guidelines are to be used in determining promotion, advancement and retention within the Banks County School System.

(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 the shortest possible time.
- (b) Additional instruction – academic instruction beyond regularly scheduled academic classes that are designed to bring students not performing on grade level, as defined by the Office of 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 which recognizes students' varying interest, readiness levels, and learning profiles

- (d) Grade level – standard of performance, as defined by the Office of Education Accountability, on the Georgia Milestones Assessment System.
- (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 to make placement decisions concerning a student who does not meet expectations on the Georgia Milestones Assessment. This committee shall be comprised of the principal or designee, the student's parent or guardian, and the teacher(s) in the content area(s) in which the student did not achieve grade level on the Georgia Milestones 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.
- (i) SST Committee – the committee established by the local school principal or designee to provide student support for students who are experiencing academic, social, or emotional difficulties. The SST committee will serve as the placement committee except in grades 3,5, and 8 as specified in 20-2-283.

(2) DISTRIBUTION OF TEST DATA BY PRINCIPAL

Each school principal shall distribute student data from standardized test data, such as Georgia Milestones, to teachers prior to the beginning of each school year or within ten (10) days of the receipt of the data if it is not received by the beginning of the school year. Each teacher shall use data to focus instruction on identified student academic

(3) PROMOTION REQUIREMENTS FOR GRADES 9 – 12

- A. Upon entering high school, the student shall be assigned a graduation year. The graduation requirement in effect at the time of entrance shall apply for the student’s entire high school career.
- B. The student shall progress toward graduation on a course-by-course basis.
- C. The student shall take courses based upon academic performance, academic needs, graduation requirements, and previous credit earned.
- D. The student must pass any and all state mandated tests for graduation and must earn the designated number of units required for the diploma and/or the seals sought by the student.
- E. Class assignment shall be made at the beginning of each year based on the following scale:

Grade 9 (freshman)	Promotion/placement from grade 8
Grade 10 (sophomore)	4 or more Carnegie Units
Grade 11 (junior)	10 or more Carnegie Units
Grade 12 (senior)	16 or more Carnegie Units
- F. The parents or guardian of any senior in jeopardy of not passing required courses and/or receiving sufficient credits for graduation shall be notified in writing that the student is in jeopardy of not graduating. The written notice shall be provided as soon as possible but no later than the actual assignment of the failing grade.

ATTENDANCE

STUDENT ATTENDANCE, ABSENCES, AND EXCUSES

The Banks County Board of Education recognizes that regular attendance is critical to student achievement. Students are required to meet all requirements governing compulsory school attendance. 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 duly authorized school official. No student shall encourage or counsel other students to violate this policy.

A. Definitions

1. Excused absence – An absence due to one of the definition listed below with official written documentation (i.e., doctor’s note, court, or other official notices).
 - a. A student has a personal illness that would endanger the student’s health or the health of others.
 - b. A student has a serious illness or death in the immediate family that necessitates absence from school, (i.e., parent, grandparent, brother, sister, and/or family member in the household).
 - c. A student is compelled to be absent due to a court order or governmental agencies, including pre-induction physical examinations for service in the armed forces.
 - d. A student is celebrating a religious holiday necessitating absence from school.
 - e. A student is unable to attend because conditions render it impossible or hazardous to the student’s health or safety.
 - f. A student is registering to vote or voting, for a period not to exceed one day.
 - g. A student is involved in other educationally related activities or events having prior approval of the superintendent.

2. Unexcused absence –

- a. An absence not due to one of the above definitions.
- b. An absence without supporting documentation regardless of the reason.

Absences are unexcused for all other reasons, including but not limited to: (AS REQUIRED BY THE STATE OF GEORGIA)

Missing the Bus	Vacations/Trips	Power Outage
Oversleeping	Babysitting	Car Trouble
Running Errands	Family Visits	Skipping School

B. Daily attendance

A student will be counted present when

1. In attendance at least one half of the instructional day. (4 Hours of instruction)
2. Serving as a Page for the Georgia General Assembly.

Perfect attendance will be determined by the school principal.

C. Absence Procedures

1. Students must bring all notes for absences to the attendance office in order to receive an absence slip.
2. Students may not bring these notes to the office during class time.
3. If a note is not provided within three (3) school days, the absence will be counted as unexcused.
4. A note from a doctor will automatically serve to grant a student excused status for the dates approved by the doctor.
5. A note from a parent or guardian may also document excused illnesses; however, after five (5) days of parent/guardian excuses for the year, only written statements from doctors, court, or school officials will be accepted unless an appeal form is approved.
6. If an absence note is assessed as unexcused, the student may appeal this decision to the principal or designee. The appeal must be presented on the appropriate form to the school secretary within three days. In most cases, the parents will be required to come in for a conference with the principal or school social worker to explain extenuating circumstances. Students will be notified of the result of the appeal by the principal.

D. Tardies: Students are expected to arrive to school and class on time. The following policy will be enforced regarding tardies (unexcused). Excessive tardies will be dealt with accordingly.

Tardy Policy

- **Number of total tardies are counted by class period and will run for each 9 week period.**
- 1st Tardy – Warning
- 2nd Tardy – Teacher will contact Parent/Guardians
- 3rd Tardy – Referral to Administration by teacher (5 days ISS lunch or if the student drives to school a 5 day loss of privilege)
- 4th Tardy - Referral to Administration by teacher (10 days ISS lunch or if the student drives to school a 10 day loss of privilege)
- 5th Tardy (and subsequent tardies) will be considered insubordination with more severe consequences.

****Any student who willfully disobeys the discipline rendered will have ISS/OSS or school service assigned.****

Students who are more than 5 minutes late from class to class will be considered skipping. Also, not reporting to your assigned teacher will be skipping. Students who say they are going one place but are found on another hall or class will be considered skipping.

Tardy Sweeps

To encourage students to get to class in a timely manner, the administration will conduct random tardy sweeps. Students that are “swept up” will receive “lunch detention”, even if it is their first offense.

E. Releasing students

When a student must be absent for a portion of the school day, the following procedures listed below will be followed:

1. A student will be released to a parent/legal guardian.
2. With documented permission from the parent/guardian, a student may be released to a designated person once proper identification is provided to school officials.
3. For a student 18 years of age and lives with a parent or guardian, the parent/guardian will receive a courtesy call to create awareness that the student is leaving school.
4. A student may be released by telephone in an emergency situation with confirmation by the principal that an emergency exists and that the person making the request has the authority to act on behalf of the student. A student may not check out to eat lunch and then return to school.
5. The principal and other school personnel are to use caution and their professional judgment before releasing a student. If there are any indications that the safety of a student may be threatened, the student will not be released.
6. All students must have approval of the principal/designee before being released and must sign out in the office.

F. Make-up work

A student shall not be penalized academically for excused absences. It is the **student's responsibility** to ask for make-up work upon return. Make-up work is due by the end of the unit of study. If a student is unable to meet this deadline, the teacher may assign an alternate assignment to be completed in the afterschool program. Unit tests and labs may be made up at the discretion of the teacher at a time mutually agreed upon by teacher and student.

G. Truancy Follow-up

In order to ascertain the cause of absences, to encourage good attendance, and to address truancy problems, the following procedures may be followed:

- a. The attendance clerk will check attendance daily and telephone the absent student in order to ascertain the reason for the absence. The attendance clerk will document telephone call and information learned on the telephone log. The attendance clerk will remind the parent/guardian of the attendance policy and the importance of attending school.
- b. At the end of each week, the teacher will review his/her class log for students that have accumulated three (3) unexcused absences. The teacher will notify the parent/guardian that the student has accumulated 3 unexcused absences.
- c. When a student accumulates five (5) unexcused absences, the attendance clerk will notify the principal and the principal or designee will send a letter and a copy of the Notification of Compulsory Attendance Form to the parent/guardian. The parent/guardian and students (over the age of ten by September 1st) will be asked to sign and return the form to school. After two attempts to obtain the parent/guardian signature, the school will send the attendance letter and the Notification of Compulsory Attendance Form via certified mail. The school will maintain a copy of the letter and certified mail receipt as documentation.
- d. When a student accumulates seven (7) unexcused absences, the school will refer the student to the school social worker. The referral should include all supporting documentation (i.e., acknowledgement letter, signed statement of consequences and penalties, doctor excused, health and emergency card, and/or etc.) The school social worker will coordinate the Attendance Support Team Meeting (AST). Each school will establish an

Attendance Support Team (AST) co-chaired by the school social worker and a school administrator. The team will be responsible for monitoring and implementing policies to reduce truancy at the applicable school. The team will assess each truancy case and develop strategies and interventions to correct the student's truancy. The parent/guardian will receive a letter from the school social worker indicating that the Attendance Support Team will be meeting to review his/her student's attendance. The parent(s)/guardian(s) will be asked to attend this meeting. If the parent(s)/guardian(s) fail to attend this meeting the AST committee will determine if the case needs to be referred to the court system for violation of Georgia's Compulsory Attendance Law.

e. When a student accumulates ten (10) unexcused absences, the principal or designee will telephone the parent/guardian about the absences and discuss the importance of attending school on a daily basis. The principal or designee will email the School Social Worker that the student has accumulated 10 unexcused absences. The School Social Worker will reconvene the Attendance Support Team to review the case and determine if the case should be referred to the court system.

f. After ten (10) unexcused absences in a semester, the principal/designated administrator shall notify the School Social Worker. The School Social Worker shall coordinate a parent(s)/guardian(s) conference in order to develop an attendance contract. At a minimum this conference shall include the parent(s)/guardian(s), the principal, a teacher and the school social worker. The attendance contract shall specify terms of school attendance, parent responsibilities, school responsibilities, time frame for referral to the District Attorney's Office and to the Juvenile Court Services (for students between the ages of 5 and 16) should unexcused absences persist. If the Student Support Team (SST) process has not already been initiated, the above-mentioned conference where the attendance contract is developed may become a part of the SST process. The attendance contract shall be placed in the student's permanent record. The School Social Worker shall keep a copy of the contract on file. Failure of the parent(s)/guardian(s) to reach an agreement concerning attendance or failure to attend the conference shall result in immediate referral to the District Attorney's office and Juvenile Court Services (for students between the ages of 5 and 16).

g. At the end of the school year, the principal, the counselor, and the school social worker shall develop a list of students with chronic attendance problems, (i.e., students who were absent 20 or more days in a school year). The parent(s)/guardian(s) shall be notified that (a) chronic absences are a problem and (b) poor attendance has a negative effect on the student academic success.

h. The parent(s)/guardian(s) of any student who was absent 20 or more unexcused days the previous school year shall be contacted in order to develop/revise an attendance contract. A conference to develop the attendance contract shall be scheduled within the first 10-student day of the school year. At a minimum, this meeting shall include the parent(s)/guardian(s), the school social worker, a teacher and the principal/designated administrator. The attendance contract shall be filed in the student's permanent record. Copies of the attendance contract shall be given to the School Social Worker and the parent(s)/guardian(s).

i. The school counselor shall establish and hold regular attendance meetings with the identified students and/or parents. The school counselor shall provide individual and group counseling to the identified students. The school counselor shall explore ways to improve attendance and provide incentives to encourage good school attendance.

Certificate of Attendance/ADAP Cards:

A student must have a completed, notarized copy of the Certificate of Attendance form to obtain a Georgia Driver's permit or license. The 1st certificate of attendance form for both the learners permit and driver's test are free. Thereafter, a \$1.00 will be charged for each additional form requested. Certificates will not be available without a three (3) day notice. The ADAP card is earned through the student's health class – it is the student's responsibility to keep up with the ADAP card. ADAP cards are required for a student to obtain a Georgia Driver's License.

Below is a list of procedures a student must follow to obtain their Certificate of Attendance form from BCHS.

1. Obtain a Certificate of Attendance form from the Attendance Office.
2. Properly complete the student information on the attendance form.
3. Return form to Attendance Office and allow five (5) school days to complete the Certificate of Attendance form.
4. Pick up completed attendance form and give original copy to the Driver's License Bureau when applying for either a driver's permit or license.
5. Students with summer birthdays should apply for a certificate of attendance before leaving school for the summer. The certificate of Attendance can be picked up in the front office or mailed with final report card at the parent's request.

Revocation or non-issuance of permit or license:

As required by state law, if a minor (15-17 years of age) commits at least one of the following offenses, a Certificate of Non-Compliance will be sent to the Department of Public Safety for the revocation or non-issuance of a Georgia Driver's permit or license. This suspension will last until the student reaches the age of 18 or is reinstated by the Department of Public Safety. Such a student is one who:

1. Has been suspended from school for:
 - a. Threatening, striking, or causing bodily harm to a teacher or other school personnel.
 - b. Possession or sale of drugs or alcohol on school property.
 - c. Possession or use of a weapon on school property or during a school function.

SCHOOL ACTIVITIES

CLUBS AND ORGANIZATIONS: Banks County High students are encouraged to participate in any of several clubs. Some clubs are open to any interested students, while some have membership requirements. Many of the clubs meet during club time, after school or during lunch. The following clubs are available at this time:

- **Beta** – National honor club that recognizes and encourages academic achievement and community service. Beta club sponsors needy families at Christmas.
- **Book Club** – Students interested in pursuing and sharing a passion of literature.
- **Chess Club** –The purpose is to expand learning and to provide sportsmanship.
- **Drama Club** – Students interested in theatrics.
- **FBLA** – Bringing business and education together in a positive relationship through innovative leadership and career development.
- **FCA** – Introduces students to Christian values.
- **FFA** – Developing student’s potential for leadership, personal growth, and career success through agricultural education.
- **HOSA** – A national student organization for students interested in pursuing careers in health professions.
- **JLOP** – Focus on service toward others along with a Christian emphasis on personal lives.
- **World Languages and Cultures Club** – The purpose of the club is to introduce students to languages and cultures from around the world.
- **Spanish Club** – Enhance interest in the language and culture.
- **Student Leadership Team** – For students interested in working with administration to enhance school climate and culture.
- **Interact Club** – The purpose is for students to learn more about technology and help produce the student news.

Homecoming and Prom: For Homecoming and the Junior-Senior Prom, students may bring a date who is not a BCHS student, provided the students register the guests at the announced times before the dance. Guest will be required to be enrolled in high school and/or under the age of 21. The administration reserves the right to approve or deny guest from the school event. Students and dates may be required to show I.D. to enter.

Prom will be held Saturday, April 13, 2019 from 7:00-11:00 PM at the Classic Center inAthens, GA.

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. In cases of disruptive, disorderly or dangerous conduct not covered in the 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.

Each principal shall support the authority of each teacher to remove a student from the classroom who interferes with the teacher's ability to communicate effectively with students in the classroom and who disrupts the opportunity for other students to learn.

System policies and procedures related to teacher removal of students from class shall be implemented and disseminated to faculty, staff, parent/guardians, and students.

PROGRESSIVE DISCIPLINE PROCEDURES

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior or a particular student and will take into account the student's discipline history, the age of the student and other relevant factors.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

The following disciplinary actions may be imposed for any violation of this Code of Conduct:

- Warning and/or Counseling with a School Administrator or Counselor
- Loss of Privileges
- Isolation or Time Out
- Temporary Removal from Class or Activity
- Notification of Parents
- Parent Conference
- Detention/Saturday School
- Temporary Placement in an Alternative Education Program
- Short-term Suspension
- Referral to a Tribunal for Long-term Suspension or Expulsion
- Suspension or Expulsion from the School Bus
- Referral to Law Enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

We encourage parents/legal guardians to inform their children of the consequences, including potential criminal penalties of underage sexual conduct and crimes for which a minor can be tried as an adult.

Student Behavior Code of Conduct

It is the purpose of the Banks County School System to operate each school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy which requires all schools to adopt codes of conduct which requires students to conduct themselves at all times in order to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district.

The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in the Code of Conduct.

The Code of Conduct is effective during the following times and in the following places:

- At school or on school property at any time;
- Off school grounds at any school activity, function or event and while traveling to and from such events;
- On vehicles provided for student transportation by the school system and at all school bus stops;

Also, students may be disciplined for conduct off campus which is felonious or which may pose a threat to the school's learning environment or the safety of students and employees.

The Banks County Board of Education in compliance with the law (20-2-751.2) is authorized to refuse to enroll a student under a discipline order from private schools in Georgia and public schools outside of Georgia in which the student was previously enrolled. The Banks County Board of Education may enroll the student and subject the student to provisions of the disciplinary order (suspension, expulsion) from the previous school or school system.

Administrators must inform school personnel to whom a student is assigned if the student has been convicted or adjudicated to have committed a felony act.

The Banks County School Superintendent shall fully support the authority of principals and teachers to remove a disruptive student from the classroom, including establishing and disseminating procedures.

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

The Banks County School System will distribute a student code of conduct and parents will be provided with a form on which the student's parent or guardian may acknowledge their receipt of the code and the local school shall request that the form be signed and returned to the school.

PBIS

To achieve Banks County School System district's mission, "Educating and Empowering for Success", we must view our schools as places where students learn and practice responsible behavior. In order to build a positive school climate, our system recognizes the need to approach behavior in a proactive manner by explicitly teaching and modeling behavioral expectations for students. As a district, we are utilizing the guidelines provided by School-wide Positive Behavioral Interventions and Supports (PBIS) to help establish and build upon already existing positive learning climates within each of our schools.

School-wide PBIS is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school’s sense of safety and support improved academic outcomes. Using the PBIS framework, schools develop practices to prevent problem behavior and to teach and reinforce expected behaviors consistently across school settings. The PBIS plan will include: teaching school expectations, reinforcing appropriate student behavior, using effective classroom management and positive behavior support strategies by providing early intervention for misconduct and appropriate use of consequences.

In order to implement and sustain PBIS school-wide, each school has an appointed leadership team who receives training on the components of PBIS. This team meets monthly and quarterly with the PBIS district coordinator. The team analyzes, evaluates and shares data with staff members to make decisions in order to continually improve school climate.

Each school has developed a matrix that defines three to five school-wide behavioral expectations. The matrix defines expected behaviors in specific settings throughout the school. These expectations are taught, reinforced and acknowledged when expected behavior is demonstrated.

The overarching goal of our schools is to ensure the academic success and the social competence of all students. PBIS is the organizational framework for each school to develop a positive learning community and promote success for all students.

Expectations of Students

	Classroom	Technology	Hallway	Restrooms	Cafeteria	Arrival/ Dismissal
Be Courteous	Respect Others-Speak at appropriate times	Communicate Appropriately	Respect Physical Space-Keep hands to yourself	Keep the Restroom Clean	Use Appropriate Voice Volume-Speak softly	Arrive On Time at school 7:50AM
Be Honorable	Actively Participate in Learning	Take Care of the Equipment	Use Appropriate Language-use encouraging words	Respect the Facility-Put only toilet paper in toilet	Respect the Cafeteria Staff-Say please and thank you	Report Directly Designated Area
Be Accountable	Be Ready to start Class-Have your Chromebook on and charged	Follow Procedures and rules	Use Appropriate Voice Volume-speak softly	Report any misuse or damage	Keep your area clean	Follow Bus area/Car area rules
Be Motivated	Do your Best At All Times-Complete all assignments	Engage in Learning	Keep it Moving	Get in and Get Out	Stay Seated	Keep it moving
Be Prepared	Have Materials Prepared for Class	Use for Learning-only appropriate school sites	Walk on the Right Side of the Hall	Use as a Necessity between classes	Pay for your items	Follow the Dress Code

DEFINITION OF TERMS

Academic Integrity: Banks County High School is dedicated to promoting a rigorous learning environment by providing student with appropriate instructional experiences, materials, encouragement and the guidance necessary to be successful. Students' responsibilities include coming to school prepared to learn, putting forth an honest effort in every class, and exercising academic honesty.

Assault: Any threat or attempt to physically harm another person or any act which reasonably places another person in fear of physical harm. (Example: 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 physically harms the other person. (Example: fighting)

Behavior Support Process: a student support process for identifying and addressing the behavioral needs through providing integrated resources that promote behavioral change.

Bullying: The Banks County Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

Bullying is defined as follows: An act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
 - b. Has the effect of substantially interfering with a student's education;
 - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening education environment; or
 - d. Has the effect of substantially disrupting the orderly operation of the school.

Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, at the person's option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

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 a 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 an alternative school.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

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

Cell Phones & Electronic Devices: Cell phones and electronic devices may be used as instructional tools by the teacher. Inappropriate use of these devices in the classroom cause disruptions to the learning environment and will be handled accordingly. Teachers can and will take up cell phones or electronic devices from students who are causing a disruption to the learning environment.

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 the student's attendance before school or after school. Students are given one day's warning so that arrangements for transportation and be made by the parents or guardians.

Disciplinary Order: any public or private school or school system order that imposes short-term suspension, long-term suspension, or expulsion upon a student in such school or system.

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

Dress Code: The administration in grades K-12 has the authority to determine inappropriate dress or dress that presents a distraction or safety hazard. Students are expected to be clean, neat, and appropriately dressed at all times. Students and parents are expected to use good judgment in choice of dress and ensure that the student's attire conforms to the guidelines in this policy.

1. See-through or mesh clothing are not permitted.
2. No part of an undergarment should be visible.
3. Midriffs, backs, sides, and chest must be covered
4. Garments that have low necklines and expose cleavage are not permitted.
5. Shorts and skirts should be worn at the length that is mid-way between hip and knee.
6. Tights, leggings, may be worn when covered by appropriate length dress, skirt, shorts, or top.
7. Sleepwear and bedroom slippers are not permitted.
8. Clothing which displays emblems or advertises alcohol, drugs, sex, tobacco, or other abusive substances; has obscene, vulgar or suggestive writing, pictures or emblems are prohibited.
9. All pants/shorts/skirts must be worn at the waistline.
10. Bandanas, sunglasses, and other accessories may not be worn in the building.
11. Students may be asked to remove head coverings.
12. Shirts, dresses, and other tops with "spaghetti straps" are not permitted.
13. Pants/shorts/skirts/dresses that have holes in them above the knee must be patched. No part of an undergarment or skin should be visible.
14. Any object or ornament that is capable of being used as a weapon including, but not limited to, heavy chains or jewelry with spikes or can be used as drug paraphernalia is not permitted.
15. Topcoats, dusters, trench coats and/or heavy coats shall not be worn inside the building since the school is climate controlled. Jackets or sweaters may be worn.
16. Masks or face paint may not be worn.

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 drugs.

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.

Fireworks: The term "fireworks" means any combustible or explosive composition or any substance or 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 compounds and tablets and other devices containing an explosive substances.

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 (ISS): Components of the ISS program are as follows:

1. Students must bring necessary textbooks and study materials when reporting to in-school suspension.
2. Students are ineligible to return to regular classes until time in ISS is completed. If, for any reason, a student leaves school early, he/she must make-up the entire day.
3. Additional days may be assigned for violations of ISS rules.
4. Some reasons for ISS are: smoking, truancy, flagrant violation of school rules, general disruptive influence, violation of dress code, defiance, disobedience, school vandalism, and general inappropriate behavior at school functions.
5. Lunch will be served in the ISS room or in the cafeteria before or after regularly schedules student lunch times.

ISS During Lunch: An administrator may assign a lunch detention that will be served during the student's lunch. In that event the student goes to the cafeteria and picks up a lunch and takes it to the ISS classroom.

Items NOT PERMITTED at school:

1. Blankets
2. Ponchos
3. Skateboards
4. Pacifiers or other mouthpiece type items
5. Curling irons, flat irons, or other electrical grooming tools
6. Sports equipment brought to school by students should be housed in the room of the appropriate coach.
7. Guitars must be taken to the band room.

Loitering: Going on any school campus without authorization – trespassing.

OUT OF-SCHOOL SUSPENSION (OSS): Removal of a student from the regular school program for a period not to exceed 10 days (short-term) or for a period 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. Students are not to be on school campus or other locations of school activities.

Physical Violence: Intentionally making physical contact of an insulting or provoking nature with the person or another; or intentionally making physical contact or physical harms were in defense of himself or herself, as provided in Code Section 16-3-21.

System's Early Intervention Program for Student and Parent: This early intervention program is for youth ages 12-18 and their parents/guardians. 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 dirk, 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 sticks, metal knucks, 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 nunchaku, or fighting chain, throwing star or oriental dart, or any weapon of like kind.

Behavior Which Will Result in Disciplinary Actions

Discipline Offenses are listed with the minimum and maximum disciplinary action that may be imposed for the offense.

Behavior: Activating a fire alarm under false pretenses or making a bomb threat

Consequences: OSS to referral to disciplinary tribunal. Legal authorities may be contacted.

Behavior: Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature.

Consequences: ISS to referral to disciplinary tribunal.

Behavior: Assault, the act of threatening to strike, attack, or harm any person including threats of bodily harm and/or sexual assault, of teachers, administrators, other school personnel, other students, or persons attending school-related functions.

Consequences: Immediate suspension and automatic referral to a disciplinary tribunal if a student is alleged to have committed an assault upon a teacher or other school personnel. If a student is alleged to have committed an assault upon another student or a person attending a school-related function penalty may range from detention to referral to Disciplinary Tribunal. Legal authorities may be contacted.

Behavior: Battery, any physical force or violence applied to a person including sexual battery, of teachers, administrators, other school personnel, other students, or persons attending school-related functions. This could include jostling, tearing clothes, seizing or striking another person.

Consequences: Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed battery upon a teacher or other school personnel. If a student is alleged to have committed battery upon another student or a person attending a school-related function penalty may range from ISS to referral to disciplinary tribunal. Legal authorities may be contacted.

Behavior: Bullying – 1) Any willful attempt to threaten to inflict injury on another person, when accompanied by an apparent present ability to do so; or 2) any intentional display of force which would give the victim reason to fear or to expect immediate bodily harm.

Consequences: Detention to referral to disciplinary tribunal. Georgia law mandates that upon finding 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 an alternative school.

3 offenses in any combination of (bullying, threat/intimidation, harassment, fighting) may result in a referral to a disciplinary tribunal.

Behavior: Bus misconduct—Failure to comply with rules of bus safety or student conduct behavior code.

Consequences: Warning to referral to disciplinary tribunal.

Behavior: Cell Phone & Electronic Device Violations:

Consequences:

1st Offense – Verbal Warning and teacher confiscates the device for the remainder of the class period.

2nd Offense – Turned in to office and released to parent/guardian no sooner than the end of the school day.

3rd Offense – 1 day ISS and device released to a parent/guardian no sooner than the end of the school day.

4th Offense – 2 days ISS and device released to a parent/guardian no sooner than the end of the school day.

If a student refuses to surrender the cell phone upon the request of the teacher or administrator, further disciplinary consequences will be assigned.

At no time will any student operate a cell phone or other electronic device with video or picture taking capabilities in a locker room, restroom, or other location where such operations may violate the privacy right of another person.

If a student has been deemed using a cell phone for the purpose of inappropriate picture/video taking or academic fraud, that student will not be allowed to be in possession of a cell phone or electronic device while on school grounds during school hours for the remainder of the school year. Failure to follow this policy will result in disciplinary action.

With reasonable suspicion, the administration of BCHS has the authority to search items brought on school grounds, including cell phones & electronic devices

Behavior:Criminal law violations—a student who has committed a violation of the criminal law and whose presence on the school campus may endanger the safety of other students or who cause substantial disruption to the school operation may be subject to disciplinary action.

Consequences: ISS to referral to disciplinary tribunal.

Behavior: Explosive Device/Bomb – A student shall not supply, possess, handle, use, threaten to use, or transmit any explosive device or item that ejects or releases a spray, foam, gas, spark, fire, smoke, odor, etc. By way of illustration, such devices or items shall include, but are not limited to, bullets ammunition of any type, fireworks of any type and size, smoke bomb, paint bomb, stink bomb, any type of homemade bomb, or item which by virtue of its shape or design gives the appearance of any of the aforementioned (e.g., fake bombs, fireworks, etc.).

Consequences: OSS to referral to disciplinary tribunal. Legal authorities will be contacted.

Behavior:Fighting – All parties involved in fights are subject to the consequences below regardless of who started the fight. Verbal name calling leading to a fight will be subject to the consequences of fighting. Acts of retaliation will be subject to the consequences of fighting. Retaliation is not self-defense. Recording a fight may result in discipline as well. Additional consequences may result depending on the circumstances related to the fight. (i.e. weapons, severe injury, school disruption, etc.)

Consequences: 1st offense- Minimum 3 days OSS.
 2nd offense- Minimum 5 days OSS.
 3rd offense-Long Term Suspension/ Hearing Tribunal

Behavior:Disrespectful conduct—responding in a rude and impertinent manner toward teachers, administrators, other school personnel, other students, or persons attending school-related functions.

Consequences: Detention to OSS.

Behavior:Gambling—playing any game of skill or chance for money or anything of value or possession of gambling devices.

Consequences: Detention to OSS.

Behavior:Giving false information to school officials. This offense covers, but is not limited to, such acts as falsifying school records, forging signatures, making false statements, and using an unauthorized computer or password.

Consequences: ISS to referral to disciplinary tribunal.

Behavior:Inappropriate bodily contact or public display of affection between or among students including, but not limited to, sexual contact or assault. Sexual misconduct between or among students on school property or away from school which may adversely affect the education process or endangers the morals, health, safety or well-being of other students, teachers, or employees within the school system.

Consequences: Warning to referral to disciplinary tribunal.

Behavior:Inappropriate Dress—Dressing in a manner that disrupts the teaching and learning of others.

Consequences: Warning to OSS.

Behavior: Insubordination, (failure of the student to comply with a reasonable directive). Disorderly conduct, disobeying school rules, regulations, or directives; disobeying directives given by teachers, administrators, or other school staff including failure to follow administrative guidelines and protocol for medication.

Consequences: Loss of privileges to OSS.

Behavior: Loitering and/or going on any school campus without authorization -- trespassing. A student is not allowed to enter the premises of a school other than his/her school, unless prior permission is received from an administrator of the school to be visited. A student may not enter any school building on weekends or after school hours without authorization.

Students should not be at the bus ramps unless they are riding the bus.

Consequences: ISS to referral to disciplinary tribunal. Legal authorities may be contacted.

Behavior:Parking and traffic violations – Each student who chooses to park a vehicle in a Banks County School parking lot must purchase a parking permit. Parking permits may be issued yearly or by semester but must be renewed upon expiration. **Parking is a privilege that may be revoked at any time by the principal and/or his/her designee. Students receiving ISS or OSS may lose their parking privileges (5 days for 1st offense, 10 days for 2nd offense, remainder of semester or year for 3rd offense.)**

Parking privileges may be revoked for attendance. After the 5th unexcused absence students will lose their parking privileges for 10 days and upon the 10th unexcused absence students will lose their parking permits for the remainder of the year.

Students are responsible for the contents of their vehicle. **Parking a car on campus subjects it to search at any time and without further notice to owner.** Students are to observe all safety guidelines while operating a car on campus and all parking guidelines.

Consequences: Warning to revoking of parking privileges to referral to discipline tribunal.

Behavior:Possession or use of alcohol/drugs/substances/ paraphernalia -- “Drugs” shall mean all substances including, but not limited to, alcohol, and alcoholic beverages, prescription drugs, over-the-counter drugs, look-alike drugs, any substance represented as a legal or illegal drug, inhalants, pills, tablets, capsules, and all other legal and/or illegal drugs or substances. Drug related paraphernalia includes, but is not limited to, pipes, water pipes, clips, rolling paper, etc., and other items used or related to drug use. A student is in violation of this section if he/she is in possession of drugs or under the influence of or using drugs or substances thought to be drugs or represented to be drugs; and/or sells or attempts to sell and/or distributes drugs or substances represented to be drugs by the seller or distributor and/or thought to be drugs by the buyer or receiver. For over-the-counter or prescription drugs prescribed to the student, the student will be in violation of this policy, if there is an intent to distribute, sale, pass as an illegal or another substance. All medications should be kept in their original container in the front office.

Consequences: ISS to referral to disciplinary tribunal. Legal authorities may be contacted.

Behavior: Possession or use of tobacco/ lighters in any form including imitations or paraphernalia.

Consequences: ISS to OSS.

1st Offense – one (1) day ISS

Subsequent Offenses – (same year) – will lead to further disciplinary consequences and may constitute a referral to juvenile court.

Behavior: Possession or use of a weapon or dangerous instrument—“Weapons” means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edged razor, razor blade, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star, oriental dart, or any weapon of like kind, and any stun gun or taser.

Consequences: ISS to referral to disciplinary tribunal. Legal authorities may be contacted. Georgia law requires expulsion for not less than one calendar year for any student who is determined to have brought a weapon to school. The Banks County Board of Education may modify this requirement on a case-by-case basis.

Behavior:Repeated violations/misbehavior or violation of disciplinary probation.

Consequences: ISS to referral to disciplinary tribunal.

Behavior:School and classroom disruption or disturbance. Acts which cause disruption of the school environment and/or threaten the safety or well-being of other students which may include sit-downs, walk-outs, rioting, picketing, inciting disturbances, threats, pranks, or actual violence during period of disruption.

Consequences: Detention to referral to disciplinary tribunal.

Behavior: Selling of food/ drink by students. Students are not allowed to sell unauthorized food or drink on school property.

Consequences: ISS to OSS.

Behavior:Skipping/ Not Reporting/ Walking Out of Class – Students who are more than 5 minutes late to class will be considered skipping. Also not reporting to your assigned teacher will be skipping. Students who say they are going one place but are found on another hall or class will be considered skipping. Students are expected to report to each class as scheduled including correct lunchtimes. Students may not leave class without permission.

Consequences: Silent Lunch to OSS.

Subsequent Offenses in the same year will be considered insubordination and further disciplinary consequences will be rendered.

Behavior:Theft/burglary/extortion/arson—Theft, attempted theft of public or private property; burglary or attempted burglary; extortion or attempted extortion; setting fire or attempting to set fire to public or private property on or used by the school.

Consequences: ISS to referral to Disciplinary Tribunal. Student must make restitution for damage to school property. Legal authorities may be contacted.

Behavior:Unexcused absence, chronic tardiness, skipping class, leaving campus without permission.

Consequences: Grades 9-12: Detention to OSS.

Behavior:Use of profane, vulgar, obscene words or indecent exposure. Such use includes profane, vulgar, obscene words or gestures, indecent exposure, possession and/or distribution of profane, vulgar, or **obscene** material, or other similar materials, items, or gestures.

Consequences: Detention to referral to disciplinary tribunal.

Behavior:Vandalism/Graffiti—Damaging or defacing personal or public property: destruction, attempts to destroy, and/or threats to destroy school or public property which may include such actions as: vandalism, graffiti, damaging or defacing school property or private property on or used by the school, tampering with and/or destruction or alteration of computer programs and/or data; using an unauthorized network; attempts to break into the school system computer network; loss/destruction of textbooks, library books, or media resources.

Consequences: Detention to referral to disciplinary tribunal.

Behavior: Violation of ACADEMIC INTEGRITY – Banks County High School is dedicated to promoting a rigorous learning environment by providing students with appropriate instructional experiences, materials, encouragement and the guidance necessary to be successful. Students’ responsibilities include coming to school prepared to learn, putting forth an honest effort in every class, and exercising academic honesty.

I. Honor Pledge:

**“I have not given or received any unauthorized help on this assignment.
Furthermore, I affirm that all work is my original work.”**

Violation of Academic Integrity results when a student has copied other’s school work, having or using notes during a test, using the ideas, data or language of another without proper acknowledgement, etc.

Consequences:

A. First offense

1. Teacher notifies the administration.
2. Parents/Guardians are notified.
3. Student receives 1 day of ISS where the student will be required to complete an alternate assignment provided by the teacher.
4. The student will be required to successfully complete the academic honesty tutorial.

B. Second Offense

1. Teacher notifies the administration.
2. Conference with teacher, parent(s)/guardian, student, and principal or assistant principal will take place.
3. Student receives 2 days of ISS and possible extended lunch detention.
4. The student will be required to successfully complete the academic honesty tutorial.
5. The student will be required to complete an alternate assignment provided by the teacher.

C. Third offense

1. Teacher notifies the administration
2. Conference with teacher, parent(s)/guardian, student, and principal or assistant principal will take place.
3. Student receives 3 days of ISS and lunch detention for an extended period of time.
4. The student will be ineligible for any academic awards.
5. The student will be ineligible for Honor Graduate status.

Behavior: Physical violence to a school bus driver or other school employee or official while on a school bus.

Consequences: If a principal determines that the act was intentional, referral to the hearing tribunal is required. According to Georgia law, if a student is found to have committed an act of physical violence while on a school bus, he or she shall be expelled from the Georgia public school system for the remainder of the student’s school years. A tribunal composed of three certified personnel is required for all alleged acts of physical violence against a school bus driver, other school employee or official while on a school bus. The finding of fault and intent by the tribunal and its recommendations for punishment must be submitted to the local Board of Education. If a student is expelled for all of his or her school years by the tribunal, the Banks County Board of Education may opt to allow the student to attend an alternative program. In the absence of a K-6 alternative education program the Board may permit a student to reenroll in the school system. If the student is in grades K-8, the Board may permit a student to reenroll upon reaching ninth grade. Additionally, students committing acts of physical violence against school employees must be referred to juvenile court authorities.

Behavior:Bullying/ physical assault/ battery while on a school bus or at school.

Consequences: Warning or referral to a hearing. A meeting between parents or guardians and school official is required. The purpose of the meeting is to develop a school bus behavior contract for the student. Contract provisions must provide for appropriate progressive discipline and may include assigned seating, ongoing parental involvement and suspension from riding the bus.

Behavior: Verbal assault or disrespect toward the bus driver or other persons on the school bus or unruly behavior on the bus.

Consequences: Warning to referral to a hearing tribunal.

Behavior:Using electronic devices during the operation of a school bus in a manner that might interfere with the bus' communications equipment.

Consequences: Warning to OSS.

Behavior:Using mirrors, lasers, flash cameras or any other light or reflective device in a manner that might interfere with the school bus driver's operation of the school bus.

Consequences: Warning to OSS

Behavior:Gang/Gang Related Activity – Gangs, groups or individuals who intimidate, advocate or promote activities which potentially disrupt the learning environment, threaten the well-being of persons or property, and which lead to the intimidation of others are harmful to the education process.

BCHS has a zero tolerance policy regarding gang or gang-related activities. This includes all school functions on or off campus of which BCCHS is a part. The following is strictly prohibited and will not be tolerated:

- Any act of violence that might be determined as gang-related
- Any intimidating behavior that might be considered gang-related
- "Flashing gang signs" – hand signals, etc.
- Possession of any gang writing on notebooks, book-bags, articles of clothing; possession of gang handbooks, etc.
- Wearing of any apparel that might be determined as gang-related. This includes bandannas, gang colors of any kind, or other articles of clothing or accessories known to be indicative of gangs or gang related activities.
- Any effort to recruit gang members is strictly prohibited.

Consequences: Violation of the above rules may result in suspension out of school up to 10 days and referral to a Disciplinary Tribunal for possible long-term suspension or expulsion. When appropriate, violators will be turned over to local law enforcement.

In order to maintain a safe campus, the administration has the right to determine inappropriate behavior and add additional rules and consequences for all behavior deemed inappropriate.

DISCIPLINE – STATE CODES

- (01) Alcohol-** Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, beverages or substances represented as alcohol. Students under the or consumption of intoxicating alcoholic influence of alcohol may be included if it results in disciplinary action
- (02) Arson-**Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary devices. (Note: Possession of fireworks or incendiary devices must be reported as "Possession of Unapproved Items". Use of such items should be reported as Arson.)
- (03) Battery-** Intentional touching or striking of another person to intentionally cause bodily harm. (Note: The key difference between battery and fighting is that fighting involves mutual participation.)
- (04) Breaking & Entering-** Burglary Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft). (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.)
- (05) Computer Trespass-** Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s) or data
- (06) Disorderly Conduct-** Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others. (Includes disruptive behaviors on school buses)
- (07) Drugs, Except Alcohol and Tobacco-** Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics; or any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school.
- (08) Fighting-**Mutual participation in a fight involving physical violence where there is no one main offender and intent to harm (Note: The key difference between fighting and battery is that fighting involves mutual participation.)
- (09) Homicide-** Killing of one human being by another
- (10) Kidnapping-** The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will.
- (11) Larceny / Theft-**The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence or bodily harm. (Note: The key difference between larceny/theft and robbery is that the threat of physical harm or actual physical harm is involved in a robbery.)
- (12) Motor Vehicle Theft-** Theft or attempted theft of any motor vehicle
- (13) Robbery-** The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. (Note: The key difference between robbery and larceny/theft is that the threat of physical harm or actual physical harm is involved in a robbery)

(14) Sexual Battery- Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent.

(15) Sexual Harassment- Non-physical and unwelcome sexual advances, lewd gestures or verbal conduct or communication of a sexual nature; requests for sexual favors; gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment.

(16) Sex Offenses-Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual.

(17) Threat / Intimidation- Any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to harm or violence without displaying a weapon and without subjecting the victim to actual physical attack.

(18) Tobacco- Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school.

(19) Trespassing-Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.)

(20) Vandalism- The willful and/or malicious destruction, damage, or defacement of public or private property without consent.

(22) Weapons-Knife- The possession, use, or intention to use any type of knife

(23) Weapons-Other -The possession, use, or intention to use any instrument or object that is used or intended to be used in a manner that may inflict bodily harm (does not include knives or firearms)

(24) Other Incident for a State-Reported Discipline Action - Any other discipline incident for which a student is administered corporal punishment, detention, in-school or out-of-school suspension, expelled, suspended for riding the bus, assigned to an alternative school, referred to court or juvenile system authorities, or removed from class at the teacher's request (pursuant to O.C.G.A. 20-2-738)

(25) Weapons-Handgun- Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. NOTE: This definition does not apply to items such as toy guns, cap guns, bb guns and pellet gun [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]

(26) Weapons-Rifle/Shotgun- The term "rifle" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term "shotgun" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger. [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]

(27) Serious Bodily Injury- The term "serious bodily injury" means bodily injury that involves a substantial risk of death, protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

(28) Other Firearms- Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921. Includes any weapon (including started gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (Note: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks). [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]

(29) Bullying - A pattern of behavior, which may include written, verbal, physical acts, or through a computer, computer system, computer network, or other electronic technology occurring on school property, on school vehicles, at designated school bus stops, or at school related functions that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm or visibly bodily harm

(30) Other - Attendance Related- Repeated or excessive unexcused absences or tardiness; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions

(31) Other - Dress Code Violation- Violation of school dress code that includes standards for appropriate school attire

(32) Academic Dishonesty- Receiving or providing unauthorized assistance on classroom projects, assignments or exams

(33) Other - Student Incivility- Insubordination or disrespect to staff members or other students; includes but is not limited to refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth

GENERAL INFORMATION

HOME SCHOOL: Students who enroll from home school or an unaccredited private school will have their transcripts evaluated on an individual basis. A placement test may be required.

TEXTBOOKS: Textbooks may be used as a classroom set or issued for individual use. When a student is assigned an individual book, which is stamped and numbered, the student is responsible for lost and/or damaged books. Prices for textbooks are determined from the Georgia Textbook List, according to the condition when issued.

STUDENT DROP-OFF AND PICK-UP: Students should be dropped off and picked up at the front of the building only. Dropping off or picking up at in other location (bus loading, student parking lot) is a safety concern and will not be allowed.

BUILDING ACCESS: Students arriving at school before 7:50 am should report immediately to the cafeteria. Student drop-off and pick-up is located in the front of the building. The classroom wings of the school building are off limits before the first bell of the morning and during lunches except by pass from a teacher or administrator. Students should leave campus immediately at the end of the school day unless they are involved in an after school activity under the direct supervision of a faculty member.

ELECTRONIC DEVICES: Student possession of, cell phones, I-pods, I-pads, etc. are permitted as long as they are not deemed to be causing a disruption to the learning environment or a safety issue. Banks County High School is not responsible for lost or stolen electronic devices.

CHANGE OF ADDRESS: Students must inform the office as soon as possible if they change their address, telephone number, or emergency contact information.

EMERGENCY SITUATIONS: Banks County High School has an emergency management plan with provisions for tornadoes, fire, and other emergency situations. All teachers have instructions pertaining to this plan. Students should follow all directions of teachers during a drill or actual emergency.

HALL PASSES: Students are not permitted in the halls during class periods unless a teacher accompanies them or have been given a hall pass by the teacher to show permission has been given for the student to be out of the classroom.

HEALTH AND EMERGENCY FORM: Each student is required to complete the health and emergency form that accompanies this handbook. Information on this form is used to locate parents in the case of an emergency, to allow trained emergency staff to provide service to students, and to update students' permanent records. All information is considered confidential. The return of this form to the office is mandatory; students will not be allowed to check out unless a form is on file. If there are legal restrictions on who can pick up students, the information should be clearly indicated on the form. Only the persons listed on the form may check out a student.

LOCKERS: Students will have the opportunity to rent a locker at the beginning of the school year. **Rental fee = \$5.00.** Lockers are the responsibility of the assigned student, and students are not to share lockers or the combination to the lock. Lockers should be closed and locked at all times. Students are financially responsible for damage to lockers. The school is not responsible for items left in lockers; valuables should not be left in lockers. School officials may search lockers without a search warrant, without notice, and without consent. **P.E. lockers will be available =\$2.00 rental fee.**

LOST AND FOUND: Items found in and around the building will be brought to the office and kept for a maximum of 3 weeks. Items may be claimed before or after school or during lunch. Students should report any lost items immediately to the school receptionist.

In order to curb theft it is the student's responsibility to secure all items including electronic devices. BCHS will NOT be responsible for lost or stolen items left in classes, hallways, or the gym.

LUNCH/BREAKFAST: BCHS serves nutritious lunches and breakfasts with a variety of entrees. Students may eat breakfast between 7:30 and 8:00. Breakfast will not be served after 8am. Free and reduced price meals are available for those who qualify. **Parents are encouraged to complete and return forms to the cafeteria.**

BCHS does not recognize an open campus lunch

Students may not leave campus during their lunch period. All students will stay in the lunchroom until the end of the respective lunch period. In addition:

1. Students will be expected to take their proper place in line and not go ahead of other students already in line. Running in order to get in line first will not be allowed.
2. Students are expected to use acceptable table manners.
3. Everyone should clean their immediate area before leaving the table.
4. All food and litter is to be disposed of properly.
5. Loud talking and misbehavior will not be permitted.
6. Students cannot sell unauthorized food or drink.
7. **Students cannot check out to go eat lunch and return to school.**

No food other than a sack lunch will be permitted in the cafeteria; no delivery of food such as pizza will be permitted.

The Banks County Food Service Program

The Banks County School System is committed to providing a nutritious meal to each student each day. However, in order to accomplish our objective, we will need your cooperation. For example, if you feel that your children qualify for free or reduced meals, simply take a few minutes and complete a meal application form. Meal applications are available at each school office and lunchroom. It is only necessary to complete one meal application per family. The completion of a single application will cover all of your school aged children attending Banks County Schools. Once the meal application is completed, please return it to any of your children's lunchroom manager or school office as soon as possible! If you need any assistance completing the meal application process, please contact your child's lunchroom manager at your earliest convenience. **If your child received free or reduced meals during the 2017-2018 school year, you must submit a new application before September 14, 2018 or services will expire after this date.** It is the responsibility of the parent or guardian to ensure that a new application is completed each year and returned to a lunchroom manager as soon as possible! If your family's income changes during the school year and the change in financial status may qualify your child for free and reduced meals, please contact the lunchroom manger in order to obtain a free or reduced meal application. If your child accumulates more than twenty meal charges without payment, your child will receive an alternate meal until all charges are paid or a meal application is approved. If a free or reduced meal application is approved, all charges accumulated prior to the approval must be paid!

Banks County Meal Pricing 2018-2019

Student Breakfast at all schools = \$1.60

Adult Breakfast - \$2.50

BCPS Student Lunch = \$2.25

BCES Student Lunch = \$2.25

BCMS Student Lunch = \$2.50

BCHS Student Lunch = \$2.50

Adult Lunch = \$4.00

Reduced Breakfast = \$.30

Reduced Lunch = \$.40

Visitor Pricing: Breakfast = \$2.50

Lunch = \$4.00

Students leaving school for summer break owing more than \$ 5.00 in outstanding meal charges may have their report cards held until charges are paid.

MEDICATION: Banks County teachers or school designees may administer drugs prescribed by a doctor only if all of the following requirements are met:

1. All routine and intermittent medications shall be in the original labeled container from the pharmacy. Written instructions from a doctor as how to administer, amount, time, etc., must be shown on the medication container label.
2. No medication, including over the counter medication, shall be given without written parental permission. According to DHR nurse protocols, the school nursing staff may administer medications as indicated on the School Nurse Consent Form.
3. The administration of any medication will be documented on the medication log maintained in the school office. This log will indicate date, time, name of medication and signature of person administering the medication.
4. No aspirin shall be given without a physician's order.

The Banks County Board of Education recognizes the necessity of providing individualized medical procedures ordered by a licensed physician to promote physical comfort for optimum learning.

In order to provide the aforementioned medical procedures the following is required:

1. The parent shall provide a copy of the physician's order for the requested procedure.
2. Medical procedures shall be done only with written parental permission.
3. Only qualified individuals who have undergone initial and follow-up training for these procedures shall perform.
4. Training shall be individualized depending upon student need. Personnel shall receive training provided by qualified system designee and/or health care professional.
5. Personnel shall be evaluated annually to assure proper techniques of procedure.
6. All medical procedures shall be documented on the appropriate form at the time of completion and shall be filed in a pre-designated confidential area as determined by the principal.

MESSAGES: Students and their families are encouraged to communicate daily plans and schedules with one another prior to coming to school. The school receptionist cannot serve as a message service. Only true emergency messages will be delivered to students during class periods. Any non-emergency message will be held until the end of the day. Students will be notified but the school does not accept responsibility if a student does not check with the office for their messages.

MONEY AND VALUABLES: Students are discouraged from bringing money to school unless absolutely necessary. Students taking physical education are to turn valuables over to the instructor for safe-keeping or get a lock for your locker to secure valuables during the time the class is being conducted.

PARKING PASSES: Parking on campus is a privilege. Driving privileges are awarded at the discretion of the school administration and may be revoked if students break any of the following rules or use a vehicle to break school rules or policies. Students must make application during the first two weeks of school and pay a fee of **\$50.00** for the school year or **\$30.00** for 2nd semester only, before a permit will be assigned to them. The following rules will be enforced:

1. **NO PASS, NO PARK: Students must be passing 5 out of 7 classes at the end of each 9 weeks.** Parking on campus will not be allowed until at least 5 class grades are passing.
2. **Students may not return to the parking lot** during the school day without permission from the administration. This includes students leaving early.
3. **Buses and pedestrians always have the right of way.**
4. The **administration has the right to search student vehicles as** indicated by the searches and interrogation policy listed in the Student Handbook.
5. Drivers should be courteous and cautious at all times: speed limit is 10 mph on campus. Loud mufflers, tire squealing, or loud stereos are not allowed.
6. Drivers and passengers must leave the vehicle and parking lot immediately upon arrival and report to the building using the entrance in the CTAE wing. **After the school day begins, students must enter through the front entrance and report to the attendance office.**
7. Any reassignment of parking spaces can only be done by the administration. Spaces are non-transferable. A student may not lend, give, or sell a parking permit to another student for any reason.
8. **A vehicle must not occupy more than one space.** This includes parking over the line on either side or to the front.
9. **Parking permits must be displayed** at all times.
10. Efforts are made to ensure parking lot security; however, Banks County School System and **Banks County High School assume no responsibility for damage, loss, or theft.** If an accident occurs on campus, it is up to the individuals involved to settle damages.
11. *Excessive tardies and/or absences, failing grades may result in loss of parking privileges. (Refer to Student Handbook).*

SCHOOL CLOSING PROCEDURES: On mornings when road conditions and safety considerations indicate a possible need to close schools, the following procedures will be followed in reaching a decision: 4:30 – 6:00 a.m.

- Banks County Emergency Management Agency, the Banks County Sheriff's Department, and the Georgia State Patrol are contacted by the system Director of Transportation.
 - Director of Transportation along with other employees check road conditions for buses. Banks County Emergency 911 will also be relaying road conditions as reported by law enforcement.
 - Director of Transportation updates and discusses conditions with superintendent and associate superintendent.
- 6:00 – 6:15 a.m.
- The superintendent or his designee makes the decision about whether or not school will be in session. Local and area radio and television stations will be notified by the superintendent or his designee only if schools will be closed for the day. Parents/Students will also be notified of school closing via the phone notification systems. *Every attempt will be made to publicize the decision by 6:00 a.m., but changing weather patterns may occasionally require a later time. Check radio and TV stations or www.banks.k12.ga.us for closings.
- On days when it is obvious that school will not be in session that next day, an announcement will be made by 6:00 p.m. via the above media outlets.
- If schools are closed for emergency conditions, all school events, practices, and games are cancelled for that day, as well as use of facilities by other organizations. *Radio and TV stations will not announce which schools are open.

No notification means school is open.

PROCEDURES FOR EARLY OR DELAYED DISMISSAL

With safety as our primary focus, it is sometimes necessary to dismiss early or retain students because of bad weather or other emergencies. When such circumstances occur, the following procedures will be followed by the school system:

1. The superintendent, or his designee, makes the decision that school dismissal will be early or delayed due to impending emergency conditions.
2. The transportation director notifies bus drivers to report to the schools. Each bus is equipped with a two-way radio that allows staff to communicate about road conditions or problems.
3. Central office staff will notify schools that school dismissal will be early or delayed.
4. Central office staff will notify radio stations about early or delayed dismissal announcements. The projected dismissal times for all schools will also be announced. **Please listen to local radio stations for information so that school, central office and Emergency 911 telephones remain available for emergency communications.**
5. Students who are picked up must be signed out in the school office before they can leave.
6. Parents should develop a plan that includes how children who are transported via bus will be supervised. It is vitally important that a house key be conveniently available to children so they do not have to remain outside.
7. Parents are encouraged to meet children at main roads.
8. Should roads become too hazardous for buses to travel, students will be retained at school until roads are passable. If conditions prevent students from being transported home, the school will become an emergency shelter for the night.
9. The principal and other designees will remain at school until all students have arrived home or until cleared by the superintendent's office to leave school.

SCHOOL BUS PROCEDURE: Students are eligible for transportation by school bus provided they live in Banks County. Bus routes are established based on the following guidelines:

The student must live on a state or county-maintained road with adequate space for the bus to turn around.

The road must be wide enough for the bus and another vehicle to pass.

The transportation of students is an important function in our school system. Every precaution must be taken to see that students are transported safely. The same behavior is expected on the school bus as is expected in the classroom. Therefore, it is important that students abide by the bus discipline policies as outlined below.

Conduct on the Bus

- Students shall obey the bus driver.
- Assigned seating will be at the discretion of the bus driver.
- Student must remain in seat and not change seat unless directed by the bus driver- and then only if the bus is stopped.
- Student shall keep voices low and avoid shouting or whistling.
- Students shall not "rough house", push, fight, throw objects, or use profane or abusive language.
- Students shall not eat or drink on the bus.
- Students shall not bring class containers of any kind on the bus.
- The use of tobacco is forbidden
- Gum is forbidden on the bus.
- Students will be permitted to carry only books and other items related to school work which can be held in the students lap and do not take up seat space. Large musical instruments, large sports equipment, and live animals will not be transported.

**School bus transportation is a privilege afforded by the Banks County Board of Education.
Student transportation is not a right.**

The purpose of the guidelines is to help create a safe environment while transporting students.

The following include the possible consequences administered by the school administrator:

- **FIRST OFFENSE:** The administrator shall take the proper disciplinary action based on the nature or severity of the offense which may include a warning to suspension from riding the bus.
- **SECOND OFFENSE:** The administrator may suspend the student from riding the bus for at least 3 days.
- **THIRD OFFENSE:** The administrator may suspend the student from the bus for at least 5 days.
- **FOURTH OFFENSE:** The administrator may suspend the student from the bus for at least 10 days.
- **FIFTH OFFENSE:** The administrator may suspend the student from the bus for at least 30 school days.

Days of suspension not served will carry over to the next school year.

Students wishing to get off a bus at a different location must provide a note from a parent/ guardian to the receptionist as early in the morning as possible. The note must contain the child's name, the location of drop off, the different bus number, and a parent/ guardian contact number. All notes must be verified by the receptionist by 2:30 pm or the student will not be able to ride an alternate bus without the note from the receptionist.

SCHOOL INSURANCE: Student insurance is available for all students if their families choose to purchase it. The school system provides this as a service for our students, receives no proceeds for the service, and is not responsible for claims. For convenience, claim forms may be obtained in the school office. Parents should submit all claims directly to the insurance carrier.

SEARCHES AND INTERROGATIONS: As stated in Banks County Board of Education Policy JCAB, “to maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may conduct student searches and interrogations. The BOE authorizes searches based on reasonable suspicion and may proceed without hindrance or delay. School authorities have the authority to conduct inspections and searches of cars brought on campus, book bags, handbags, articles carried upon their persons by students, lockers, desks, and other school property used by the student at all times without further notice to students or parents. Such searches may be conducted using “drug-sniffing” dogs or metal detectors. The Banks County BOE reserves the right to use “hand-held” metal detectors and “drug sniffing” dogs throughout the school day and at any function including activities which occur outside normal hours or off the school campus if school officials have reasonable cause to believe that drugs, other contraband, improper substance, or items are on or near campus or school-sponsored activity.”

STUDENT SALES: Students are prohibited from selling items at school according to law as set forth by the State Board of Education. This rule includes students bringing toys and/or collectibles to sell or trade with other students.

TELEPHONES: The office telephone is a business phone and should be used by pupils only in cases of an emergency with the permission of an administrator. Students will not be called from class to receive a phone call unless there is a serious emergency. See discipline code for further information regarding possession of cellular phones or other electronic devices.

VISITORS: For the protection of the students and security in the school, state law mandates that any person entering the building during the school day come through the main entrance and go directly to the office before visiting any other part of the school. A visitor’s pass must be obtained from the office before going to any classroom or other part of the building, and visitors should come back by the office to sign out before they leave. Students are NOT allowed to have visitors during the school day.

VISITS TO COLLEGES: Seniors may have three days for college visits during the school year. Juniors may have two days for college visits during the school year. Sophomores may have one day for a college visit. To request permission for an excused absence for a college visitation, students are required to complete a College Attendance form prior to the scheduled visit. The College Attendance form can be picked up in the Attendance Office and must be completed by the student, signed by teachers and parent/guardian. Completed forms must be turned into the administration office at least three days before the scheduled visitation. Upon returning from the visit, it is the responsibility of the student to provide documentation from the college confirming the visit before the absence will be considered excused as instructional time.

STUDENT SUPPORT PROCESSES

The Banks County Board of Education provides a variety of resources which are available at every school within the district 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 Response to Intervention Teams, school counselors, chronic disciplinary problem student plans.

Statement of Non-Discrimination

Banks County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding any of the programs below or any grievances should be made to the assistant superintendent, Dr. Ann Hopkins, ahopkins@banks.k12.ga.us, at the Banks County School System at **(706) 677-2224**, Banks County Board of Education, 1989 Historic Homer Highway, Commerce, GA 30529.

- Perkins Act—Career, Technical and Agricultural Education
- Title I, Part A: Improving Academic Achievement of Disadvantaged Students
 - Basic Programs
- Title I, Part C: Education of Migratory Children
- Title I, Part D: Neglected and Delinquent
- Title I, Part F: Comprehensive School Reform
- Title II, Part A: Professional Development for Teachers, Principals, and Others
- Title II, Part D: Enhancing Education Through Technology
- Title III, Part A: Language Instruction for Limited English Proficient (LEP)
- Title IV: Safe and Drug Free Schools
- Title V, Part A: Innovative Grants
- Title VI, Part B: Rural Education Achievement Program (REAP)
- Title X, Part C: McKinney - Vento Homeless Assistance Act
- Title IX: Gender Equity in Education
- Section 504
- IDEA: Special Education

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the principal a written request that identifies the record(s) they wish to inspect. The principals will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the principal clearly identify the part of the record they want changed and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administrates FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

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. The Section 504 Coordinator may be contacted through the school system’s central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

Parent’s Right to Request a Teacher’s and a Paraprofessional’s Qualifications:

By law, LEAs are required to notify parents of their ‘Right to Know’ the professional qualifications of the student’s classroom teachers. In Georgia, within 30 calendar days from the start of school, LEAs are required to notify parents in all schools that they may request, and the LEA will provide the parents on request, information regarding the professional qualifications of the student’s classroom teachers or paraprofessionals, including at a minimum, the following:

Whether the student’s teacher—

- has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- is teaching in the field of discipline of the certification of the teacher.

Whether the child is provided services by paraprofessionals and, if so, their qualifications.

LEAs should as best practice:

- Notify parents in multiple ways in order to ensure that all parents have the opportunity to receive the information. This may include, but is not limited to a LEA or school handbook, a letter mailed home, inclusion in a newsletter or brochure, posting on a website, and/or a school-wide email.
- Notify parents in a format that is accessible in language and format and ensures the notification, or document that contains the notification, includes the point of contact information by position, the school or LEA name, the day, month and year of notification.
- Maintain records that document the dissemination of the Right to Know notifications in multiple forms to the parents of all students.

Complaint Procedures

Revised July 22, 2017

A. Grounds for a Complaint

Any individual, organization or agency (“complainant”) may file a complaint with the

Banks County Board of Education if that individual, organization or agency believes and alleges that a local educational agency (“LEA”), the state educational agency (“SEA”), or an agency or consortium of agencies is violating a Federal statute or regulation that applies to a program. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

B. Federal Programs for Which Complaints Can Be Filed

1. Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies
2. Title I, Part B, Subpart 3: Even Start Family Literacy
3. Title I, Part C: Education of Migrant Children
4. Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
5. Title I, Part F: Comprehensive School Reform
6. Title II, Part A: Teacher and Principal Training and Recruiting Fund
7. Title II, Part D: Enhancing Education Through Technology
8. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement
9. Title IV, Part A, Subpart 1: Safe and Drug Free Schools and Communities
10. Title IV, Part A, Subpart 2: Community Service Grants
11. Title IV, Part B: 21st Century Community Learning Centers
12. Title V, Part A: Innovative Programs
13. Title VI, Part A, Subpart 1, Section 6111: State Assessment Program 2
14. Title VI, Part A, Subpart 1, Section 6112: Enhanced Assessment Instruments Competitive Grant Program
15. Title VI, Part B, Subpart 2: Rural and Low-Income Schools
16. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children

C. Filing a Complaint

A complaint must be made in writing and signed by the complainant. The complaint must include the following:

1. A statement that the LEA, SEA, agency or consortium of agencies has violated a requirement of a Federal statute or regulation that applies to an applicable program;
2. The date on which the violation occurred;
3. The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation);
4. A list of the names and telephone numbers of individuals who can provide additional information;
5. Whether a complaint has been filed with any other government agency, and if so, which agency;
6. Copies of all applicable documents supporting the complainant’s position; and
7. The address of the complainant.

The complaint must be addressed to:

Stan Davis
 Banks County Board of Education
 102 Highway 51 South
 Post Office Box 248
 Homer, Georgia 30547

Once the complaint is received by the Banks County Board of Education, it will be copied and forwarded to the appropriate program director.

D. Investigation of Complaint

Within ten (10) days of receipt of the complaint, the Director of Federal Programs or his or her designee will issue a Letter of Acknowledgement to the complainant that contains the following information:

1. The date the LEA received the complaint;
2. How the complainant may provide additional information;
3. A statement of the ways in which the LEA may investigate or address the complaint; and
4. Any other pertinent information.

If the complaint involves other entities, the LEA will also send a copy of the Letter of Acknowledgement to the other entity, along with a copy of the complaint. The LEA will contact the other entity to clarify the issues and review the complaint process. If the complaint cannot be resolved through this contact, the LEA will invite the entity to submit a written response to the LEA, and to provide a copy of the response to the complainant.

Appropriate LEA staff will review the information and determine whether:

1. Additional information is needed;
2. An on-site investigation must be conducted;
3. Other measures must be taken to resolve the issues raised in the complaint; or
4. A Letter of Findings can be issued.

If additional information or an investigation is necessary, the LEA will have sixty (60) days from receipt of the information or completion of the investigation to issue a Letter of Findings.

If the Letter of Findings indicates that a violation has been found, corrective action will be required and timelines for completion will be included. Either the 30-day or the 60-day timelines outlined above may be extended, if exceptional circumstances exist. The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

E. Right of Appeal

If an individual, organization or agency is aggrieved by the final decision of the LEA, that individual, organization or agency has the right to request review of the decision by the Georgia Department of Education. The review is at the Department's discretion. For complaints filed pursuant to Section 9503 (20 U.S.C. §7883, complaint process for participation of private school children), a complainant may appeal the LEA decision to the Georgia Department of Education no later than thirty (30) days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the LEA decision and include a complete statement of the reasons.

PSC Developed Procedure for Students Reporting Inappropriate Employees Behavior

“20-2-751.7(a) The Professional Standards Commission shall establish a state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities. Each local school system shall be required to implement and follow such state mandated process and shall include the mandated process in student handbooks and in employee handbooks or polices.

Student Reporting of Acts of Sexual Abuse or Sexual Misconduct

- (a) Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at this/her school.
- (b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal’s designee, and shall submit a written report of the incident to the school principal or principal’s designee within 24 hours. If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent’s designee.
- (c) Any school principal or principal’s designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G. A. 19-7-5 or 20-2-1184 shall be investigate immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal’s designed shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division

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 Dr. Ann Hopkins at the following address:

102 Highway 51 South
 P.O. Box 248
 Homer, GA 30547
 706.677.2224
 ahopkins@banks.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.
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.

USE OF COMPUTER RESOURCES

The Banks County Board of Education believes in preparing students for success in life and work in this technological information age. This entails providing access to a wide variety of media resources, including electronic media and the Internet. All personnel and students must conform to all guidelines for acceptable use of electronic equipment, devices, and other resources. Definition: Acceptable use is defined as the use of computers, access to the Internet, e-mail, and other electronic transmission devices by teachers, students, and staff, to support education and research consistent with the educational objectives of the Banks County School System. Use for commercial activities or personal use or gain is prohibited.

Both students and employees are expected to follow legal, ethical, system and school rules regarding use of the Internet and other electronic media. Students who fail to abide by such rules may be subject to disciplinary action, including revocation of use of privileges, suspension, criminal charges, and/or other appropriate actions. Employees violating the rules may be subject to disciplinary action, up to and including termination and/or criminal charges.

The use of computing resources of the Banks County School System is a privilege, which is conditional on the individual's compliance with State and Federal Law and the Board of Education regulations. Faculty, students, and staff must realize and acknowledge that the Banks County Schools' computing resources are provided strictly for the support of academic, administrative, and instructional support activities. Any other use is a violation of this policy. Additionally, only approved software and other electronic media will be used for instruction. Software and media from any other source is prohibited. Finally, use of the Internet must have a defined educational purpose that supports the instructional program. Personal e-mail will not be permitted. The use of electronic mail by students will be permitted only if it is directly stated in the QCC Objectives and/or is based on planned and supervised instructional objectives developed by the teacher.

There is a wide range of material available on the Internet. Some of the material may not be consistent with the values of the families of the students. The Board of Education restricts access to material that is not appropriate in the school environment and has installed blocking software to limit inappropriate material. The Board of Education cannot totally assure that the student will not gain access to these materials. Hence, the parents will be notified of the availability of access to the Internet and the policies governing its use. Parents who do not want their child to have access to Internet instructional activities must complete, sign, and return to school a form developed by the school and made available to parents stating that their child shall be denied access to the Internet. If the form is not completed and returned, the child shall have access to the Internet. The child will not be penalized in any manner for this request not to have access to the Internet and an alternative educational resource will be provided.

This policy shall be distributed by the principal to all personnel and reviewed during a scheduled faculty meeting. Students and parents shall annually be made aware of this policy and forms distributed regarding access to the Internet.

Banks County Schools

Computers and Network Resources

Student Acceptable Use Guidelines

Please read the following carefully. Violations of the Acceptable Use Guidelines may cause a student's access privileges to be revoked, disciplinary action and/or appropriate legal action may be taken. Any student who utilizes the computer lab(s) or any computer equipment at the school must be aware of certain policies for use of the equipment and/or facilities. Procedures are in place for the protection of students and equipment. Students will be held accountable for any violation of the following policies (as would be the case for any classroom disciplinary matter). A student and his/her parents will be responsible for damages and will be liable for costs incurred for service or repair.

Students are only allowed to utilize the computers and network to retrieve information and run specific software applications as directed by their teacher. Students are not permitted to go into the operating system to look around, run programs, or attempt to do anything they are not specifically authorized to do.

Students bringing electronic memory devices from outside the school must have them scanned for viruses by an authorized staff member prior to their use on a computer or the network.

Safety Issues:

1. Any online communication should always be at the direction and with the supervision of a teacher.
2. Never provide last name, address, telephone number, or school name online.
3. Never respond to, and always report to the teacher or parent, any messages that make you feel uncomfortable or that are from an unknown origin.
4. Never send a photo of yourself or anyone else.
5. Never arrange a face-to-face meeting with someone you met online.
6. Never open attachments or files from unknown senders.

Examples of prohibited conduct include but are not limited to the following:

- A. Accessing, sending, creating or posting materials or communications that are:
 1. Damaging to another person's reputation,
 2. Abusive,
 3. Obscene,
 4. Sexually oriented,
 5. Threatening or demeaning to another person's gender or race,
 6. Contrary to the school's policy on harassment,
 7. Harassing, or
 8. Illegal
- B. Using the network for financial gain or advertising.
- C. Posting or plagiarizing work created by another person without their consent.
- D. Posting anonymous or forging electronic mail messages.
- E. Attempting to read, alter, delete, or copy the electronic mail messages of other system users.
- F. Giving out personal information such as phone numbers, addresses, driver's license or social security numbers, bankcard or checking account information.
- G. Using the school's computer hardware or network for any illegal activity such as copying or downloading copyrighted software or violation of copyright laws.
- H. Loading or using games, public domain, shareware or any other unauthorized program on any school's computer or computer system.
- I. Purposely infecting any school computer or network with a virus or program designed to damage, alter, destroy or provide access to unauthorized data or information.

- J. Gaining access or attempting to access unauthorized or restricted network resources or the data and documents of another person.
- K. Using or attempting to use the password or account of another person or utilizing a computer while logged on under another user's account.
- L. Using the school's computers or network while access privileges have been suspended.
- M. Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.
- N. Altering or attempting to alter the configuration of a computer, the operating system, or any of the software.
- O. Attempting to vandalize, disconnect or disassemble any network or computer component.
- P. Utilizing the computers and network to retrieve information or run software applications not assigned by their teacher.
- Q. Providing another student with user account information or passwords.
- R. Connecting to or installing any computer hardware, components, or software which are not school system property to or in the district's technology resources without prior approval of the district technology supervisory personnel

Water Coolers

Water coolers in the Banks Co. Schools have been tested for lead. No lead was found. Results of the test are on file in the superintendent's office. Anyone interested in reviewing these tests should contact Dr. Ann Hopkins at Banks County School System at (706) 677-2224.

Asbestos Management Plan Annual Notification

An Asbestos Inspection of the Banks County School System took place through the combined efforts of Pioneer Regional Educational Service Agency and the Banks County School System. Based on the inspection, a management plan was written and submitted to the Georgia Department of Education. This plan will be available for public inspection at the schools and at the school superintendent's office. Anyone interested in reviewing this plan should contact Dr. Ann Hopkins at the Banks County School System at (706) 677-2224. It contains the following items:

1. Location, amounts and types of asbestos contained materials in all schools and support buildings.
2. Response actions to the asbestos contained materials selected by the Banks County School System.
3. Plans for re-inspection, periodic surveillance and operation, and maintenance programs.
4. Publication notification procedure.

PARENTAL INVOLVEMENT

This Code of Conduct is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student 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 parents and as well as on-going opportunities for school personnel to hear parents' concerns and comments.

Parents 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, a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools 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 or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a 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 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.

ATHLETICS

“Taking it to the Next Level” Celebration: There will be two assemblies, winter and spring, to recognize all student athletes who have signed to play at the collegiate level. Any individual signing days will be hosted after the regularly scheduled school day.

Fans and Family Sportsmanship As your student becomes involved in the many athletic programs offered at Banks County High School, they will experience some of the most rewarding and memorable moments of their lives. Please join us as we share these special moments together.

- Cheer for your team with positive remarks and actions
- Good sportsmanship is contagious

Procedures to follow if a parent needs to discuss a concern:

Call Athletic Director to set up an appointment.

Please do not attempt to confront a coach before, during, or after a practice or a contest.

Negative behavior while attending events will not be tolerated. Such behavior may result in being banned from subsequent games or removal from all events.

If there is an immediate need call the Athletic Director: 706-206-8249.

NO PASS/NO PARTICIPATE

Georgia High Association (GHS) requirements/Eligibility Rules:

In order to be eligible to participate in GHS events a student must:

- Be living in a residence located within the school’s district boundary or have successfully completed one year at the school seeking eligibility, or be an entering ninth grader at any school that will accept the enrollment.
- Attended school last semester or quarter.
- Have passed five (5) full time subjects the previous quarter or semester.
- Be “On Track” for graduation (have earned units equivalent to years in school).
- Have been in high school no more than four consecutive years after first entry into ninth grade.
- Have not attained the 19th birthday prior to May 1st preceding the year of participation.
- Have completed a physical examination during the past 12 months that is on file at the school.
- Have transferred to the school for reasons other than to participate in athletics.
- Not be a professional athlete in the sport of participation.
- Have not been ineligible at the previous school for academic or behavioral reasons

A student will be INELIGIBLE if he/she:

- Transferred to a new school without a corresponding move by the family unit into the new school service area.
- Did not attend school 1st quarter or semester.
- Did not earn 2.5 credits last quarter or semester.
- Is not “On Track”.
- Has been in school more than four consecutive years.
- Attained the 19th birthday prior May 1st preceding the year of participation.
- Has not completed a physical examination during the past 12 months.
- Is a professional athlete in the sport of which student is participating.
- Is currently out-of-school suspended or in alternative school for disciplinary reasons.

Further questions for clarification should be directed to the athletic director.

Banks County High School Bell Schedule 2018-2019

Monday, Tuesday, Thursday, & Friday

Teachers Arrive (Unless Earlier Duty)	7:45	
Dismiss from Cafeteria to 1 st period	7:50	
1 st Period	8:00 – 8:55	
2 nd Period	9:00 – 9:52	
3 rd Period	9:57 – 10:49	
4 th Period	10:54 – 11:46	
5 th Period & Lunch	11:51 – 1:16	
<u>1st Lunch</u> 11:46 – 12:16 Lunch 12:19 – 1:16 Class	<u>2nd Lunch</u> 11:51 – 12:16 Lunch 12:16 – 12:46 Class 12:39 – 1:16 Class	<u>3rd Lunch</u> 11:51 – 12:46 Lunch 12:46 – 1:16 Class
6 th Period	1:21 – 2:13	
7 th Period	2:18 – 3:10	

Wednesday

Teachers Arrive(Unless Earlier Duty)	7:45	
Dismiss from Cafeteria to 1 st period	7:50	
1 st Period (Announcements)	8:40 – 8:45	
2 nd Period	8:50 – 9:35	
Advisement/ Clubs/ AA	9:40 – 10:20	
3 rd Period	10:25 – 11:10	
4 th Period & Lunch	11:15 – 12:40	
<u>1st Lunch</u> 11:10 – 11:40 Lunch 11:43 – 12:40 Class	<u>2nd Lunch</u> 11:15 – 11:40 Class 11:40 – 12:10 Lunch 12:13 – 12:40 Class	<u>3rd Lunch</u> 11:15 – 12:10 Class 12:10 – 12:40 Lunch
5 th Period	12:45 – 1:30	
6 th Period	1:35 – 2:20	
7 th Period	2:25 – 3:10	

Notice for Language and Disability Assistance for School Programs – 2018-2019

English

If you have difficulty communicating with us or understanding this information because you do not speak English or have a disability, please let us know. Contact [706-677-2221](tel:706-677-2221). Free language assistance or other aids and services are available upon request.

Spanish

Español:

Si tiene dificultades para comunicarse con nosotros, o para entender esta información porque no habla inglés o tiene alguna discapacidad, por favor infórmenos. Comuníquese con [706-677-2221](tel:706-677-2221). Tenemos disponibilidad de servicios gratuitos de ayuda en otros idiomas y otro tipo de asistencia y servicios cuando lo solicite.

Vietnamese

Việt:

VI: Vui lòng cho chúng tôi biết nếu quý vị gặp khó khăn khi giao tiếp với chúng tôi hoặc khó hiểu thông tin này vì quý vị không nói tiếng Anh hoặc bị khuyết tật. Liên lạc theo [706-677-2221](tel:706-677-2221). Luôn có hỗ trợ ngôn ngữ miễn phí hoặc trợ giúp và dịch vụ khác theo yêu cầu.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at <https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Forms included here are for review only.

Please complete forms included in the registration packet and return to your advisor.

Record of Receipt of 2018-2019 Student Handbook

By my signature, I acknowledge that I have received, read and understand the Banks County High School Student Handbook for the 2018-2019 school year.

PARTICIPATION IN CLUBS

OPT-OUT FORM

According to SENATE BILL 413 parents/legal guardians have the opportunity to opt-out of clubs and extracurricular activities. If you DO NOT want your child to participate in clubs or extracurricular activities, please sign and return to the high school office.

INTERNET USAGE FORM

There is a wide range of material available on the Internet. Some of the material may not be consistent with the values of the families of the students. The Board of Education restricts access to material that is not appropriate in the school environment and has installed blocking software to limit inappropriate material. The Board of Education cannot totally assure that the student will not gain access to these materials.

PARENT OPT-OUT FORM

Under current federal law all schools must, if requested, provide the names, addresses, and telephone numbers of high school students to U.S. military recruiters. Under current federal law, you do not have to allow your child's information to be shared if you choose to opt-out. Please initial below if you do not want your child's name, address and telephone number disclosed to U.S. military recruiters.

STUDENT OPT-OUT FORM

(Students 18 or older only)

By federal law all schools must, if requested, provide the names, addresses, and telephone numbers of high school students to U.S. military recruiters. Under current federal law, if you are a student you have the right to request that the information not be released if you are 18 years of age or older. Please initial below if you do not want your name, address and telephone number disclosed to U.S. military recruiters.

Photo/Video Release Form

I hereby consent to have my child _____ **Use registration packet** _____ photographed, videotaped, or interviewed while at school or while participating in school functions. I consent to the use of my child's photograph or likeness in school newsletters, local newspapers, the school website, or other electronic/digital/print media. I also give the school my

consent to use creative work generated or authored by my child on the Internet, an educational CD, or any other electronic/digital media.

As the child’s parent or legal guardian, I agree to release and hold harmless Banks County High School and the Banks County School System. I also agree that no monies or other consideration will become due to me or my child because of my child’s participation in these activities.

Parents: This must be signed and returned for state records.

Emergency Medical Consent 2018-2019

The following information is needed in case of an emergency or to alert the nurse to allergies or chronic illnesses your child may have. Please read this form and the permission statement. Sign, date, and return to the school within three (3) days. If you have any questions, please contact your child's school. This consent form must be completed and signed by parent or guardian in order for your child to receive services from the school nurse. Without your consent, we will be unable to give your child ANY treatment. Medications from home will be given only according to the attached guidelines. Please keep the attached guidelines for reference during the school year.

EMERGENCY TRANSPORTATION TREATMENT RELEASE

School personnel have my permission to contact my child's healthcare provider for further medical information. In case of serious illness/injury, the school may telephone Emergency Medical Services (911) for immediate transportation to the hospital. I authorize the transport of my child and treatment by the hospital emergency staff.

SHARING INFORMATION WITH OTHER PROGRAMS

Dear Parent/Guardian:

To save you time and effort, the information you gave on your Free and Reduced-Price School Meals Application may be shared with other programs for which your children may qualify. For the following programs, we must have your permission to share your information. Sending in this form will not change whether your children get free or reduced price meals.

- Yes! I **DO** want school officials to share information from my Free and Reduced-Price School Meals Application with **Banks County Afterschool Program.**
- Yes! I **DO** want school officials to share information from my Free and Reduced-Price School Meals Application with **Banks County High School to waive test fees.**
- Yes! I **DO** want school officials to share information from my Free and Reduced-Price School Meals Application with **Banks County Middle School to waive test fees.**
- Yes! I **DO** want school officials to share information from my Free and Reduced-Price School Meals Application with **Banks County Recreation Department to waive registration fees.**

If you checked yes to any or all of the boxes above, fill out the form below to ensure that your information is shared for the child(ren) listed below. Your information will be shared only with the programs you checked.

Child's Name: _____ School: _____

Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____

Address: _____

For more information, you may call **Stacey Morgan** at **706-677-2224** or e-mail at **smorgan@banks.k12.ga.us**.

Return this form to **102 Highway 51 South Homer, Georgia 30547** by **September 14, 2018**.

BCHS Academic Integrity Contract

Banks County High School is dedicated to promoting a rigorous learning environment by providing students with appropriate instructional experiences, materials, encouragement and the guidance necessary to be successful. Students' responsibilities include coming to school prepared to learn, putting forth an honest effort in every class, and exercising academic honesty.

I. Honor Pledge:

“I have not given or received any unauthorized help on this assignment. Furthermore, I affirm that all work is my original work.”

II. All forms of academic dishonesty as defined below are strictly forbidden and will result in disciplinary action.

A. Cheating - using or attempting to use unauthorized assistance, material or study aids, including but not limited to:

1. Copying from others.
2. Having or using notes, formulas or other information in a programmable calculator or other electronic device without explicit teacher review and permission.
3. Having or using a communication device such as a cell phone, pager, PDA or electronic translator to send or obtain unauthorized information.
4. Asking another to give you improper assistance, including offering money or other benefits.
5. Asking for or accepting money or any other benefit in return for giving another improper assistance.
6. Providing or receiving information about all or part of an exam, including answers (e.g., telling someone in a subsequent period what was on your exam, or being told this information).
7. Having or using a "cheat sheet" (i.e., a piece of paper with answers, formulas, information or notes) that is not specifically authorized by the teacher.
8. Having possession during an assessment of any prohibited or unauthorized information or device, whether or not it is actually used.

B. Plagiarism in Papers and Assignments - using the ideas, data or language of another without specific or proper acknowledgment, including but not limited to:

1. Giving or getting improper assistance on an assignment meant to be individual work. (When in doubt, ask.)
2. Including in any assignment turned in for credit any materials not based on your own research and writing. This includes:
 - a. Using the services of a commercial term paper company.
 - b. Copying part or all of another person’s paper and submitting it as your own for an assignment.
3. Acting as a provider of paper(s) for a student or students.
4. Submitting substantial portions of the same academic work for credit in more than one course without consulting both teachers (self-plagiarism).
5. Failing to use quotation marks where appropriate.
6. Failing to properly acknowledge paraphrased materials via textual attribution, footnotes, endnotes and/or a bibliography.
7. Making up data for an experiment (“fudging data”).
8. Citing nonexistent sources (articles, books, etc.).

I have read and understand the BCBS Academic Integrity Contract as well as the consequences for academic integrity violations. Consequences are outlined on page 39.

Student Signature _____ Use registration packet _____

Parent Signature _____ Use registration packet _____

