

**Baker County High School
1 Wildcat Drive
Glen St. Mary, FL 32040
www.bchs.bakerk12.org**

“Make Today Count”



Front Office	(904)259-6286
Guidance Office	(904)259-6280
Athletics	(904)259-6082

**2025 – 2026
Student/Parent/Teacher
Handbook**

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

BCHS BELL SCHEDULES

REGULAR BELL SCHEDULE	DISMISSAL BELL	TARDY BELL
1ST PERIOD 7:30 - 8:20	7:25	7:30
2ND PERIOD 8:25 - 9:15	8:20	8:25
3RD PERIOD 9:20 - 10:10	9:15	9:20
4TH PERIOD 10:15 - 11:05	10:10	10:15
5TH PERIOD 11:10 - 12:41	11:05	11:10
A LUNCH 11:05 – 11:35		
B LUNCH 11:38 – 12:08		
C LUNCH 12:11 – 12:41		
6TH PERIOD 12:45 - 1:35	12:41	12:45
7TH PERIOD 1:40 - 2:30	1:35	1:40
FINAL RELEASE 2:30		

EARLY OUT BELL SCHEDULE	DISMISSAL BELL	TARDY BELL
1ST PERIOD 7:30 - 8:05	7:25	7:30
2ND PERIOD 8:10 - 8:45	8:05	8:10
3RD PERIOD 8:50 - 9:25	8:45	8:50
4TH PERIOD 9:30 - 10:05	9:25	9:30
5TH PERIOD 10:10 - 10:45	10:05	10:10
6TH PERIOD 10:50 - 11:25	10:45	10:50
7TH PERIOD 11:30 - 12:05	11:25	11:30
LUNCH 12:05 – 12:25		

ACTIVITY BELL SCHEDULE	1 ST BELL	TARDY BELL
1ST PERIOD 7:30 - 8:13	7:25	7:30
2ND PERIOD 8:18 - 9:01	8:13	8:18
3RD PERIOD 9:06 - 9:49	9:01	9:06
4TH PERIOD 9:54 - 10:37	9:49	9:54
5TH PERIOD 10:42 - 12:13	10:37	10:42
A LUNCH 10:37 – 11:07		
B LUNCH 11:10 – 11:40		
C LUNCH 11:43 – 12:13		
6TH PERIOD 12:17 - 1:00	12:13	12:17
7TH PERIOD 1:05 - 1:48	1:00	1:05
ACTIVITY TIME 1:48 - 2:30		

GENERAL POLICY STATEMENT

The Baker County School District recognizes that individual situations will arise in each school that requires the use of discretionary decision making by school administrative officials. Therefore, each principal is authorized to establish clear, specific rules that clarify and amplify these general policies, and publish them in that school's Student Handbook. Each student shall be advised of those rules, and in no case shall those rules supersede or exceed policies in the Baker County School District Code of Conduct.

ADDRESS/TELEPHONE/EMAIL CHANGES: Please notify the school immediately if there is a change in your address, telephone number(s), email or person to contact in an emergency. This information is very important in case the school needs to notify you in case of illness, injury, or teacher communication.

AFTER-SCHOOL ACTIVITY: Upon dismissal from school, all students who do not have a designated purpose to be on campus (club or organization meeting, detention, athletic practice/game, etc.) must exit the campus no later than 3:00 p.m. Students participating in an after-school activity must report to their assigned location by 2:45 p.m. All students must exit campus within 30 minutes of the time from which they are dismissed from their after-school activity. Any violations of the above could result in disciplinary action.

ATHLETICS: Athletics is an integral part of the total school program, reflecting the needs of the school, community, and students. The administration and athletic staff of Baker County High School welcome you to participate in our interscholastic athletic program. As a member of a team representing your school, you are to be aware of and to carry out certain responsibilities and regulations. Generally, we ask that you exemplify high moral character, behavior and leadership; respect the judgment and integrity of sports officials; display modesty in victory and graciousness in defeat; seek to develop and maintain good health habits through specific sound training rules; and, at all times, respect the integrity and authority of your coaches. A student must have a cumulative high school grade point average of 2.0 or above on a 4.0 unweighted scale, or its equivalent, in all courses taken that are required by s.1003.43(1), Florida Statutes, at the conclusion of each semester to be eligible. For more information regarding athletics, please visit www.fhsaa.com.

If a student is convicted of or is found to have committed a felony or delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, the student's participation in interscholastic extracurricular activities is contingent upon established school board policy. **In addition, students participating in athletics are representatives of the school. Any actions committed that are detrimental to the reputation of BCHS will be grounds for dismissal from the athletic team or other disciplinary actions.** Examples of this include but are not limited to: inappropriate or illegal behavior documented in photography, video, internet (Twitter, Facebook, SnapChat, Instagram, etc.); or phone threats including text messages. These infractions are not limited to actions committed during school supervision.

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

NOTE: FHSAA regulations are subject to change.

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

BULLYING/CYBERBULLYING: Bullying is defined as repeated, unwanted, aggressive behavior over time that involves a real or perceived power imbalance. No one shall engage in harassment or discriminatory conduct which creates a hostile, intimidating, abusive, offensive or oppressive environment. Bullying is an unacceptable behavior and will not be tolerated at BCHS. If you or someone you know is being bullied, please make a staff member aware or call the Bullying Hotline at (904)259-0953.

BUS PASSES: In order to ride another bus, you must have a bus pass. A bus pass can be obtained through the front office prior to school. You must have a note stating which bus you will be riding, with whom you are riding with or destination, parent signature, and a phone number to contact the parent. **A parent must be contacted before a bus pass is issued to the student. A bus pass will not be issued if a parent is not contacted. A request for a bus pass must be turned into the front office upon arriving at school.**

ATTENDANCE POLICY

Philosophy

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

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

Policy

Attendance is monitored each class period daily.

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

Documentation

An absence will be determined to be excused if it meets one of the following criteria:

1. Doctor's note – illness of a student, documented by a licensed physician, mental health professional, or health department employee attesting to the illness, infection with a communicable disease, or injury to the child. A doctor's note for a chronic illness will not excuse all student absences. Each absence must be documented.
2. Parent Note – a parent/guardian can submit a note excusing a maximum of three (3) days per semester. Once these three days have been used, no parent notes will be accepted.
3. A copy of a funeral notice or obituary accompanied by a note from the parent/guardian indicating death in the family resulting in the absence of the child.
4. A written statement from a lawyer or representative of the court system indicating the child was absent due to a legal or judicial proceeding.
5. Written information documenting a religious activity that occurs during the time that school is in session which required an absence for religious instruction or religious holiday. **Prior approval is required.**

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

Excuse notes will be verified by school personnel. Notes found to be fraudulent in nature will be denied and all parties to the note will be notified of the fraudulent findings. Additionally, if a student turns in a fraudulent excuse note, he or she will be given a referral and assigned a minimum of 2 days ISD. This is an illegal activity and will not be tolerated.

Tardies

1. Students are expected to arrive at school on time. Students arriving late must sign in at the Front Gate and receive a late pass in order to be admitted to class. If a student has not crossed the threshold to enter his/her classroom when the tardy bell rings, he/she will be considered tardy. If a student is more than ten (10) minutes late for any class and does not have an excused note, it will be considered as skipping and reported to the administration. On the 4th tardy, and each subsequent tardy, to any class period, the student will receive a referral. Tardy count will be reset each nine weeks.
2. If a student checks in late or checks out early and misses more than 25 minutes of a class period, they will be marked absent. This requirement is for each individual class period throughout the day.
3. If a student is absent from a class immediately before or immediately after a period of OJT/WBL (On the Job Training/Work Based Learning), the student will be considered absent from the assigned OJT/WBL periods.

Make-up Work

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

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

ASSESSMENTS: Each student must participate in the statewide assessment tests. Section 1008.22, Florida Statutes, states "participation in the assessment program is mandatory for all school districts and all students attending public schools." A student's course enrollment may be influenced by statewide assessment and diagnostic test performance.

End of course (EOC) and semester exams are required. End of course (EOC) exams are tests mandated by Florida statutes. EOC exams given in Algebra I, Geometry, Biology I, and US History are worth 30% of the final grade. Students enrolled in 9th and 10th Grade English-Language Arts (ELA) are also required to participate in Florida Assessment of Student Thinking (FAST) Exams. This assessment also counts 20% of the students' final grade in their ELA class. In addition, semester exams and End of Year (EOY) assessments are school administered tests used to determine student mastery of the curriculum. Semester exams are given at the end of the first semester of year-long courses and are worth 20% of the semester grade. EOY's are cumulative exams given at the end of each course and are worth 20% of the semester grade during which they are administered. The following is the district adopted grading scale that is used to determine the numerical grade for both EOC Exams, FAST Exams, and school-based EOY Exams:

Level	Numerical Grade
5	100
4	95
3	85
2	69
1	59
No Score	50
Invalidated Score	0

CAFETERIA: The cafeteria provides breakfast, hot lunch, and combo lunch (pizza, burritos, sandwiches, etc.) daily. Students entering the cafeteria at BCHS are to maintain certain standards of cleanliness, health, and safety. Students must exhibit courteous behaviors in the cafeteria. It is the responsibility of the student to dispose of all trash items properly. During lunch, students are to remain in the cafeteria or the designated picnic area just outside of the cafeteria. They are not to be in classrooms, media center, band room, or gym. Failure to keep the picnic area clean or maintain appropriate conduct will result in this privilege being revoked. **Food deliveries are not allowed at BCHS.** This includes food delivered by relatives, friends, or companies such as Door Dash.

CARE OF SCHOOL PROPERTY: Each student is responsible for the proper care of all electronic devices issued to them, books, supplies, and furniture supplied or located at the school. A student who vandalizes or does damage to school property or equipment will be required to pay for the damage or replace them and is subject to disciplinary actions.

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

CELL PHONE POLICY: During instructional time, cell phones must be turned off and kept out of sight between the hours of 7:25 am and 2:30 pm. *Per 1006.07 F.S., "a student may not use a wireless communications device during instructional time, except when expressly directed by a teacher solely for educational purposes. A teacher shall designate an area for wireless communications devices during instructional time."* Students are not allowed to be on the phone (oral or texting) during instructional time, even if they are speaking to a parent. The phones in the Front Office are available to students during the school day. Parents/guardians are also able to leave messages for their students with the Front Office Secretary, which will be delivered to their student before the end of the school day. Messages can only be taken if the person leaving the message can provide the valid student password. This procedure applies to ALL electronic devices.

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

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

CHEATING POLICY: Cheating is a serious academic offense and the teacher may assign a zero (0), require the student to repeat the assignment or assign a discipline referral. Allowing another student to copy is also considered cheating and subject to the same discipline action.

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

CLINIC USE - Students who become ill are to obtain a pass from their teacher to go to the clinic. Since the clinic is not equipped to care for students for the entire day, they will either be returned to class after a reasonable amount of time or their parent(s) will be called to pick them up. All students must be checked out by a person on his/her student information card through the front office, before leaving campus. **Students who have medical problems should have documentation on file in the nurse's offices so that we may be aware of any unusual health problem.** The school nurse can, with the approval of the principal, grant an excused absence to students who are checked out through the clinic due to illness. However, if the student is sent home with a suspected contagious illness or condition, a physician's note will be required before a student can return to school.

CLOSED CAMPUS: BCHS is a closed campus. All visitors must provide the proper documentation for admittance. Visitations in the classrooms are not allowed. Closed campus policies are as follows:

1. All visitors must check in through the front gate and the front office and provide a valid driver's license or other legal identification.
2. Students are to remain on campus during their lunch period. Students who are caught leaving campus will be punished which may include losing their driving privileges.
3. Parents are discouraged from checking out their student to go to lunch.
4. Outside lunches and other deliveries, including flowers, balloons, gifts or other celebratory items are not allowed on campus. This includes food deliveries made by relatives, friends and/or companies, such as Door Dash.
5. Students currently enrolled are not to bring their houseguests to school.
6. Hours of supervision are: 7:00 AM – 3:00 PM.

CODE OF STUDENT CONDUCT: Each year, the Baker County School District publishes a Code of Student Conduct containing information relative to policies, rules, rights and responsibilities that may affect students throughout their educational career in the Baker County School System. This code will be in effect on school property during regular school hours as well as other places and times where teachers and school administrators have jurisdiction over students, including, but not necessarily limited to, school sponsored functions, field trips and athletic events. This code also applies to students while they are being transported on school buses and participating in any extra-curricular activity.

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

CONDUCT REGARDING FREE SPEECH, ASSEMBLY, and STUDENT PUBLICATION: The following lists unacceptable behavior in regards to:

1. Free Speech:
 - a. Failing to obtain prior approval for distribution or posting of communicative materials
 - b. Wearing or displaying controversial symbols which have caused students to conduct themselves in a disorderly manner, or have contributed to the disruption of classroom procedures, or have interfered with the discipline of the school
 - c. Failing to inform the school administration of the intent to circulate petitions or surveys
2. Assembly:
 - a. Boycotting of any required class or required school function such as an assembly
 - b. Failing to obtain approval to present a program or assembly
 - c. Failing to obtain permission to hold a demonstration or holding one after having been denied permission
 - d. Failure by any officer of student government, a class, club or organization to abide by all rules established by the School Board, the school or under this code (Possible removal from office may result at the discretion of the principal, depending upon the severity of misconduct)
 - e. Creating a disruption, during any authorized meeting or assembly, which endangers health or safety and/or damages property
3. Publications:
 - a. Failing to use discretion in producing any school publication
 - b. Printing articles, pictures or comments which could be harmful or cause embarrassment to others, to the school or the community (NOTE: Students and parents may be liable for civil suit and/or financial damages)
 - c. Failing to obtain approval of contents by principal or his designee before printing of any school publication
 - d. Failing to obtain permission to solicit funds or sell advertisements for school publication
 - e. Failure by any student member of school publication staff to abide by the rules concerning publications.

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

DISCIPLINE POLICY

LEVEL I OFFENSE – UNACCEPTABLE CONDUCT

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

Offenses:

1. Disruptive behavior in and out of the classroom (minor)
2. Negative influence on classroom atmosphere (i.e. sleeping, not completing assignments, etc.)
3. Dress code violation
4. Cheating (classwork/homework)
5. Unauthorized cell phone use, and any other electronic devices. See cell phone policy.
6. Public display of affection
7. Failure to follow class rules such as bringing proper materials to class and completing assigned work (minor infraction)
8. Unauthorized selling of items
9. Food & Drink violations
10. Unauthorized use of personal items that would detract from education (i.e. playing cards, makeup, etc.)

LEVEL I DISCIPLINE STEPS

1st offense – Private teacher/student conference

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

3rd offense – Parent conference through Guidance Department.

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

LEVEL II OFFENSE – MAJOR BREACH OF CONDUCT

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

Offenses:

2. Repeated Level I offenses
3. Cheating (Tests/Projects)
4. Disrespect - See section on Disrespect
5. Tardies (4 or more) – every 4th tardy in the same class period and each tardy thereafter per nine weeks, will result in a written referral.
6. Repeated violation of the cell phone policy or other electronic devices with no criminal intent.
7. Unauthorized use of radios, cassette/CD players, electronic games, cameras, or camcorders, cell phones, smart watches, or other electronic devices. Use of cell phone or other electronic device to capture the still or video images of another student or staff member. The distribution of these images will result in a more severe punishment.
8. Defiance, disrespect, or insubordination to School Board Employees
9. Language/profanity and/or obscene gestures
10. Theft (<\$10) – classification depends on the situation or dollar amount of theft
11. Gambling (i.e. pitching coins, dice, card games, etc.)
12. Improper vehicle use (i.e. reckless driving, dangerous acts, not using seatbelts, parking without a decal, or in the wrong parking place, etc.)
13. Threatening, harassing, intimidating, bullying/cyber bullying, sexual harassment, hate statements or imagery via social media.
14. Vandalism (<\$10) – depending on the severity of damage
15. Not in assigned area
16. Skipping class (on campus)
17. Forgery/false information, failure to give name to school board employee
18. Turning in fraudulent or forged doctor's note.
19. Deliberate tampering with or misuse of any computer or software, fax machine, or telephone (some offenses may be classified as Class III depending on severity)
20. Possession of a knife or weapon (non-threatening) – intent must always be considered
21. Inciting a fight between other students
22. Threatening to fight another student at school via social media.
23. Tobacco and tobacco-like products are not allowed on campus or any school sponsored event, at any time, this includes Vapes, Juuls, smoking pipes, pens, nicotine etc.

LEVEL II DISCIPLINE CONSEQUENCES

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

LEVEL III OFFENSE – SERIOUS BREACH OF CONDUCT

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

Offenses:

1. Repeated Level II Offenses
2. Leaving school grounds without permission
3. Possession/Use of tobacco (mandatory citation)
4. Possessing, distributing, being under the influence of, selling or using drugs, marijuana or other drug-like substances (i.e. THC oil, drug paraphernalia or alcoholic beverages)
5. Sexual harassment/offenses
6. Battery/Striking a School Board employee
7. Inappropriate language, obscene language or profanity used at a school board employee
8. Arson
9. Blackmail, coercion, or extortion
10. Indecent exposure and/or sexual acts/incidents
11. Weapons – use of a knife or any object used in a dangerous or threatening manner
12. Theft (>\$10) – classification depends on the situation/dollar amount involved
13. Any offense likely to cause great harm or seriously disrupt the educational process
14. Deliberate tampering with school computer/software
15. Possession of cell phones or other electronic devices with criminal intent
16. Fire alarm/Extinguisher violation
17. Inappropriate language or profanity directed toward or about a School Board employee
18. Threat, harassment, intimidation of a School Board employee
19. Fighting or battery – civil charges may also be filed
20. Verbal assault
21. Gross insubordination
22. Vandalism (<\$100)
23. Trespassing
24. Making a **threat (social media or otherwise)** or false report see FS.790.162, FS.790.163
25. Sending/Receiving inappropriate pictures and/or messages that disrupt the school environment and/or defame someone's character or person.

LEVEL III DISCIPLINE CONSEQUENCES

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

1. 1st Offense - Out-of-School Suspension (OSS) 5 – 10 days
2. 2nd Offense - Out-of-School Suspension (OSS) 10 days and/or placement in an alternative education program
3. Expulsion may be a consequence of any Level III offense.

LEVEL IV OFFENSE – SEVERE BREACH OF CONDUCT

1. Trespassing
2. Vandalism (>\$100)
3. Breaking and Entering
4. Battery/Striking a school board employee
5. Possession/Distribution of pornographic materials
6. Distribution of e-cigarettes, vape devices, hookah pens, etc.
7. Distribution/Sale of prescription or non-prescription medication
8. Possession of Firearms/Weapons
9. Threat or intent to do harm to a student or staff with or without a deadly weapon
10. Sexual battery of school staff
11. Bomb threat or possession of explosive devices
12. Arson or attempted arson
13. Extortion/Blackmail/Coercion

LEVEL IV DISCIPLINE CONSEQUENCES

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

1. Out-of-School Suspension (OSS) 10 days and/or placement in an alternative education program
2. Contact Law Enforcement
3. Expulsion may be a consequence of any Level IV offense.

IN ADDITION:

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

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

STUDENTS CHARGED WITH A FELONY (1001.41, 1006.09): The principal has the authority, upon recommendation of a hearing officer, to suspend a student, who is formally charged with a felony for an incident which allegedly occurred off school property if the incident is shown to have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled.

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

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

The following are criminal acts:

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

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

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

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

DRESS CODE: The dress code of the Baker County School District is an attempt to create a wholesome and safe environment for the education of our youth. Each student is expected to come to school in a neat, clean fashion and wear shoes at all times. Students are prohibited from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or clothing that disrupts the orderly learning environment. All items of wearing apparel should be worn in good taste and not be obscene or detract from one’s ability to learn or from the ability of others to learn.

PANTS/SHORTS

- a. Slacks and jeans must be worn without holes, frays, or shreds above mid-thigh.
- b. Shorts must be hemmed no higher than mid-thigh.
- c. All pants are to be securely in place **without** undergarments (including boxers or gym shorts) visible at any time and fastened properly. If pants have to be physically held up, they are NOT in compliance with the dress code.
- d. Tights or leggings can only be worn when the material of the upper garment (shirt, blouse, or tunic) overlaps the leggings to at least the hip area.
- e. Any slacks, jeans, shorts, dresses, shirts, or skirts that reveal body imprints are not allowed.
- f. Open-fly sleepwear is prohibited.

SHIRTS

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

SKIRTS and DRESSES

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

SAFETY PROTOCOLS

- a. Apparel with profanity, off-color remarks, pictures, violent imagery, or emblazoned with drug, alcohol, tobacco, or sexually related slogans or gang images are prohibited.
- b. Apparel with disparaging pictures or words which infringe on the ethnicity or beliefs of others is prohibited.
- c. Bare feet or bedroom slippers are not permitted at any time.
- d. Chains, spiked jewelry, dog collars, jewelry/body piercing or other items that can create a hazard to self or others is not allowed.
- e. Blankets or robes are not allowed.
- f. Hoods on jackets/sweatshirts must remain down to allow for the student’s profile to be visible and identifiable.
- g. Hats, caps, and visors should not be worn in classrooms. Students are permitted to wear hats outside of the buildings at BCHS.

DRESS CODE CONSEQUENCE: Students who violate dress code may be sent to the front office to address the dress code violation or find a remedy (Student will be required to change inappropriate garment). If repeated violations occur, discipline actions will be taken in accordance with the Baker County School District Student Code of Conduct.

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

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

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

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

HONORS DESIGNATION: Students who receive a standard diploma may be considered for the Highest Honor Graduate, High Honor Graduate, or Honors Graduate. The following scale will be used at the end of the first semester of the Senior year to designate honor graduates:

Highest Honor Graduate: 3.76 and up
High Honor Graduate: 3.50 – 3.75
Honor Graduate: 3.0 – 3.50

Beginning with students who enter ninth grade in the 2025-2026 school year, students must also have a minimum of eight (8) credits that are considered upper-level coursework (honors, dual enrollment, or AP) and six (6) of those credits must come from core subject classes to be considered for the honors designation.

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

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

INCLEMENT WEATHER: In the event of inclement weather, students should report to the cafeteria as to be located inside the building before school and during lunch.

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

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

MEDICATION ADMINISTRATION: All prescription medication must be given to and administered only by the school nurse or designee. Parents are encouraged to talk with their doctor about arranging medication schedules outside school hours. However, medication may be given at school using the following guidelines:

- Prescription medication must be in a labeled bottle with the child's name, medication name, time and dosage to be given. Your pharmacist will be happy to supply you with a duplicate bottle if needed.
- Prescription medication must be provided by the parent in appropriate amounts.
- All medications must be picked up from school by an adult.
- No student will be allowed to carry prescription medications on their person with the exception of Epi-pens, asthma inhalants, insulin and pancreatic enzymes.

NOTE: Any child caught with unidentified medication or caught sharing medication with other students will be subject to school board policy regarding discipline for having drugs on his or her person.

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

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

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

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

Guideline 1

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

Guideline 2

Unacceptable uses of the network include:

1. Violating the conditions of the Education Code dealing with student's rights to privacy;
2. Using profanity, obscenity, or other language, which may be offensive to another user;
3. Reposting personal communications without the author's prior consent;
4. Copying commercial software in violation of copyright law;
5. Using the network for financial gain or for any commercial or illegal activity;
6. Use of the network to access materials that are considered pornographic or inappropriate for educational purposes;
7. Use of the network for advertising, soliciting, or harassment of any kind;
8. Use of the network to try to access data that is protected and not intended for use;
9. Using someone else's account or password at any time;
10. Violating any federal or state laws regarding network access and;
11. Trying in any way to interfere with the computer systems in the Baker County School District or anywhere, in an effort to obtain private information, having the computer malfunction, or destroying data.

Guideline 3

Users should practice E-mail etiquette by:

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

Guideline 4

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

Guideline 5

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

Guideline 6

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

Guideline 7

The network management accepts no responsibility for harm caused directly or indirectly by its use. Never consider electronic communications to be completely private. The network managers take every possible precaution to safeguard the privacy of e-mail, but instances of misdirected mail, mail inadvertently forwarded to others, and public posting of private correspondence by users may occur. In addition, credit card numbers or any other confidential data cannot be considered secure on the network.

Guideline 8

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

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

NOTICE OF NONDISCRIMINATION: The Baker County School District does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status or genetic information in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act.

Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to Thomas Hill, Equity Coordinator, at the Superintendent's Office, 270 South Boulevard East, Macclenny, Florida; Phone – 904-259-0401; E-Mail Address is equity-coordinator@bakerc12.org. Title IX Coordinator – Thomas Hill (904) 259-0401; Title II Coordinator – Carrie Dopson (904) 259-0401; Section 504 Coordinator – Alice Schmitges (904) 259-7825.

NOTICE OF NONDISCRIMINATION IN CAREER AND TECHNICAL EDUCATION COURSES: The Baker County School District offers the following career and technical programs, including career academies wherein students may earn industry certification: Agriculture, Auto Maintenance & Light Repairs, Business, Criminal Justice, Culinary, Health Science, Interior Design, Digital Media, Electrical, Building Construction, and Pharmacy Technician.

The district prohibits discrimination in the terms and conditions of employment, and in access to educational programs and activities, and prohibits harassment of any individual or group on the basis of race, color, national origin, religion, sex, age, disability, marital status, sexual orientation or genetic information (and other protected classes included in the district's nondiscrimination policies).

Lack of English language skills will not be a barrier to admission and participation. The district may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.

If you have concerns regarding denial into any of the above courses, please contact Thomas Hill, Equity Coordinator, at the Superintendent's Office, 270 South Boulevard East, Macclenny, Florida; Phone – 904-259-0401; E-Mail Address is equity-coordinator@bakerc12.org. Title IX Coordinator – Thomas Hill (904) 259-0401; Title II Coordinator – Carrie Dopson (904) 259-0401; Section 504 Coordinator – Alice Schmitges (904) 259-7825.

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

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

1. Nature of offense,
2. The date of the offense,
3. The beginning date of the suspension and the date on which the student may return to school, and
4. Any conditions involving the suspension, such as attending extra-curricular events or a possible reduction of suspension following a conference and assurance from the student of a change of attitude.

Students who are on out-of-school suspension **MAY NOT** be on the campus of Baker County High School or properties under the supervision of BCHS for the duration of their suspension. This includes, but is not limited to, all extracurricular activities on and off school campus. Students and/or parents are to contact the principal, for approval, prior to arriving on campus if on-campus needs should arise.

POSTERS OR DECORATIONS: The principal must approve any poster, sign, or decoration that a student desires to display on school premises. It is the responsibility of the student and/or sponsor to take down and properly dispose of any poster or decoration after the planned event is over.

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

Required Documents to receive a permit:

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

Rules, Guidelines, and Consequences

1. Westside parking lot will be only for OJT permits
2. Back Gym lot will be for all other permits including Seniors
3. Parking permit may be REVOKED by administration for the following but not limited to:
 - a. Frequent tardiness and/or absences.
 - b. Multiple discipline referrals and/or suspensions.
 - c. Reckless/careless driving (speeding, etc.).
 - d. Leaving campus without permission.
 - e. Visiting vehicle during school hours.
4. Once on campus, ALL students MUST EXIT their vehicles and leave the parking lot. Violators will receive a discipline referral.
5. Students MUST park in their ASSIGNED PARKING LOT. Violators will receive a discipline referral.
6. Students are NOT allowed to park on campus without a parking permit. Violators will receive the following:
 - a. Written Warning
 - b. School Fine
 - c. Civil Citation
 - d. The vehicle can be towed at the owner's expense.
7. All vehicles parked on campus are subject to search under reasonable suspicion.
8. Students/parents acknowledge that they park at their own risk. BCHS is NOT responsible for any damages or thefts that occur while parked on campus.

Students will be charged an annual \$25.00 fee for a parking permit. After the first 2 weeks of school if a parking pass is not purchased, students will not be allowed to park on campus.

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

PROM: The Junior class sponsors the prom each year. You must be a Junior or Senior to purchase tickets. Each Junior and Senior is allowed to purchase one (1) guest ticket. Students may be denied the ability to purchase a ticket based on school attendance and/or discipline issues. All prom tickets are “non-transferable”. Ticket numbers and guest lists will be monitored at the prom entrance. A guest must be younger than 21 years of age and cannot be in middle school or younger. All guest information packets will be reviewed before a ticket can be purchased. Guests may be denied for any previous actions that would be deemed unacceptable behavior. (i.e. Arrests, Felony Charges, Expulsions, Alternative School Placement, Excessive Referrals, Etc.)

PROGRESS REPORTS: Progress Reports will be posted to Skyward at midpoint of each grading period. Parents can have access to their student’s Skyward account to view grades and attendance throughout the school year. Please contact the Guidance Secretary for information about a Skyward account for parents.

REPORT CARDS: Report cards will be posted to Skyward one week after the conclusion of each nine-week grading period. You may visit the school calendar located on our website for an official posting date. Final report cards will be available in Guidance approximately 2-3 weeks after the last day of school upon request.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS): Positive Behavior Interventions and Supports (PBIS) is a district-wide commitment to address problem behavior. PBIS is a collaborative, assessment-based approach to developing effective interventions for problem behavior. It emphasizes the use of proactive, educative, and reinforcer-based strategies to achieve meaningful and durable behavior and lifestyle changes for all students. The aim is to build effective environments in which positive behavior is more effective than problem behavior so that academic success can be achieved. It is the responsibility of the students to follow and adhere to our PBIS plan, the Triple “A” Plan.

ATTENDANCE: BE HERE!

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

ATTITUDE: BE NICE!

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

ACHIEVEMENT: DO YOUR JOB!

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

SCHOOL ADVISORY COUNCIL: The School Advisory Council offers each parent the opportunity to participate in school improvement. Regular meetings are held in the media center each quarter. For more information and to volunteer, please call the school.

SCHOOL BUSES: Riding a school bus is to be considered a privilege for the student. Unacceptable behavior by a student while riding a school bus will be reported by the bus driver, in writing, to the Assistant Principal’s office. Students who are reported will be subjected to appropriate disciplinary measures. There are no MINOR discipline problems on a school bus. Students must be prepared to take responsibility for their actions and to accept the consequences of their actions. See BUS NOTES for more information regarding a change of student placement on a school bus.

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

SEARCHING OF STUDENTS: Students may be searched in the school, if authorities believe that they may carry destructive weapons, obscene materials, items of theft, alcohol, drugs, tobacco/vape devices, paraphernalia, or any other items, which would constitute a school rule violation. School officials will make reasonable efforts to avoid unnecessary embarrassment of the student involved in a search. Such searches will be conducted only by school administrators or under the directions of a school administrator/designee.

STUDENT ACTIVITIES

General Information:

1. Students must have a 2.0 GPA to participate in any extra-curricular activity or field trips.
2. All school debt must be cleared prior to participating in field trips or designated school functions.
3. No one who has been drinking alcoholic beverages or is under the influence of drugs will be permitted to participate in activities or social events. Sponsors and chaperones will be responsible for making this determination.
4. Student must be in good standing with the school as it pertains to academics, behavior, and attendance.

STUDENT HALL PASSES: A student must obtain permission from his/her teacher then create an authorized pass on SmartPass AND carry a destination pass to be able to leave the classroom. Passes will be limited per teacher discretion. STUDENTS WILL NOT BE ALLOWED IN THE HALL DURING LUNCH.

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

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

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

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

TEACHER'S RIGHT TO REMOVE STUDENT FROM CLASSROOM (F.S. 1003.32(4)): A teacher may remove a student from class whose behavior the teacher determines interferes with the teacher's ability to communicate effectively with other students in the class or with the ability of the student's classmates to learn. The teacher must refer the student in question to a committee, consisting of three teachers, for review of their request. The committee's decision is final.

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

TOBACCO: Tobacco and tobacco-like products are NOT allowed on campus or any school-sponsored event, at any time, this includes Vapes, Juuls, smoking pipes, pens, and nicotine etc. Any student caught with tobacco or tobacco-like products will be served a civil citation by the School Resource Officer and will be required to report to Teen Court. Students will receive a referral from the administration.

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

VALEDICTORIAN/SALUTATORIAN: Valedictorian and salutatorian designation is only applicable for students who have been enrolled at BCHS for all least three (3) semesters and meet the qualifications of an Honors Graduate.

VOLUNTEERS: Volunteers are an integral part of our school. We encourage parents and members of the community to become a school volunteer. We have many areas during the school day where volunteers are needed, as well as our many booster clubs and school organizations. Volunteers must sign in at the front office in the Volunteer's Book upon arrival and departure and must have a Volunteer's badge. Please note, in order to volunteer a person must complete and pass the required background check.

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

1. Make an appointment with his/her guidance counselor and must have a parent present at the meeting if under 18.
2. At this meeting, the student will be given the appropriate withdrawal form, which must be signed by all parties. Upon completion, the form is to be returned to the guidance office.
3. The student and parent must complete an Exit Interview Form with a guidance counselor and administrator before the withdrawal process can be completed.

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