

# Parent-Student Handbook

## 2014-2015



# Bishop Hall Charter School

***“The choices we make dictate the lives we lead”***

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## Letter from Principal

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Dear Parents and Students

Welcome to the 2014-15 school year at Bishop Hall Charter School. We are entering our sixteenth year as a non-traditional educational opportunity for students of Thomas County. This year will be one of transition. Not only will we be transitioning to new leadership but a new state of the art educational complex that will rival all schools in the area.

Bishop Hall has always strived to create a learning environment that embraces the entire student and not just the academics. Our partnerships with Southwest Georgia Technical College and Thomas University have been strengthened this year and will provide an even wider array of opportunities for students to complete college course while enrolled at Bishop Hall.

This year marks the largest enrollment in Bishop Hall history and with that brings additional staff. We have sixteen (full and part-time) staff members working diligently to serve our student and parent educational needs.

Sincerely,

Chris Huckans  
Principal BHCS

## Mission Statement

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Our mission is to provide students with academically sound and individually relevant curricula and social services within a safe, caring, and challenging environment which builds self-respect, self-reliance, and health decision-making skills. We seek to foster understanding of cultural, ethnic, gender, and racial diversity amongst our faculty, staff, and student body. Ultimately, our goal is to equip students with the necessary skills to become successful, lifelong learners and socially competent, productive members of the global community.

Bishop Hall Charter School is committed to all students graduating as productive citizens in a global society.

- **We believe** every student must make a cognitive choice to join in partnership with the school to aggressively pursue their education
- **We believe** students should be provided with a variety of instructional approaches to support their learning styles.
- **We believe** our school should enable students to become confident, self-directed, life-long learners and contributing members of society.
- **We believe** our school should be a safe, orderly and stimulating environment that encourages learning and academic excellence.

## Personnel

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### **Superintendent of Thomas County Schools (229-225-4380)**

Dr. George (Dusty) Kornegay, Jr.

### **Bishop Hall Charter School Board of Directors**

Dr. Terry Solana, Chairperson

Dr. Cynthia Drayton, Vice-Chairperson

Ms. Susan Ford

Ms. Joyce Halstead

Mr. Grant Plymel

Mr. Don Simms

Mr. Morris Williams

### **Bishop Hall Charter School (229-227-1397)**

#### **Administration**

Mr. Chris Huckans – Principal

Dr. Verna Wiggins – Dean of Students

Ms. Julia Winter – School Improvement, Title I, and Testing Coordinator

Mr. Marcus Parsley – Virtual Education Coordinator

#### **Faculty**

Mr. Darrell Brinkley, English Department

Ms. Debra Bryant, Tutor

Mr. Chris Huckans, Social Studies Department

Mr. Jack Malloy, Science Department

Mr. Steve Mavity, Social Studies Department

Ms. Brandi Miranda, CTAE Department

Mr. Christopher Miranda, English Department

Mr. Marcus Parsley, Mathematics Department

Mr. Jeremy Rich, Social Studies Department

Mr. Dan Salveter, Social Skills

Mr. Scott Trammell, Science Department and Physical Education/Health

Ms. Julia Winter, Mathematics Department

#### **Office and Support Staff**

Ms. Kathy Searcy, Registrar

Ms. Brandi Miranda, Bookkeeper

Ms. Gwen Mitchell, WIA Program Manager

Ms. Renee Pettitt-Porter, Student Services Coordinator

Mr. Dan Salveter, LCSW

# **Thomas County Schools**

## *2014-2015 Calendar*

<b>Event</b>	<b>Day(s) of the Week</b>	<b>Date</b>
Independence Day Holidays	Thursday-Friday	July 3 & 4, 2014
Preplanning	Tuesday-Friday	July 29-August 1, 2014
First Day for Students	Monday	August 4, 2014
Labor Day Holiday	Monday	September 1, 2014
Fall Break	Monday-Friday	October 6-10, 2014
Teacher Furlough Day/Student Holiday	Monday	October 13, 2014
44 days in first nine weeks		
First Day Second Nine Weeks	Tuesday	October 14, 2014
Thanksgiving Holidays	Monday-Friday	November 24-28, 2014
Winter Holidays	Monday-Friday	December 22-January 2
44 days in second nine weeks		
Teacher Workday/Student Holiday	Monday	January 5, 2015
First Day Third Nine Weeks	Tuesday	January 6, 2015
Martin Luther King, Jr. Holiday	Monday	January 19, 2015
48 days in third nine weeks		
Teacher Furlough Day/Student Holiday	Monday	March 16, 2015
First Day Fourth Nine Weeks	Tuesday	March 17, 2015
Spring Break	Monday-Friday	April 6-10, 2015
Last Day for Students	Friday	May 22, 2015
44 days in fourth nine weeks		
Memorial Day Holiday	Monday	May 25, 2015
Post-planning	Tuesday-Wednesday	May 26-27, 2015
Teacher Furlough Day	Thursday	May 28, 2015

## **Federal/State Regulations**

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### **PARENTS' RIGHTS TO KNOW**

We encourage all parents to be active participants in the education of their children and wish to share related information as a routine practice. Parents have a right to request information or make inquiry about the topics listed below:

### **TEACHER AND PARAPROFESSIONAL QUALIFICATIONS**

The Thomas County School District and Bishop Hall Charter School will provide, upon request, certain information on the professional qualifications of classroom teachers and paraprofessionals. The following information may be requested: certification, college major/graduate certification, or degree held by teacher, and/or qualifications of the paraprofessional, if paraprofessional services are provided. You may also inquire whether the child is provided services by paraprofessionals and, if so, their qualifications. (Section 1111(h)(6)A) If you desire information concerning the qualifications of your child's teacher(s), please contact the principal.

### **NON-HIGHLY QUALIFIED TEACHERS**

Bishop Hall Charter School will provide to each individual parent a timely notice that the parent's child has been assigned or taught for 4 or more consecutive weeks by a teacher who is NOT highly qualified (Section 1111(h)(6)B).

### **STUDENT ACHIEVEMENT**

Bishop Hall Charter School will provide to parents information on the level of achievement of the parent's child on each of the state academic assessments (Section 1111(h)(6)B).

### **PARENT RESOURCE TITLE I**

Bishop Hall Charter School is classified as a Title I School. Title I schools are required to use research-based teaching strategies and programs to improve student achievement. Staff must be highly qualified and must be involved in on-going staff development. School staff studies data gathered from student assessments, parent surveys, and staff surveys to guide the school's Improvement Plan. Title I Parent Involvement Plans are distributed to every parent at the beginning of the school year. The plan will also be attached to the school web page. A parent advisory panel meets twice a year to discuss school accomplishments and areas for improvement. If you have concerns or questions, feel free to contact a parent advisory member or our Parent Involvement Coordinator, Dr. Verna Wiggins.

Bishop Hall has a parent resource room that houses information pertaining to child health, discipline, development, and other topics relevant to the ages of the students at that school. The room also contains a computer for parent use to assist in accessing our website.

A copy of each Title I Plan is located in the school office and is available for parents to view. Please contact our Parent Coordinator if you would like to see this document.

### **PARENT VOLUNTEERING**

Parent participation is encouraged at Bishop Hall Charter School. An orientation for volunteers is held in the fall of each school year. If you are interested in volunteering in your child's school, please contact the Parent Involvement Coordinator. She will be more than happy to schedule times that are convenient for you and that will not disrupt class schedules. Volunteer handbooks are available at the front office and an electronic copy is posted on the Thomas County Schools website.

### **PARENT INVOLVEMENT**

Bishop Hall Charter School will have an annual parent workshop for the purpose of providing ways for parents to support their children. Topics may include academic advice, homework help, obtaining school information, behavior management, standardized test data, or college and career planning. We welcome your input for planning and evaluation of these parent events. We will post a parent survey on the Bishop Hall website (accessible through the Thomas County Schools website) and have paper copies of the surveys available at the conclusion of each workshop.

### COMMENTS AND CONCERNS

The Thomas County School System and Bishop Hall Charter School have a complaint procedure that is described in detail on the system's website: <http://www.thomas.k12.ga.us/> under the Federal Programs link and in the Parent/ Student/ Teacher Handbooks. In the event that you have a complaint, contact Bishop Hall Charter School and seek assistance from the teacher or administration as an initial point of contact. If you are unable to resolve your concern, you are invited to contact the superintendent at the Thomas County School Board offices. If you are still unsatisfied, you may contact the Georgia Department of Education via their website: <http://www.doe.k12.ga.us/School-Improvement/Federal-Programs/Pages/Complaint-and-Comments.aspx>

### TRAINING AND MONITORING PROCEDURES AND ASSESSMENTS

All faculty members involved with the administration or supervision of testing participate in training sessions to orient them to their duties and responsibilities concerning testing. The system test coordinator provides orientation and training to each school test coordinator in August. Following this training, each school test coordinator conducts the initial training session for the school faculty. Test examiners and test proctors receive copies of their roles which delineate the "must do" activities and "must not do" activities. Signed copies of this information are collected and sent in after school officials train all staff.

The System test coordinator provides a detailed orientation and training session prior to each standardized test administration. School test coordinators are prompted to review state training webinar sessions as appropriate. Sign in sheets and agendas serve as documentation of system training sessions for each testing program. Sessions specify district requirements for security and timelines for return of materials.

School test coordinators are responsible for conducting training sessions with their staff members prior to the administration of any standardized test. Content of this training will specify state regulations for test administration as well as school procedures and daily schedules for the duration of the testing window. School test coordinators will document staff participation in school based training sessions prior to the test administration period. School test coordinators stay in contact with the system test coordinator on an as needed basis throughout the test administration period. School test coordinators are responsible for reporting irregularities promptly.

The system test coordinator will make periodic site visits to observe testing conditions, routines and processes. The system test coordinator will report any observations to the principal and or the superintendent in order to ensure corrective actions are implemented.

### FRAUD AND ETHICS POLICY

To ensure the reporting of suspicion of fraudulent activity, the Thomas County School Superintendent and the BHCS Board of Directors ensure employees, clients and providers confidential channels to report suspicious activities.

*Fraud: A false representation of a matter of fact, whether by words or by conduct, or by concealment of that which should have been disclosed, that is used for the purpose of misappropriating property and/or monetary funds from federal grants or other sources.*

The Thomas County School District thoroughly and expeditiously investigates any reported cases of suspected fraud to determine if disciplinary, financial recovery and/or criminal action should be taken.

All reports of suspected fraud must be handled under strict confidentiality. Only those directly involved in the investigation should be given information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of the alleged fraudulent act as possible.

Procedures and Responsibilities:

1. Anyone suspecting fraud concerning federal or other programs should report their concerns to the Superintendent at 229-225-4380. In the event the allegation of fraud involves the Superintendent, an employee may report his or her suspicions directly to the chairman of the BHCS Board of Directors. Contact information for the Thomas County Board Chairman may be found on the school system's website.



## Federal/State Regulations

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2. Any employee of Bishop Hall Charter School (temporary staff, full-time staff and/or contractors) who receives a report of suspected fraudulent activity must report this information within the next business day to the superintendent or chairman of the BHCS Board of Directors at 229-225-4380. Employees have the responsibility to report suspected fraud. All reports can be made in confidence.
3. The Thomas County School District shall conduct investigations of employees, providers, contractors, or vendors as necessary.
4. If necessary, employees will be contacted for additional information.
5. Periodic communication through meetings should emphasize the responsibilities and channels to report suspected fraud.

### HOMELESS STUDENTS POLICY

To the extent practical and as required by federal law through the McKinney-Vento Homeless Assistance Act, the Thomas County School System and Bishop Hall Charter School will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, programs for students with limited English proficiency, vocational and technical education programs, gifted and talented programs, and school nutrition programs.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including children who experience one or more of the following characteristics:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of adequate accommodations;
3. Living in emergency or transitional shelters;
4. Abandoned in hospitals;
5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as a regular sleeping accommodation for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations, or similar settings;
8. Migratory children living in conditions described in the previous examples;
9. Unaccompanied youth who are not in the physical custody of a parent or guardian.

Homeless children and unaccompanied youth will be identified through three main sources:

1. School personnel will be trained to inquire about homelessness upon enrollment and withdrawal of students. School personnel will notify the homeless liaison of any students determined to be homeless.
2. School staff will be trained on the identification of children in class who may be experiencing homelessness and appropriate procedures to follow.
3. Partnerships will be created between community agencies and the school system to identify children and youth experiencing homelessness. Outreach material will be provided to partner agencies by the homeless liaison to provide public notice of the rights of homeless students.

Each homeless student has the right to remain at his or her school of origin, to the extent feasible, or to attend school in the attendance area in which he or she is currently residing. Students identified as homeless have the right to immediate enrollment in school. Homeless students are also entitled to transportation to their school of origin or the school where they are to be enrolled. If transportation is requested by the parent/guardian, the school shall notify the district liaison.

If a dispute arises over any issue related to the rights of any homeless student, then the student shall be immediately enrolled and provided all services until the dispute is resolved in accordance with federal law. The school must provide the parent, guardian, or unaccompanied youth with a written explanation of its decision and inform him/her of his/her right to appeal with the district homeless liaison. The liaison shall ensure enrollment and appropriate services until the dispute is resolved. All records of disputes shall be kept. The state level appeals process will also be provided following the district level appeal.

## Federal/State Regulations

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Homeless students shall be provided comparable services to other students including the following: transportation, Title I, education services where they meet eligibility criteria, vocational and technical education program, gifted and talented program, and school nutrition. Upon being identified as homeless, students automatically qualify for free school meals. Title I services should also be made available to all homeless students regardless of the school of enrollment's Title I status.

The district's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youth and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. The district's liaison will also review and seek revisions to district policies that may act as barriers to the enrollment of homeless students.

For any concerns regarding the rights of homeless students, please contact Lisa Williams, the Thomas County School District's Homeless Liaison, at 225-4380.

### SCHOOL ATTENDANCE

#### **Notification of Provisions of Georgia's Compulsory Student Attendance Law (O.C.G.A. 20-2-690.1)**

Georgia law requires children between the ages of 6 and 16 to be enrolled in and attend school.

However, if a child is under 6 and has attended more than 20 days in a public school, he/she is subject to the compulsory attendance law (O.C.G.A. 20-2-150(C)).

A student is considered truant if he/she misses more than five unexcused absences during the school year. Pursuant to O.C.G.A. 20-2-690.1, a parent/guardian shall be held responsible for the child's failure to report to school. Potential consequences for parents and/or students include: a referral to the District Attorney's office, misdemeanor charges with a fine of not less than \$25.00 and not greater than \$100.00 for each offense, imprisonment for up to 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction may be imposed. Each day's unexcused absence from school, after the initial five unexcused days, shall constitute a separate offense.

Additionally, the Georgia Department of Driver Services will suspend the license of a minor who has dropped out of school without graduating and has remained out of school for ten consecutive school days, or who has ten or more school days of unexcused absences in the current academic year or ten or more school days of unexcused absences in the previous academic year. The suspension is mandated by O.C.G.A. 40-5-22 (a.1) (2).

### ABSENCES AND EXCUSES POLICY

#### **Definitions:**

**Truant:** Any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences. Note: School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy.

**Student Attendance Protocol:** Procedures to be used in identifying, reporting, investigating and prosecuting cases of alleged violations of O.C.G.A. 20-2-690.1, relating to mandatory school attendance and appropriately addressing the issue with parents and guardians. The protocol shall also include recommendations for policies relating to tardiness.

**Student Attendance Committee:** A committee established by the chief judge of the superior court of each county for the purpose of ensuring compulsory school attendance, to reduce the number of unexcused absences from school, and to increase the percentage of students present to take tests which are required to be administered under the laws of this state.

### EXCUSED ABSENCES

Students may be temporarily excused from school:

1. Who are personally ill and attendance in school would endanger their health or the health of others.
2. When in their immediate family there is a serious illness or death, which would reasonably necessitate absence from school.
3. On special and recognized religious holidays observed by their faith.
4. When mandated by order of governmental agencies (pre-induction physical examination for services in armed forces or court order).
5. A student may be excused from school when prevented from such attendance due to conditions rendering attendance impossible or hazardous to their health or safety.

## Federal/State Regulations

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When a child is absent from school, the parent will furnish the school a written excuse within three school days of the absence. The school will require students to present appropriate medical documentation for absences due to illness upon return to school for the purpose of validating that the absence is an excused absence after accepting a parent excuse five times within a semester.

With proper verification, a student may be eligible for hospital/homebound instruction as outlined in State Board of Education Rule 160-4-2-31.

Students who miss an excessive amount of class time (as defined by school rules) may be required to participate in make-up activities as described by the individual schools. The principals shall work with the Superintendent to develop rules for implementing this policy.

### UNEXCUSED ABSENCES

Bishop Hall Charter School personnel will notify the parent, guardian or other person who has control or charge of the student when such student has three unexcused absences. The notice shall outline the penalty and consequences of such absences and that each subsequent absence shall constitute a separate offense. After two reasonable attempts to notify the parent, guardian or other person who has charge of the student, the school system shall send written notice via first class mail.

The Thomas County School System and Bishop Hall Charter School will provide to the parent, guardian, or other person having control or charge of each student enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance. By September 1 of each school year or within 30 school days of a student's enrollment in the school system, the parent, guardian, or other person having control or charge of such student shall sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age ten or older by September 1 shall sign a statement indicating receipt of written statement of possible consequences for non-compliance to the local policy.

The superintendent or designee will use his/her best efforts including first class mail to notify a student age 14 and older when the student has only three absences remaining before violating the state's attendance requirements pursuant to O.C.G.A. 40-5-22 regarding the denial of driver's permits and licenses.

### MAKE-UP WORK

Students are responsible for completing make-up work with each individual teacher, subject to the school's make-up policy.

### EXCESSIVE ABSENCES

The following provisions apply to consecutive and non-consecutive absences during one academic year.

**After Three Unexcused Absences:** The attendance office or the principal's designee will contact the parent/guardian by telephone, letter, email, parental conference, or any other means of communication deemed necessary. All contacts made will be documented.

**After Five Unexcused Absences:** The attendance office or principal's designee will notify the parent/guardian by mail, **and** by any other means of communication deemed necessary. The mailed letter and/or contact will serve as the required notification that outlines the penalty and consequences of the student's unexcused absences and that each subsequent absence shall constitute a separate offence. All contacts made will be documented.

**After Seven Unexcused Absences:** The attendance office or principal's designee will notify the parent/guardian by mail, **and** by any other means of communication deemed necessary. This mailed letter is to serve as the notification to the parent/guardian and student that he/she has three unexcused absences remaining before violating the state's attendance requirements regarding the denial of driver's permits and licenses. All contacts made will be documented.

**After Seven Unexcused Absences:** The counselor/parent coordinator will meet or make contact with the parent/guardian and the student. The parent/guardian and student will be informed of the consequences of excessive unexcused absences. Strategies will be discussed to help improve the student's attendance. An attendance plan and contract will be signed and implemented. The counselor/parent coordinator will continue to monitor the student's attendance. The parent/guardian and student will be contacted for non-compliance of the plan and contract. All contacts made will be documented.

**After Ten Unexcused Absences:** A mandatory attendance meeting will be scheduled between the parent/guardian, the student, and the grade level assistant principal. A plan that contains specific strategies to help improve the student's attendance will be created and signed. The parent and the student will also be reminded of the consequences for continued unexcused absences. The student's attendance will continue to be monitored. The parent/guardian and student will be contacted for non-compliance of the plan and contract. All contacts made will be documented.

**Each additional Unexcused Absence after Ten:** A non-compliance letter will be filed with the Georgia Department of Transportation, if age applicable, causing the student to lose driving privileges for one year from the date of the last unexcused absence.

**After Thirteen Unexcused Absences:** The parent/guardian and/or student may be referred to the Thomas County School System's assistant superintendent for administrative services/truant officer if the student continues to accrue unexcused absences.

After the student has been referred to the assistant superintendent for administrative services /truant officer, the school will continue to monitor the student's attendance and continue to use school-based interventions to help prevent continued unexcused absences. The school will also continue to inform the parent/guardian, the student, and the assistant superintendent for administrative services /truant officer of any continued unexcused absences by any means of communication deemed necessary. All contacts will be documented.

Based upon the determination of the assistant superintendent for administrative services /truant officer, the parent/guardian and/or student may be referred to the community based risk reduction team (CBRRT).

### **COMMUNITY BASED RISK REDUCTION TEAM**

The Thomas County Board of Education has adopted the Community Based Risk Reduction Team (CBRRT) as a sub-committee of the Thomas County Schools/Thomasville City Schools Student Attendance Protocol Committee. The CBRRT was created in an effort to help improve school attendance and to provide early community intervention for students who are at risk of becoming delinquent, unruly, or deprived. The CBRRT includes representatives from the following community agencies: the District Attorney's Office, the Department of Juvenile Justice, the Department of Family and Children Services, GA Pines Mental Health, the Vashti Center, the Thomas County Sheriff's Department, the Thomasville Police Department, the Thomas County School System, and the Thomasville City School System.

Upon encountering chronic absences and/or tardies, along with other matters which may constitute educational deprivation, the Thomas County School System's designee may refer a student to the CBRRT. The team of school and community agency representatives will hold a scheduled mandatory meeting for the parent/legal guardian to attend. The student is also mandated to attend the CBRRT meeting if he/she is in grades 4th-12th. The meeting will be held in the Thomas County Judicial Center located at 325 N. Madison St. in Thomasville, GA, and the parent/legal guardian will receive prior notification of the meeting's scheduled date and time.

The CBRRT will prepare a multi-agency intervention plan with the parent and student that will address factors which may be negatively impacting the student's education. If the parent and/or student fail(s) to attend the mandatory CBRRT meeting, or if the parent and/or student continue(s) to be non-compliant, then the CBRRT may recommend that the District Attorney's Office proceed with an educational deprivation petition in the Thomas County Juvenile Court or criminal prosecution in the Thomas County State Court for the parent/legal guardian and/or prosecution in the Thomas County Juvenile Court or any other court having jurisdiction for the student.

## Federal/State Regulations

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### WITHDRAWALS

The Thomas County Schools Board and the Bishop Hall Charter School Board of Directors authorizes the schools to withdraw a student who:

- has missed more than 10 consecutive days of unexcused absences;
- is not subject to compulsory school attendance;
- is not receiving instructional services from the local school system through homebound instruction or instructional services required by the federal Individual with Disabilities Education Act (IDEA).
- is subject to compulsory attendance if the local superintendent or designee has determined the student is no longer a resident of the local school system or is enrolled in a private school or home study program.

Students shall be withdrawn retroactive to the first day of the consecutive absences.

### HOSPITAL HOMEBOUND

#### **Georgia State Board of Education Rule 160-4-2-.31 Hospital/Homebound (HHB) Services**

Hospital/Homebound (HHB) services are designed to provide continuity of educational services between the classroom and home or hospital for students in Georgia public schools whose medical needs, either physical or psychiatric, do not allow them to attend school for a limited period of time. HHB instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance (e.g., students receiving dialysis or radiation/chemotherapy or students with other serious health conditions). Students must be enrolled in a public school in Georgia in order to receive HHB services.

HHB services are not intended to supplant regular school services and are by design temporary. The student must anticipate being absent from school for a minimum of ten consecutive or intermittent school days due to a medical or psychiatric condition. The student's inability to attend school for medical or psychiatric reasons must be certified by the licensed physician or licensed psychiatrist who is currently treating the student for the diagnosis presented.

For HHB forms or questions contact your school counselor or  
Dr. Debra Knight  
Assistant Superintendent for Administrative Services  
229 225-4380 Ext 111  
[dknight@rose.net](mailto:dknight@rose.net) office email

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Bishop Hall Charter School, with certain exceptions, obtain a parent/guardian's written consent prior to the disclosure of personally identifiable information from a student's education records. However, the school may disclose appropriately designated "directory information" at the discretion of the school unless the principal or designee has been notified in writing by August 31 of each school year by the parent/guardian or eligible student that some or all of this information shall not be designated as directory information. The primary purpose of directory information is to allow the school to include this type of information from the student's education records in certain school publications. Directory information includes: student name, address, email, year of birth, enrollment, dates of attendance, grade level, degrees and awards received, date of graduation, photograph, name of secondary school most recently attended, scholarship eligibility, participation in officially recognized activities and sports, and height and weight of members of interscholastic athletic teams.

### EQUAL OPPORTUNITY STATEMENT

It shall be the policy of Bishop Hall Charter School not to discriminate on the basis of race, color, national origin, sex, age, religion, creed or disability in educational programs and activities, in employment or recruitment for employment, admission to facilities, or in any related policies, practices or benefits.

### **NONDISCRIMINATION POLICY**

Federal law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972 and Title II of the Carl D. Perkins Vocational Education Act of 1984); or handicap (Section 504 of the Rehabilitation Act of 1973) in educational programs or activities receiving federal financial assistance.

Employees, students, and the general public are hereby notified that the Thomas County School District and Bishop Hall Charter School does not discriminate in any educational programs or activities or in employment policies.

Dr. Bob Dechman, Director of Federal Programs for Thomas County Schools, is responsible for coordinating the district's effort to implement this nondiscriminatory policy. Inquiries concerning the application of Title II, Title VI, Title IX, or Section 504 to the policies and practices of the district may be addressed to Dr. Dechman at Thomas County Schools, 200 North Pinetree Blvd, Thomasville, Georgia 31757.

### **PARENT RESPONSIBILITIES**

The ultimate responsibility for a student's behavior rests with the student and his/her parents. Students are to respect constituted authority, which includes obedience to school rules, regulations, and procedures. The school anticipates that parents will be cooperative in dealing with any behavioral problems which may arise and expects that this cooperation will be made apparent to the child.

One of the most significant objectives of discipline must be to develop within the individual student the desire to exercise his/her rights judicially. To realize this objective, the school reserves the right to hold parental conferences, guidance conferences, or conferences with the court and the right to request schedule changes or psychological examinations and/or treatment.

Georgia law (O.C.G.A. 20-2-766) provides that school administrators who identify a student as a chronic disciplinary problem may require the parent to attend a conference to participate in the development of a disciplinary and behavioral correction plan. Parents who do not attend such conferences may be referred to the courts where they may be fined up to \$500. The need for parental conference is indicated whenever a student is suspended at home or when a teacher or administrator informs the parent that a conference is needed.

### **EMERGENCY SITUATIONS**

The school has an approved emergency management plan on file in the principal's office. This plan has provisions for tornadoes, fire, and terroristic situations

### **EMERGENCY CARDS**

All students are asked to have parents/guardians fill out and sign an emergency card, which will be kept on file in the front office. Names of relatives or neighbors who have permission to check the student out in an emergency should be listed on the cards as well as names of doctors, etc. All students must have a card on file. As soon as information changes, students should notify the front office. The emergency card will be used only in the case of a valid emergency.

### **SECLUSION AND RESTRAINT POLICY**

As part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself or others may be physically restrained by school staff in accordance with Thomas County Board of Education policies. This restraint could occur along with other emergency actions such as contacting law enforcement. Significant violations of the law including assaults on students and staff will be reported to law enforcement. Within a reasonable time, not to exceed one school day, parents or guardians will be informed in writing when any of these actions occur.

## **Federal/State Regulations**

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### **POLICIES**

Every student has the right to an education, and our policies are enforced to protect this right. School regulations are developed keeping in mind the requirements set by Georgia State law, the Georgia State School Board, and the Bishop Hall Board of Directors. In areas where these organizations do not give specific direction, regulations are developed by the administration and faculty. Student and parent committees may be used in an advisory capacity. All policies and regulations are subject to review and help us work well together by treating fellow students and teachers with courtesy and respect. We request your cooperation in abiding by these policies.

### **SCHOOL COUNCIL**

School councils were established by the General Assembly of Georgia to improve communications and participation of parents and the community in the management and operation of local schools. The purpose of the school council is to bring communities and schools closer together in a spirit of cooperation to solve difficult education problems, improve academic achievement, provide support for teachers and administrators, and bring parents into the school-based decision-making process. The management and control of public schools continues to be the responsibility of the local board of education with the principal being the designated school leader.

## Federal/State Regulations - Section 504

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### OVERVIEW

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

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

Mike Johnson  
School Psychologist  
Cross Creek Elementary School  
229 225-3900  
mijohnson@thomas.k12.ga.us

Thomas County Schools and Bishop Hall Charter School notify parents and students that Section 504 student rights and procedural safeguards are included in their entirety in our student handbooks and on our website. Parents and students are entitled to Section 504 student rights and procedural safeguards on request.

Any student, parent, or guardian may request an impartial hearing due to the school system's actions or inactions regarding a 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.

### HEARING REQUEST

A parent or teacher may initiate a request for hearing to determine whether or not a student is eligible for a Section 504 classification through a Request for Hearing. The Request for the Hearing must include the following:

- Student name
- Address of student
- School student is attending
- Reason for request of the hearing
- Decision objecting to
- Remedy suggested
- Name and contact information of person requesting a hearing

Within 10 business days from receiving the Request for Hearing, the 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request from the parent, guardian, or student is incomplete, the 504 Coordinator will tell the grievant what specific information is needed to complete the request. All timelines and processes will stop until the Request for Hearing contains all the above noted information.

### MEDIATION

The school system may offer mediation to resolve the issues. Mediation is voluntary and may be terminated at any time. If mediation is terminated without an agreement, procedures for conducting an impartial hearing will be followed without an additional Request for Hearing.



## **Federal/State Regulations - Section 504**

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### **HEARING PROCEDURES**

1. The 504 Coordinator will obtain an impartial review official and hearing within 45 calendar days unless a continuance is granted by the impartial review official. A continuance request in writing to all parties may be granted by the hearing officer with good cause.
2. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
3. The grievant may be represented by legal counsel at his/her own expense. The grievant may participate, speak, examine witnesses, and present information at the hearing. If represented by legal counsel at the hearing, the grievant or legal counsel must notify the 504 Coordinator in writing at least 10 calendar days before the hearing. Failure to do so will constitute good cause for continuance of the hearing.
4. The burden of proof will be on the grievant. When warranted by circumstances or law, the impartial hearing officer may require the school or 504 Coordinator to defend its position/decision regarding the claims (i.e. A school or 504 Coordinator shall place a disabled student in the regular educational environment operated by the system unless it is demonstrated by the school or 504 Coordinator that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R.§104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.
5. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
6. The impartial review official shall determine the weight to be given any evidence.
7. The hearing shall be closed to the public.
8. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
9. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
10. Testimony shall be recorded by court reporting or audio recording at the expense of the system. All documentation related to the hearing shall be retained by the system.
11. Unless otherwise required by law, the impartial review official shall uphold the action of the school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
12. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

### **DECISION**

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

### **REVIEW**

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

Georgia Department of Education  
Dr. John D. Barge, State School Superintendent

## Federal/State Regulations - Section 504

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### NOTICE OF RIGHTS OF STUDENTS AND PARENTS UNDER SECTION 504

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provides 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.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents.
3. 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.
4. 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.
5. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students.
6. Your child has a right to an evaluation prior to a Section 504 determination of eligibility.
7. You have the right to not consent to the school system's request to evaluate your child.
8. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
9. 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.
10. 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.
11. 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.
12. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child.
13. You have the right to examine your child's educational records.
14. 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.
15. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request.
16. 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.
17. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

# Exceptional Education Department

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## THOMAS COUNTY/BISHOP HALL CHARTER SCHOOL EXCEPTIONAL EDUCATION DEPARTMENT

The Thomas County/Bishop Hall Charter School Special Education department offers services for children who have been identified as having a disability. A child with a disability is a child evaluated and determined to be eligible for special education services for intellectual disabilities, a hearing impairment including deafness, a speech or language impairment, a visual impairment including blindness, emotional disturbance, an orthopedic impairment, autism, traumatic brain injury, other health impairment, a specific learning disability, or deaf/blindness.

Special education is specially designed instruction provided at no cost to parents that meets the unique needs of each student that is identified with a disability. Special education includes instruction in the classroom, in the home, in hospitals, institutions and other settings, physical education, travel training, and vocational education.

Related services are services such as transportation and developmental, corrective, and other supportive services as are required to assist a child with a disability to fully benefit from special education.

Decisions regarding eligibility, least restrictive environment, and services are made by a committee of individuals that work directly with the child and the child's parents or guardian.

Parents can contact the Thomas County/Bishop Hall Charter School Special Education Department by calling 229-225-4380.

### Student Schedules

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#### Monday –Thursday

1<sup>st</sup> Period: 8:10 – 8:55  
Homeroom: 8:55 – 9:05  
2<sup>nd</sup> Period: 9:05 – 9:50  
3<sup>rd</sup> Period: 9:50 – 10:35  
4<sup>th</sup> Period: 10:35 – 11:20  
5<sup>th</sup> Period: 11:20 – 12:05 (Wednesday 12:15)  
Lunch: 12:15 – 12:50  
6<sup>th</sup> Period: 12:50 – 1:40  
7<sup>th</sup> Period: 1:40 – 2:25  
Dismissal: 2:25

#### Friday

Homeroom: 8:10 – 8:20  
Friday Motivation: 8:20 – 9:15  
Community Service: 9:15 – 12:00  
Dismissal/Study Hall: 12:00 – 2:25

# Academic Requirements

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## Class of 2015 Course Requirements for Promotion

- 10<sup>th</sup> Grade:** 9th Lit/Comp, Math I, Biology, Economics/Citizenship, 1 other course  
**11<sup>th</sup> Grade:** 10<sup>th</sup> Lit/Comp, Math II, Science, World History, 2 other courses  
**12<sup>th</sup> Grade:** 11<sup>th</sup> Lit, Math III, Science, US History, 2 other courses

## Class of 2016 and later Course Requirements for Promotion

- 10<sup>th</sup> Grade:** Literature/Composition, Math, Science, Social Studies, 1 other course  
**11<sup>th</sup> Grade:** Literature/Composition, Math, Science, Social Studies, 2 other courses  
**12<sup>th</sup> Grade:** Literature/Composition, Math, Science, Social Studies, 2 other courses

## Graduation Requirements

- English:** 4 units  
**Mathematics:** 4 units  
**Science:** 4 units  
**Social Studies:** 3 units  
**Physical Education:** 1 unit (Health/Personal Fitness)  
**Pathway Courses:** 3 units (Adv. Academic and/or CTAE and/or Fine Arts and/or Foreign Language)  
**Additional Electives:** 4 units  
**Total Units Minimum:** 23

## Class of 2015 and Future Graduation Test Information

Students entering grade nine for the first time after August 2011 will not be required to take and pass the Georgia High School Graduation Test (GHSGT).

**The requirement to achieve a passing score on the Georgia High School Writing Test (GHSWT) will remain for all students.**

Beginning with the students who enter grade nine for the first time after August 2011, the End of Course Test (EOCT) will contribute 20% to the course grade (for those core courses in which an EOCT is mandated).

To earn a high school diploma, students entering grade nine for the first time after August 2011 will be required to pass the course with the increased weight of the EOCT applied to the course grade.

## Testing Dates

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September 8-12.....	Fall GHS GT
September 24-25 .....	Fall GHS WT and make-up tests
October 15 .....	PSAT
November 3-7 .....	Winter GHS GT
December 17-18 .....	EOCT
February 25-26.....	Spring GHS WT and make-up test
March 12-27 .....	GAA Portfolios
March 17-20 .....	Spring GHS GT
April 20-23; 27-30.....	End of Pathway Assessments
May 15-22 .....	EOCT

### Test Registration Information

BHCS High School Code: 112 982

BHCS Test Center Code for ACT: 200110

BHCS Test Center Code for SAT: 11-669

Online registration for ACT: [www.act.org](http://www.act.org)

Online registration for SAT: [www.collegeboard.com](http://www.collegeboard.com)

### GRADES

#### Performance Objectives

Students are expected to earn a minimum of 100 Performance Objectives prior to taking the End of Course Test (EOCT) or final Student Learning Objective (SLO) test and receiving credit and a final grade for the class. The grading scale is as follows: A = 90 – 100, B = 80 – 89, C = 70 – 79, Below 70 is failing.

#### Transfer/Home School Credit

Students transferring into public school from home school programs must take an exam for each course in which academic credit is sought.

### SCHOLARSHIPS

Numerous scholarships are awarded to graduating seniors. In the early fall, scholarships and financial aid information concerning criteria and procedures for applying will be given to graduating seniors by the guidance office. It is extremely important that seniors stay in close contact with their counselor concerning post-secondary plans. Students who have received scholarships are to report this information to their counselor.

#### NATIONAL MERIT SCHOLARSHIP

To qualify for a National Merit Scholarship, students must take the PSAT during their junior year.

#### HOPE SCHOLARSHIP

For updated information visit: [www.doe.k12.ga.us](http://www.doe.k12.ga.us) or [www.gsfc.org](http://www.gsfc.org)

**HOPE** – **H**elping **O**utstanding **P**upils **E**ducationally – is Georgia's unique scholarship program that rewards students' hard work with financial assistance. Students who earn a score of 1200 on the critical reading and math sections of the SAT who also maintain a 3.7 GPA will receive 100% paid tuition to Georgia public universities, colleges, and technical schools. Students who maintain a 3.0 GPA will receive 90% paid tuition. English, math, science, social studies and foreign language classes will be considered when calculating HOPE eligibility. For additional information regarding the University System of Georgia entrance requirements please visit

[http://www.usg.edu/academic\\_affairs\\_handbook/section3/handbook/3.2\\_freshman\\_requirements/](http://www.usg.edu/academic_affairs_handbook/section3/handbook/3.2_freshman_requirements/).

As of 2007, students' grade averages for HOPE will be determined by averaging the grades from failed core curriculum course work with the grades from the repeated coursework. Also all core coursework will be counted in the HOPE GPA and the above requirements will become the minimum.

Beginning with the high school class of 2015, a student meeting the requirements to be a HOPE Scholar at the time of high school graduation must earn a minimum of two full credits from the academic rigor course categories prior to graduating high school. This requirement increases to three full credits for the class of 2016 and to four full credits for the class of 2017. These courses include:

- Advanced math, such as advanced algebra and trigonometry, math III, or an equivalent or higher course taken at an Eligible High School or taken for degree level credit at an Eligible Postsecondary Institution;
- Advanced science, such as chemistry, physics, biology II, or an equivalent or higher course taken at an Eligible High School or taken for degree level credit at an Eligible Postsecondary Institution;
- Advanced foreign language courses taken at an Eligible High School or taken for degree level credit at an Eligible Postsecondary Institution; or
- Advanced Placement, International Baccalaureate or Dual Credit Enrollment courses in Core subjects.

HOPE funds may be applied only to tuition and mandatory fees not covered by Pell or other federal grants received. If a student is not academically eligible for a HOPE scholarship immediately after high school graduation, he/she may be eligible for a HOPE scholarship after attempting 30 semester (45 quarters) or 60 semester (90 quarter) hours of college study and attaining a 3.0 cumulative grade point average. HOPE guidelines are subject to change by the state.

#### HOPE GRANT

Since 1993, the HOPE Program has enabled tens of thousands of Georgia students to enroll in the state's technical colleges and receive an exceptional technical education. The HOPE Grant, in particular, has helped to train many Georgians who attended the 24 colleges of the Technical College System of Georgia and have become a vital part of Georgia's world-class, 21st Century workforce.

## Grades/Academic Incentives

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The Governor and General Assembly have worked to carefully manage HOPE and guarantee that future generations of Georgians will be able to share in the many educational opportunities afforded by what is still one of the very best college financial aid programs in the nation. In 2014, the Governor and General Assembly provided additional HOPE and other state financial assistance specifically for students attending the TCSG colleges.

Here's what's been added:

### **100% tuition with the Zell Miller Grant:**

- New this year is the Zell Miller Grant, which will pay 100 percent of tuition for high-performing TCSG students who maintain a 3.5 GPA or higher in certificate and diploma programs.

### **Additional assistance for students in SIWDG programs:**

- Also new is the expansion of Georgia's Strategic Industries Workforce Development Grant to include four new program areas. Students can take advantage of the SIWDG to supplement their HOPE Grant or Zell Miller Grant and, in almost all cases, use those resources to pay for all of their tuition as well as their books and fees. Starting in fall 2014, Welding, Healthcare Technologies, Diesel Mechanic and Information Technology were added to the list that already included Commercial Truck Driving, Early Childhood Care and Education, and Practical Nursing.

### **Low-interest SALT loans for TCSG students:**

- Georgia has funded a new, need-based, low interest Student Access Loan - Technical (SALT) for technical college students. SALT, which is administered through the Georgia Student Finance Authority, will be awarded in amounts between \$300 and \$3,000, depending on need.

### **And the HOPE Grant GPA was returned to 2.0 in 2013:**

- Finally, it's important to note that the grade point requirement needed to keep for the HOPE Grant (not the Zell Miller Grant) was returned to a minimum of 2.0 in 2013. Some students may have lost the HOPE Grant between 2011 and 2013 when the GPA requirement was raised to 3.0. If you lost your HOPE Grant eligibility between 2011 and 2013, then you may once again qualify as long as your GPA remained at or above 2.0. Contact your local [TCSG college](#) to learn more.

### **What TCSG Students Need to Know About the New Additions:**

- Starting in Fall Semester 2014, the Zell Miller Grant will pay 100% of tuition for high-achieving students who enroll in certificate or diploma programs at a TCSG college or in a technical division program at Bainbridge State College, which is part of the University System of Georgia.
- To obtain the Zell Miller Grant, a student must have a GPA of 3.5 or better after the completion of a college semester, then maintain the minimum GPA **at the end of each subsequent semester** (the Zell Miller Grant GPA requirement is different for the standard HOPE grant, which requires a GPA checkpoint at 30 and 60 semester hours). TCSG students who are receiving the HOPE Grant or Zell Miller Grant may also be eligible for additional financial assistance from Georgia's Strategic Industries Workforce Development Grant (SIWDG) Award for the following TCSG programs: Commercial Truck Driving, Early Childhood Care/Education, Practical Nursing, Welding, Healthcare Technologies, Diesel Mechanic and Information Technology. To qualify, a TCSG student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant or Zell Miller Grant for the same term.

Books and mandatory fees are not covered by the HOPE grants or scholarships, though, for specific programs, the Strategic Industries Workforce Development Grant can be obtained and used for those expenses.

- Georgia's SALT loan for technical college students carries one percent interest and can be used for college-related expenses, including tuition, books and fees. Best of all, the loan will be completely forgiven if the student graduates with a cumulative GPA of 3.5 or higher. The financial aid office at your local TCSG college can provide more details and help you with your application.
- Because of changes to the law, **if you lost the HOPE Grant between 2011 and 2013 because of the past requirement to maintain a 3.0 GPA, you may be eligible to regain the Grant immediately, as long as your HOPE Grant GPA was 2.0 or higher at the end of your last term of attendance.** It is important that you contact your TCSG college for more information.

### COLLEGE ADMISSIONS

Students should refer to programs of study for information on courses recommended and required by colleges and universities in Georgia. Parents and students are encouraged to use the following website for information on colleges, careers, scholarships and financial aid: [www.gacollege411.org](http://www.gacollege411.org).

In the spring of their junior year and in the fall of their senior year, students should take the SAT and/or ACT. Students should check the catalogue for the college of choice for the required entrance exam and achievement tests. Applications for these tests are in the guidance office and online. Students may apply for fee waivers for these tests in the guidance office. College applications are available in the guidance office, online, and from the admission office of each college. The guidance office will send a transcript upon request. These applications should be submitted by January of the senior year.

### FINANCIAL AID

Financial aid may be available for some students planning to attend college. This aid may come in the form of scholarships, grants, loans, or work study programs. The Free Application for Federal Student Aid (FAFSA) will be available in January online or in the guidance office. This application should be completed for the HOPE Scholarship and other federal financial aid such as the Pell Grant. Other information can be obtained by contacting the Federal Aid Officer at the college of your choice.

### COURSE OF STUDY

Students will receive recommendations for courses of study from the Dean of Students. However, the student is responsible for taking the courses which will qualify him/her for graduation and entry into particular colleges or other post high school institutions.

### DUAL ENROLLMENT PROGRAMS

**Dual/Joint Enrollment:** A program through which high school students take courses from an eligible state public or private institution while still enrolled as a high school student and receive credit both at the high school and at the postsecondary institution. Dual enrollment courses can be administered in high school classrooms or on a college campus.

**Accel:** A lottery funded dual enrollment program administered by the Georgia Student Finance Commission (GSFC) that under rules created by the GSFC provides for eligible students to take certain courses from postsecondary institutions that count for high school graduation *and* postsecondary credit.

**Move On When Ready (MOWR):** Move On When Ready provides students an opportunity to attend a postsecondary institution during their junior and/or senior year of high school and receive high school credit and college credit simultaneously while attending college classes on the college campus full-time.

### ARTICULATION

Articulation is a career initiative which provides an opportunity for students to earn exemption credits at an institution where academic and/or technical courses are taken in high school. A formal written agreement has been established with these courses based on competencies achieved in selected courses, which allows students to skip selected post-secondary courses by taking an exemption exam. The articulated credit is only awarded if the student needs it to complete their program of study. The awarded credit is indicated by the letters "AC" on the official transcript. The hours for the articulated course will not be computed in the grade point average or appear on the quarterly grade report.

#### Articulation Requirements:

- Students must enter a post-secondary institute or college **within 18 months** of high school graduation.
- Students must pass the technical college's final examination for the articulated course with a grade of 70 or better.

#### Benefits of Articulation:

- Shortens the total program time at the post-secondary level.
- Offers a "jump start" on a technical education while in high school.
- Saves money and avoids duplication of course work.



## **Grades/Academic Incentives**

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### **ONLINE COURSE OPTIONS STUDENT/PARENT NOTIFICATION**

In July 2012, Senate Bill 289 passed allowing students opportunities to take online courses. This legislation does not currently require an online course to graduate, but simply provides an online learning option for students. Students attending public schools are provided this option at no cost if taken as part of their regular school day. In addition, House Bill 175 passed establishing a clearinghouse for stakeholders to find online courses and online course providers in the state of Georgia.

- Parents and students may access information about the Georgia Virtual School at [www.gavirtualschool.org](http://www.gavirtualschool.org). Students interested in taking an online course with Georgia Virtual School should contact the Dean of Students to help ensure that the course will count toward his/her high school graduation requirements. There is no cost to the student/parent for a course taken with Georgia Virtual School during the regular school day. Students will earn credit by demonstrating content mastery through completion of the online course. Students must also take any required End of Course Test (EOCT) at BHCS according to state policy guidelines.
- Students attending Bishop Hall Charter School have access to the same Georgia Virtual School content taught by teachers on the Bishop Hall campus, where they are able to complete their course requirements in a blended learning environment. For further information, please contact Marcus Parsley, the Bishop Hall Virtual Education Coordinator at [mparsley@thomas.k12.ga.us](mailto:mparsley@thomas.k12.ga.us).
- Visit [www.doe.k12.ga.us](http://www.doe.k12.ga.us) for more dual enrollment opportunities.

## **Guidance/Student Services**

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The guidance office is open to students and parents from 7:30 a.m. until 3:30 p.m. daily. Three counselors are available for individual or group counseling, post-secondary education and career planning, work permits, information about testing, jobs, tutors, registration for classes, and advisement. The Career Center, located in the PREP Academy, is also available as a resource to students in career area education planning at the high school and post-secondary levels.

### **PARENT PORTAL**

Parents can view attendance and grades for their students using the Parent Portal program available online through the Thomas County School District or through the Campus Portal App. To obtain an access code, parents should contact the BHCS Guidance Office. *Access codes will not be issued by phone, mail, or fax.*

### **COMPLAINTS, CRITICISM, AND COMMENTS**

Should any issues arise between a student and teacher, the first course of action is to make an appointment with the teacher through the Dean of Students to discuss the issue. Each student is encouraged to register complaints and criticism which foster school improvement. Students should discuss their complaint with their teacher, counselor, or an administrator. Bishop Hall Charter School welcomes parents or guardians to our school; however, to maintain an orderly and safe school environment, we require that you check in and obtain administrative approval.

### **CONFERENCES**

The faculty at Bishop hall Charter School welcomes the opportunity to discuss with students and parents the student's classroom performance, behavior, or any other related concerns or interests. Conferences with a teacher should be scheduled through the Dean of Students. Appointments will be made at a time that is convenient to everyone involved. Appointments may not be made at a time that interferes with instructional activities. Conferences may be held before school, after school, or during a teacher's planning period.

### **WITHDRAWALS**

Students withdrawing from school for any reason should report to the Dean of Students for the proper forms. The student must be accompanied by a parent or guardian. Books must be returned and debts paid in order to clear a student's records. Students who quit school are required to have an exit conference with the Dean of Students to discuss their future options prior to withdrawal.

## **Guidance/Student Services**

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### **SOCIAL WORKER**

The licensed clinical social worker is available to meet with students and parents. Please call 229-227-1397.

### **WORK PERMITS**

A work permit may be required for any student under the age of 18 who works outside of school. These may be obtained from the student's employer or from the school office.

### **ANNOUNCEMENTS**

Announcements are made each morning during homeroom and are posted in the hallways.

### **COMMUNITY SERVICE**

Bishop Hall Charter School believes in the importance of giving our time and sharing our talents with those in our community. Friday mornings are dedicated to providing opportunities for students to participate in community service activities through a variety of outreach programs.

### **HOME/SCHOOL COMMUNICATIONS**

If unable to reach a teacher or administrator by phone, parents may leave a message on voice mail, which will be returned promptly. Please contact the guidance office by phone for extended illnesses. Parents are encouraged to exchange e-mail addresses with teachers.

### **THE SCHOOL NUTRITION PROGRAM**

**“Our mission is to be a partner in the educational process by providing quality meals at a reasonable price and nutrition education opportunities for students that promote healthy children, READY to LEARN.”**

The Thomas County School System provides breakfast and lunch to help your child get the nutrition they need to learn, grow and develop. Nutrition goals of the Thomas County School Nutrition Program must be in compliance with the United States Department of Agriculture. Menus must adhere to strict guidelines issued by USDA. The menus must meet USDA nutrition goals when averaged over a school week. Each meal planned must provide the required (USDA) number of food components and food items and meet the nutrient standards for the age/grade group served. The five components for lunch are meat/meat alternate, vegetables and fruits, grains/breads, and milk. Your child's monthly menus are posted on the Thomas County School's web site, [www.thomas.k12.ga.us](http://www.thomas.k12.ga.us). Menus are published weekly in the Thomasville Times Enterprise.

### **Free and Reduced Meal Applications**

Bishop Hall Charter School is a Title I school. Therefore, all students are eligible for free lunch and no application process is necessary.

### **Food/Beverages Brought in During the School Day**

Our local board policy prohibits the sale of non-nutritional foods and carbonated beverages during the school day in all areas of the school campus. With this in mind and in order to encourage better nutrition and to develop healthy eating habits, students or parents **are not allowed** to bring foods to school from outside restaurants anytime during the school day. Of course, lunches sent with students when they come to school in the morning in lunch boxes or plain bags are permissible. Healthy food choices are encouraged when parents bring foods for school parties.

### **LOST AND FOUND**

Lost and found items should be turned in to the front office. Students should check there first for any misplaced items.

# School/Local Regulations

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## SCHOOL BUS SAFETY INFORMATION

Students obtaining transportation to and from school using Thomas County Schools bus transportation are required to follow the following safety rules:

### Smarts

- Stay out of the danger zone at all times!
- Remember — if you can't see the driver, the driver can't see you!
- Never go near the bus unless the driver has given you the signal to come!
- Never, walk or play behind a vehicle!
- When you go near the bus, always be sure you can see the bus driver!
- If you drop anything in the danger zone, leave it. Never stop to pick it up!

### Know the Danger Zones

- Every child must know the DANGER ZONES around the school bus.
- Children should never enter the DANGER ZONE unless the driver has given them permission.
- If a child can touch the bus, he or she is too close.
- If a child must cross the street, know all the rules to cross safely.
- The 10 Giant Step rule is a good measurement for children to identify the DANGER ZONE around the school bus, particularly when crossing in front of the bus.
- When near a bus, the children must have the attention of the school bus driver.
- Children should never play around or near school bus vehicles.
- When leaving the bus, children must walk directly home.

### Getting On and Off the Safe Way

- Always be on time with your school things tucked safely away.
- Never run to or from the bus.
- Wait for the bus at a safe place away from the road.
- Wait for the bus to stop before approaching to get on.
- Remember if you can touch the bus, YOU ARE TOO CLOSE!
- Your driver will tell you when to get on.
- Walk up the steps, one at a time, using the hand rail.
- Never push or shove.
- IF YOU DROP ANYTHING IN THE DANGER ZONE LEAVE IT. NEVER STOP TO PICK IT UP!
- Sit facing the driver, feet in front of you.
- Keep the aisle clear at all times.
- ALWAYS LISTEN TO AND OBEY YOUR SCHOOL BUS DRIVER!

### Getting Off the Bus

- Use the handrail.
- Do not push or shove.
- Walk; don't run away from the bus.
- Never go behind the bus.
- Go right home.

### Crossing the Street After Getting Off the Bus

- If you must cross the road after getting off the bus, use the 10 GIANT STEPS as a guide to take you out of the DANGER ZONE at the front of the bus.
- Be sure you can see the driver and that the driver sees you.
- Watch for the driver's signal that it is safe to cross.
- Stop when you reach the edge of the bus.

## School/Local Regulations

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### AFTER SCHOOL BUILDING USE

The school building is open for student use from 7:00 a.m. until 3:30 p.m. each day; students will be allowed to remain at the school under supervision until 3:30 p.m. Loitering around the campus during and after school hours is not allowed. Students must leave campus no later than 4:00 p.m. unless they are involved in an after-school activity or under the direct supervision of a teacher.

### FIELD TRIPS

Educational field trips have a proper place in the school program. Supervision is furnished for students who go on such trips. In order to participate:

- All students must return a field trip permission form signed by a parent or guardian.
- Permission may be denied if a student has excessive tardies or absences, or poor conduct.
- Students must ride in school provided transportation.

### FIRE DRILLS

Fire drills will be held monthly. The warning is a continuous ringing of the fire alarm. Students are to file out of the building to the designated area where their teacher will take roll. If the alarm rings between class periods, students should evacuate the building immediately. Any student found tampering with the fire alarm, fire extinguisher or emergency equipment will be suspended and the appropriate authorities will be notified.

### HALL PASSES

**Students are not to be in the halls during class without a signed agenda book.** It is the student's responsibility to secure permission before leaving any class.

### VISITORS

Any visitor, including former students, having valid business at the school must report to the Front Office to sign in and receive a visitor's pass. Students may not bring friends or relatives who are not enrolled at TCCHS with them to school.

### BISHOP HALL ATTENDANCE PROTOCOL

#### Late Arrivals/Tardy Students

Students who arrive on campus after 8:10 a.m. must sign in at the front office. Students with excessive tardiness will receive a referral and parents will be contacted by the school. Additional interventions will be put in place when a student is excessively tardy.

#### Early Dismissals

Students who need to leave school before regular dismissal must be signed out by their parent or guardian. Students who leave school before regular dismissal are responsible for making up missed work.

<b>Students who sign out under false pretenses will be disciplined.</b>
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#### Lunch Sign Outs

Only Senior students have off-campus privileges lunch. All other students must stay on campus or take the bus to the cafeteria at Thomas County Central High School.

#### Visiting colleges

Seniors and juniors may use two school days per year to visit college campuses. Appropriate forms may be picked up from the Dean of Students and must be completed prior to the visit.

### AUTOMOBILES and MOTORIZED VEHICLES

Students who provide their own transportation to and from school must abide by the following guidelines:

- Student will have a valid Georgia driver's license. Anyone operating a vehicle without a proper license will be reported to law officials..
- Student will park in the designated student parking area. Student will have evidence that the vehicle is covered with liability insurance.
- Student will not sit in vehicle during the school day.
- Student will abide by all Georgia traffic laws while driving on campus and will follow posted speed limits. The maximum speed allowed on campus is posted at 10 m.p.h.

## School/Local Regulations

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- Improper parking, driving too fast for conditions, and reckless driving will not be permitted.
- Weapons may NOT be kept in vehicles on school property. Guns and knives used for hunting must be removed from vehicles before the vehicle is brought on campus.
- Obscene or inappropriate bumper stickers, decals, murals, etc. will not be permitted on vehicles parked on the TCCHS campus. What is obscene or inappropriate will be determined by the TCCHS administration.

Students, parents, staff members, and others who have legitimate business on campus are permitted to park on school property as a matter of privilege and not of right. The Thomas County Board of Education, through its delegated representatives, retains authority to conduct routine patrols of parking lots and inspections of vehicles on school property. Such inspections may be conducted by school officials or by appropriate law enforcement officers. The interiors of vehicles may be searched when a school official has reason to believe that illegal or unauthorized objects or materials may be contained within the vehicle. Vehicle owners and/or operators may be required to unlock vehicles in order to permit such searches. Such patrols, inspections, and searches may be conducted without notice, without the vehicle owner's or operator's consent, and without a search warrant. Vehicles parked on school property shall be subject to canine searches in cases where school officials have reasonable grounds to believe that illegal drugs, contraband, or other improper objects or substances are on campus. **Any vehicle parked on school property may be searched on any given day with or without the presence of reasonable suspicion.**

### PARKING

Driving to school and parking on campus are privileges and not rights; consequently the privilege of driving to school and parking on campus may be revoked whenever a school administrator determines that these privileges have been abused. Students who leave campus without permission or who transport other students who are not properly signed out off campus will have their driving privileges suspended or revoked.

When driving on campus, students are expected to maintain a safe speed. The maximum speed allowed on campus is posted at 15 mph.

# Internet Access/Computer Use

## INTERNET

The Internet is an electronic communication network that provides vast, diverse, and unique resources. Our goal in providing this service to teachers, staff, and students is to promote educational excellence in the Thomas County Schools by facilitating resource sharing, innovation, and communication.

In the schools, student access to and use of the Internet will be under teacher direction and monitored as any other classroom activity. However, it is impossible to control all materials on a global network and an industrious user may discover inappropriate information. The school system cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals, and policies of the school system. It is the belief of the board that the Internet's advantages far outweigh its disadvantages. The Thomas County Board of Education views information gathered from the Internet in the same manner as reference materials identified by the schools. Specifically, the system supports resources that will enhance the learning environment with directed guidance from the faculty and staff. Exploration of resources is encouraged.

As required by the Children's Internet Protection Act, Thomas County Schools has an Internet filtering system in place to protect the students in our schools. The filtering system blocks unacceptable sites that fall into the following categories: violence, pornography, drugs, chat, free email, hate/discrimination, etc.

All students in Thomas County Schools will receive age-appropriate instruction regarding safe and appropriate online behavior including, but not limited to, electronic interactions with others on social networking sites and in chat rooms; behaviors that may constitute cyber bullying; and how to respond when subjected to cyber bullying.

### 1) Guidelines for Internet usage:

- Internet use must be in support of education and research consistent with classroom curriculum.
- Use of the Internet must be consistent with the rules appropriate to any network being used or accessed.
- Unauthorized use of copyrighted material is prohibited.
- Threatening or obscene materials are prohibited.
- Distribution of material protected by trade secret is prohibited.
- Product advertisement and political lobbying are prohibited.
- Commercial activities are not acceptable.
- Non-instructional games are prohibited on school computers.
- Staff and students shall not download software from home or unauthorized programs from the Internet.
- The use of proxy sites to access Internet sites which are blocked by Thomas County Schools' is prohibited.
- Nothing should be posted on the Internet that would not be appropriate for parents, teachers, students, etc. to read. The Internet is a public forum. Any blog post or social networking post, including photographs, which are posted on the Internet are there permanently. Any post that is deleted may be cached in a search engine, school system server, or Internet archive and cause embarrassment years later.
- Faculty and staff should refrain from the use of personal social networking sites including, but not limited to, Twitter, Facebook, Instagram, or Tumblr, during working hours.
- Faculty and staff should not post pictures of students or school activities to their personal social networking sites.

### 2) Privileges

- Access to the Internet is not a right, but a privilege.
- Unacceptable and/or inappropriate usage will result in cancellation of network account.
- Administration will deem what is inappropriate use and the administration's decision is final.
- Administration reserves the right to regulate any particular use of these computing resources.
- An administrator, faculty member, or staff member may request the denial, revocation, or suspension of specific users' accounts.

### 3) Netiquette

- Use of profanity, vulgarities, or other inappropriate language is prohibited.
- Users should not reveal their or anyone else's personal information including, but not limited to, home address, phone number, credit card number, social security number, or student identification number.

## Internet Access/Computer Use

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- The network should not be used in a way that would disrupt the use of the network by others.
- Users should not be abusive in electronic communications.
- Illegal activities are strictly forbidden.
- The computers should be used in a timely manner, so that others may have an opportunity to utilize computer resources.

### 4) Security

- Security problems should be reported to the system administrator immediately.
- Account passwords should be kept confidential.
- Users should only use the network via the account assigned to them.
- Users must not interfere with or disrupt network users, services, traffic, or equipment (Disruptions include, but are not limited to, distribution of unsolicited advertising, downloading and/or streaming music or videos that slow the network, propagation of computer viruses, and using a network to make unauthorized entry to any other machine accessible via a network.).
- Attempts to log on as another user will result in cancellation of privileges.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

### 5) Vandalism/Harassment

- Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or other networks. This includes, but is not limited to, creating and/or uploading computer viruses.
- Vandalism also includes the attempt to harm or destroy computer hardware and unauthorized installation of software.
- Vandalism and/or harassment will result in the cancellation or revocation of the offender's privileges and disciplinary action will result.

### 6) Email and Other Electronic Communication

- Email accounts are provided for employees and students.
- Email accounts are provided for professional and academic purposes. Email accounts should not be used for personal gain, personal business activities, or to solicit for non-school system business. Broadcasting of unsolicited messages is prohibited.
- All school-related business should be sent via the email account provided by Thomas County schools. Personal email accounts should not be used for school-related business.
- All electronic communication created, sent, or received via the Thomas County Schools email system is property of Thomas County Schools.
- Employees shall not have any expectation of privacy regarding this information. The Board reserves the right, as deemed necessary, to access, read, review, monitor, and copy all messages and files on its computer system without notice. Thomas County Schools reserves the right to disclose text, video, audio, or image files to law enforcement agencies without the employee's consent.
- Student related messages should be guarded and protected in compliance with FERPA in order to protect the privacy of students. Employees must abide by copyright laws, ethics rules, and applicable state and federal laws.
- Email messages should only contain professional and appropriate language. Employees shall not send abusive, harassing, intimidating, threatening, discriminatory, or otherwise offensive messages.
- Thomas County Schools has a SPAM filter in place to prevent inappropriate email messages, viruses, malware, etc. However, this does not guarantee that this type of email messages will not make it through and those who make use of electronic communication will occasionally receive messages that are found offensive or annoying. When this happens, the employee should delete the messages. The Thomas County School System is not responsible for the items employees may view via links to other web pages if the employee chooses to open and read these messages.
- Student email accounts should only be provided for specific educational purposes through a safe email provider such as Gaggle.net. These service providers allow teachers to monitor the students' accounts, as well as control who the students may send/receive email to/from. The email accounts may even be locked as to allow communication with school employees only. Student use of email should be set up through the district level technology office.

### 7) Electronic or Mobile Devices

- The use of mobile devices will only be allowed in specific areas or classes per the direction of school staff.
- Devices are to be used only for school-related or school-approved activities. Games are not allowed.
- Teachers and staff reserve the right to check devices for inappropriate use or inappropriate material.
- The Thomas County School System is not responsible for lost or damaged devices.
- Cell phones/camera phones are to be turned off and not used during any testing or examination period. During the testing session cell phones/camera phones are to be stored in a case, book bag, knapsack, or purse, and may not be placed on the table, desktop, or individual's lap. Staff members have the right to confiscate devices during testing.
- Students should not use their own 3G or 4G connection to the Internet. Students shall access the Internet via Thomas County Schools' wireless network only while on school grounds in order to insure their Internet connection is filtered through Thomas County Schools' filtering system as required by the Children's Internet Protection Act. Teachers and staff reserve the right to check an electronic or mobile device for proper connection. Students who do not follow this guideline will lose the right to use their own electronic or mobile device while at school.
- Students may only access the Internet during class sessions for instructor authorized, class-related purposes. It should be noted that the school controls the Internet connectivity in classrooms and may elect to "turn-off" the wireless network during class time or restrict student passwords for wireless connections.
- Students with disabilities or exceptional needs may require electronic devices for day-to-day functioning in the academic setting or for testing purposes. The use of devices should be coordinated with the classroom teacher or staff member, and the classroom teacher or staff member will monitor such use.
- Electronic or mobile devices should not be used to video or take pictures of disruptive behavior such as fights or other class/school disruptions. The sharing or posting of such videos or pictures or any other inappropriate videos or pictures is prohibited. This activity is a violation of privacy under FERPA.

### 8) Penalties

- Any user violating these provisions, applicable state and federal laws, or posted classroom and district rules is subject to the loss of network privileges and other system disciplinary options, including criminal prosecution.
- School and system administrators will make the final determination as to what constitutes unacceptable use and their decision is final. The Thomas County School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Thomas County School System will not be responsible for any damages a user may suffer, including loss of data, non-deliveries, misdeliveries, or service interruptions caused by negligence or errors or omissions. The use of any information obtained via the Internet is at your own risk. The system will not be responsible for the accuracy or quality of information obtained through the Internet connection.

#### Georgia Code Description

- O.C.G.A. 16-09-0090 Georgia Computer Systems Protection Act
- O.C.G.A. 16-09-0091 Computer Related Crime
- O.C.G.A. 16-09-0092 Definitions
- O.C.G.A. 16-09-0093 Computer crimes defined
- O.C.G.A. 16-09-0093.1 Misleading transmittal
- O.C.G.A. 16-09-0094 Violations
- O.C.G.A. 39-05-0003 Immunity
- O.C.G.A. 39-05-0002 Subscriber's control of minor's use of internet
- O.C.G.A. 39-05-0004 Internet safety report of certain information
- O.C.G.A. 16-11-0037.1 Dissemination of information relating to terroristic acts

#### US Code Description

- 20 USC 6777 Internet Safety
- 47 USC 254(h) Universal Service
- 15 USC 6501 Children's Online Privacy Protection Act - Definitions
- 15 USC 6502 Children's Online Privacy Protection Act - Collection and use of personal information from and about children on the Internet
- 15 USC 6503 Children's Online Privacy Protection Act - Safe harbors
- 15 USC 6504 Children's Online Privacy Protection Act - Actions by states
- 15 USC 6505 Children's Online Privacy Protection Act - Administration and Applicability



## **Internet Access/Computer Use**

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### **SCHOOL DISCIPLINE AND SOCIAL MEDIA**

Parents are encouraged to monitor their child's use of all social media including e-mail, Facebook, Instagram, Snapchat, and all other forms of electronic or digital media. Many disciplinary matters and conflicts among students are rooted in communication that originates in social media. Students and parents should be aware that students may be subject to disciplinary action for their communication on social media even if such communication occurs off campus and during non-school hours, if such communication constitutes cyber-bullying, and/or if such communication in any way interferes with the good order of the school or the ability of other students to feel safe and comfortable at school. When posting messages on social media, students should apply this four-way test: (1) Is it the truth? (2) Is it fair to all concerned? (3) Will it build good will and better friendship? (4) Will it be beneficial to all concerned? If the answer to any one of these questions is "no," it is probably better to not post. The school appreciates the help of parents in monitoring student use of social media. Disciplinary action for inappropriate use of social media will be at the discretion of the administration and may include counseling, detention, in-school suspension, out-of-school suspension, recommendation for a tribunal, or referral to law enforcement, depending upon the severity of the offense.

### CODE OF CONDUCT

The code of conduct provides for the welfare and safety of all students and ensures a productive learning environment. The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the 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 the following progressive code of conduct.

This 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

Students may also 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.

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.

Georgia law (O.C.G.A. 20-2-766) provides that school administrators who identify a student as a chronic disciplinary problem may require the parent to attend a conference to participate in the development of a disciplinary and behavioral correction plan. Parents who do not attend such conferences may be referred to the courts where they may be fined up to \$500. The need for a parental conference is indicated whenever a student is suspended at home or when a teacher or administrator informs the parent that a conference is needed.

Students at Bishop Hall are expected to:

- Demonstrate respect for self and others
- Demonstrate courtesy to others
- Behave in a responsible manner
- Attend class regularly *or* complete virtual assignments on prescribed timeline
- Be prepared for class
- Take seriously the course of study
- Dress appropriately (*see Bishop Hall Dress Code*)
- Cooperate with school officials
- Respect other's property
- Avoid violation of student code of conduct

# Code of Conduct

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## GENERAL GUIDELINES

### Sign in/Sign out

- If you arrive after 8:00, you must sign in at the front office
- Students can only be signed out by a parent or guardian

### Lunch

- No visitors at lunch time unless they are a parent or guardian
- Seniors with 16 credits can leave campus at lunchtime; they may not bring food back to campus for other students
- No one can sign out for lunch, unless they are leaving with a parent or guardian
- Students may ride the bus to lunch at Central or may stay on campus in designated areas only

### Parking/Traffic rules

- Drop-off and pick-up of students is in front of Bishop Hall
- Students driving their own cars must park in student parking lot
- No loitering at vehicles in student parking lot
- Observe the 15 mile per hour speed limit on campus
- No loud music, loud mufflers, spinning of tires, reckless driving

### Cell phones

- Cell phones may be used in the hallways between class periods. Use of cell phones in the classroom is at the discretion of the instructor.

### Computers

- No downloading of anything onto the computer
- No sending or receiving of email at school unless authorized by a teacher
- Game sites are off limits

### Agenda books

- All students are issued an agenda book
- Students must have their agenda books signed by their teacher in order to leave the classroom

### Saturday school

- 8:00 am – noon
- Students who are tardy will be assigned an additional Saturday School
- Missing an assigned Saturday School will result in one week suspension and will be required to attend night school for two nights and a Saturday School in order to be able to return to regular classes

### Off limits

- Back drive that runs by Vashti cottages
- Stairs to 3<sup>rd</sup> floor
- Basement
- Fire escape stairs- unless there is a fire drill or fire
- Area behind swimming pool
- Parking lot during school day without permission

## Disciplinary Procedures

### DISCIPLINARY PROCEDURE LEVELS AND CONSEQUENCES

Level I offenses: verbal warning, documentation on file

Level II offenses: documentation on file, parent contact, ISS

Level III offenses: documentation on file, parent contact/conference, Saturday School, behavior modification contract

Level IV offenses: documentation on file, parent conference, student assignment to virtual school, behavior modification contract

Level V: Expulsion from Bishop Hall; Tribunal

Violation	Level I	Level II	Level III	Level IV	Level V	Comments
Classroom disruption	X	X				
School disruption		X	X	X		
Destroying or defacing school property, theft of school property			X	X	X	
Rude or disrespectful behavior, profanity, sexual harassment, bullying	X	X	X	X		
Fighting, Threatening staff or students				X	X	
Refusal to follow directions	X	X	X			
Gang activity/paraphernalia				X	X	
Drug and drug paraphernalia				X	X	
Weapons				X	X	
Tobacco products and paraphernalia	X	X	X			
Inappropriate bodily contact	X	X	X			
Skipping class/chronic tardiness	X	X	X			three tardies equal an absence
Excessive absences		X	X			*a sign-out equals an absence. Must attend Saturday School for each absence greater than 9; students will lost driver's license per Georgia law
Parking, traffic violations	X	X	X			loss of on campus driving/parking privileges
Cheating	X	X	X			
Unauthorized use of phones	X	X	X			phone taken for remainder of the day; \$5 charge for subsequent violations
Dress code violations		X	X			
Disruptive behavior on bus	X	X				student may lose bus privileges per administration decision
Any other conduct considered by the principal to be disruptive		X	X	X	X	

References

<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Documents/Model%20Code%20of%20Conduct.pdf>

<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Pages/Student-Code-of-Conduct.aspx>

## Dress Code

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### 2014-2015 BISHOP HALL DRESS CODE

1. Bishop Hall has a uniform policy for students. Students must be dressed according to uniform dress code rules whenever on campus during school days.
2. Pants/capris/shorts/skirts
  - Must have belt loops
  - May be cotton, corduroy, or denim material
  - Colors must be solid color khaki (tan), black, dark green, or grey
  - No blue jeans
  - Appropriate length shorts: no more than 4 inches above the knee
  - Skirts must be no more than 1 inch above the knee
  - No decorative thread allowed
  - Pants/shorts must be worn at waist with a belt (a string is not considered a belt)
  - Must be hemmed; no frayed, cut, or rolled up cuffs
  - No overalls
  - No pants with drawstrings
  - No sweatpants, unless they are Bishop Hall sweatpants on specific days
3. Shirts, sweaters, vests, slip-over-the-head jackets
  - Only Bishop Hall logos
  - Colors must be dark green, white, black or grey- solid colors
  - Shirts must be polo-type shirts with buttons or oxford-style shirts with button-down collars.
  - Sweaters must be solid Bishop Hall colors (black, grey, white, dark green)
  - Turtle-neck sweaters and mock turtle-neck sweaters must be Bishop Hall colors
  - Shirts may be untucked on school grounds. Students on field trips and other events will be at sponsor discretion
  - No thermal undershirts are to be worn under the short sleeve dress code shirt. Solid, school color (white black, dark green, grey), short-sleeve undershirts with no writing are allowed under the dress code shirt.
  - Jackets must be Bishop Hall colors, with no logos, unless Bishop Hall logo
4. Sweatshirts
  - Only Bishop Hall colors are allowed with no logos
5. T-shirts
  - Only Bishop Hall t-shirts are allowed
  - Specialty t-shirts from Bishop Hall clubs or activities (blood drive, Peace Jam, Habitat, school field trip) can be worn on Friday only
6. Belts
  - Must be worn with pants at all times at waist level
7. Shoes
  - No bedroom slippers
8. Headgear
  - Caps, hats, scarves, and headbands are not to be worn inside the building, unless mandated by religious doctrine
9. Accessories
  - Gang-related symbols or accessories are not to be worn on school grounds

The Principal and Dean of Students have the final say on any questions concerning the dress code.