

# Bishop Hall Charter School



## Parent-Student Handbook 2021-2022

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

**Dr. Lisa Williams, Superintendent**

Thomas County Schools  
200 North Pinetree Blvd  
Thomasville, Georgia 31792  
Phone: 229-225-4380  
Fax: 229-225-5012

**Dr. Verna Wiggins, Principal**

Bishop Hall Charter School  
220 North Pinetree Blvd  
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## Letter from the Principal

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Dear Parents and Students:

Welcome to the 2021-22 school year at Bishop Hall Charter School. We are entering our twenty-second year as a non-traditional educational opportunity for students of Thomas County. We are looking forward to a year of continued growth and success. We are excited about our progress academically during a pandemic.

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 continue to strengthen each year and will provide an even wider array of opportunities for students to complete college courses while enrolled at Bishop Hall.

This year, we have the largest enrollment in Bishop Hall's history and with this brings additional staff. We have twenty-one (full and part-time) staff members working diligently to serve our students' educational needs.

Best Regards,

Dr. Verna Wiggins

## 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 encourages and aids students in building self-respect, self-reliance, and healthy 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 his/her 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; and
- **We believe** our school should be a safe, orderly and stimulating environment that encourages learning and academic excellence.

## **County and School Personnel**

### **Superintendent of Thomas County Schools**

**229-225-4380**

Dr. Lisa Williams

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

Dr. Terry Solana - Chairperson

Mrs. Missy Stanaland - Vice-Chairperson

Dr. Cynthia Drayton

Mrs. Lana Hicks

Dr. Lindsey Stevenson

Mr. Grant Plymel

Mr. Morris Williams

### **Bishop Hall Charter School**

**229-227-1397**

#### **Administration**

Dr. Verna Wiggins - Principal

Mrs. Michele Dechman - Assistant Principal

Mr. Darrell Brinkley - Instructional Coordinator

Ms. Regina Beasley - Blended Learning Coordinator

#### **Faculty**

Ms. Regina Beasley, CTAE Department / WBL Coordinator

Mr. Darrell Brinkley, English Department Chair

Mr. Austin Davis, Science Department Chair

Mr. Billy Esra, Mathematics Department Chair / 504 Coordinator

Ms. Constance Hudson, Math Department

Mr. Tyler Jackson, CTAE Department (Agriculture)

Ms. Stacy Mims, Science Department

Mr. Christopher Miranda, English Department / E-Library Coordinator / Literacy Coordinator

Ms. Louise Phillips, Math Department

Mr. Jeremy Rich, Social Studies Department Chair

Mr. Thomas Rinehart, Social Studies Department

Mr. Dan Salveter, Social Skills

Ms. Shantel Thompson, Science and Mathematics Department/Testing Coordinator

Mr. Scott Trammell, SWD / Experiential Coordinator

Mr. Chad Ward, Physical Education Department Chair

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

Deputy Banos, School Resource Officer

Ms. Stacey Davis, Registrar

Ms. Shae Lee, RN

Ms. Gwen Mitchell, Student Services Coordinator / Parent Involvement Coordinator

Mr. Wes Sampson, Technology Specialist

Mr. Dan Salveter, LCSW

## 2021-2022 Bell Schedule

### Monday - Thursday

8:00 - 8:20	Breakfast
<b>8:20</b>	<b>Start: First Bell</b>
8:25 - 8:30	Homeroom (Tardy @ 8:25)
8:33 - 9:28	1st Period
9:31 - 10:23	2nd Period
10:26 - 11:16	3rd Period
<b>11:16 - 11:46</b>	<b>1st Lunch</b>
11:49 - 12:39	4th Period for 1st Lunch Students
11:19 - 12:09	4th Period for 2nd Lunch Students
<b>12:09 - 12:39</b>	<b>2nd Lunch</b>
12:43 - 1:30	5th Period
1:33 - 2:25	6th Period
<b>2:25</b>	<b>Dismissal</b>

### Friday - Club Schedule

8:00- 8:15	Breakfast
<b>8:20 - 8:25</b>	<b>Start: Homeroom (Tardy @ 8:25)</b>
8:30 - 9:05	1st Period
9:10 - 9:45	2nd Period
9:50 - 10:25	3rd Period
10:30 - 11:05	4th Period
<b>11:10 - 11:40</b>	<b>Lunch</b>
11:45 - 12:20	5th Period
12:25 - 1:00	6th Period
1:05 - 2:25	Clubs
<b>2:25</b>	<b>Dismissal</b>

## **Federal/State/System Regulations**

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### **PARENT'S RIGHT TO KNOW**

#### **Teacher & Paraprofessional Qualifications**

In accordance with Every Student Succeeds Act (ESSA) of 2015, the Thomas County School District will provide, upon request, certain information on the professional qualifications of classroom teachers and paraprofessionals (ESSA Section 1111(g)(2)(M)). Parents may request the following information:

1. Whether the students' teacher—
  - o has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - o is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
  - o is teaching in the field or discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you desire information concerning the qualifications of your child's teacher(s), please contact the principal at your child's school.

#### **Non-Professionally Qualified Teachers**

Each Thomas County School will provide to student's parent or guardian a timely notice that his or her student has been assigned or taught for four or more consecutive weeks by a teacher who has NOT met subject or grade level requirements for professional qualifications (ESSA Section 1112(e)(1)(B)(ii)).

#### **Student Achievement**

Each Thomas County School will provide to parents information on the level of achievement of the parent's child on each of the state academic assessments (ESSA Section 1111(2) (B) (x)).

#### **Parent Resources Title I**

The following schools are classified as Title I Schools: Hand-in-Hand Primary, Garrison-Pilcher Elementary, Cross Creek Elementary, Thomas County Middle, The Renaissance Center for Academic and Career Development, and Bishop Hall Charter School. Each of the previously listed schools qualify as Title I schools based on the number of students meeting federal poverty guidelines. Title I schools are required to use research-based teaching strategies and programs to improve student achievement. Staff must be professionally 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, please contact a parent advisory member. Each Title I school 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. Additionally, a variety of parent books are available for check-out in the media center. If you need information that we do not have, please ask the media specialist. In most situations, we are able to secure resources for you to check-out. Copies of our Title I Plan are available for parent review in the school office or online via school websites. Please contact a Parent Involvement Coordinator if you need assistance.

#### **Parent Volunteering**

Parent participation is encouraged at each of our schools. We encourage parents to participate in their student's school life. 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 at that school. He or she will be more than happy to schedule times that are convenient for you that will not disrupt class schedules.

### **Parent and Family Engagement**

In response to the COVID19 pandemic, please be aware that public health guidance may limit volunteer initiatives in our school system. Please contact the Parent Involvement Coordinator at your child's school for up to date information. Each Title I school will have an annual parent workshop to build parent capacity to support their children. Topics may include academic support, homework help, obtaining school information, behavior management, digital citizenship, standardized test data, or college and career planning. We welcome your input for planning and evaluation of these events. We will survey participants at the conclusion of each workshop to evaluate workshop quality, obtain feedback and gather suggestions.

### **Comments and Concerns**

Thomas County Schools has a complaint procedure that is described in detail on our website: [www.tcjackets.net](http://www.tcjackets.net) To access this description, hover over the "Departments" icon, and select the "Federal Programs" link. The complaint procedure is also outlined in our Parent/Student/Teacher Handbooks. In the event that you have a complaint, we wish you to contact the school your child attends 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 of Education. If you are still unsatisfied, you may contact the Georgia Department of Education via: <http://programcomplaint.doe.k12.ga.us/everestwebportal/webform.asp>

### **Title I School and District Contact information:**

#### **Hand In Hand Primary**

Principal, Dee Gaines  
(229) 225-3908

#### **Garrison Pilcher Elementary**

Principal, Amy Tyson  
(229) 225-4387

#### **Cross Creek Elementary**

Principal, Jamie Thompson  
(229) 225-3900

#### **Thomas County Middle School**

Principal, Clay Stanaland  
(229) 225-4394

#### **Bishop Hall Charter School**

Principal, Dr. Verna Wiggins  
(229) 227-1397

#### **Renaissance Center for Academic / Career Development**

Principal, Richard Potter  
(229) 227-3222

### **Questions:**

For additional information, you may contact Dr. Bob Dechman, Assistant Superintendent for Federal Programs by calling (229) 225-4380, or via email at [bdechman@tcjackets.net](mailto:bdechman@tcjackets.net)

## TRAINING AND MONITORING PROCEDURES AND ASSESSMENTS

All faculty members involved with the administration or supervision of testing will 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 appropriate state training webinar sessions as required. 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 Schools 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 Thomas County Board of Education. Contact information for the Thomas County Board Chairman may be found on the school

system's website.

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 Thomas County Board of Education 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 preschool 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. Living in public or private places not designed for or ordinarily used as a regular sleeping accommodation for human beings;
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations, or similar settings;
7. Migratory children living in conditions described in the previous examples;
8. 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:

- a. School personnel will be trained to inquire about homelessness upon enrollment and withdrawal of students.
- b. School personnel will notify the homeless liaison of any students determined to be homeless.
- c. School staff will be trained on the identification of children in class who may be experiencing homelessness and appropriate procedures to follow.

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.

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 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.

## **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. Students in military families whose parents are currently serving or previously served on active duty in the U. S. Armed Forces or in the Reserves or National Guard on extended active duty “**may** be granted excuse absences, up to a maximum of five days per school year, not to exceed two school years, for the day or days missed from school to attend military affairs sponsored events, provided the student provides documentation prior to absence.
6. 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.

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 aged ten or older by September 1 shall sign a statement indicating receipt of a written statement of possible consequences for non-compliance to the local policy.

## 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 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 with the parent / guardian and the student. 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.

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

After the student has been referred to the director of pupil 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 director of pupil 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 director of pupil 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.

## WITHDRAWALS

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

1. has missed more than 10 consecutive days of unexcused absences; and
2. is not subject to compulsory school attendance; and
3. 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); or
4. 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 Michele Dechman, Assistant Principal, at 229-227-1397, [mdechman@bhknights.net](mailto:mdechman@bhknights.net) office email or Christopher Huckans, Director of Student Services, at 229 225-4380 Ext 111, [chuckans@tjackets.net](mailto:chuckans@tjackets.net) office email.

It is the policy of the Board of Education that Bishop Hall Charter School shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA). Student Data Privacy, Accessibility, and Transparency Act of Georgia (the Act). For the purposes of this policy, a "parent" is defined as a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. An "eligible student" is defined as a student who has reached 18 years of age or is attending an institution of postsecondary education.

The Superintendent shall implement procedures whereby every principal is directed to develop a means to notify, on an annual basis, parents and eligible students, including parents of eligible students, who are disabled or who have a primary or home language other than English, of their rights under the FERPA and the Act, either through a student handbook distributed to each student in the school or by any means that are reasonably likely to inform them of their rights. Generally, a parent or eligible student will be permitted to obtain a copy of the student's education records upon reasonable notice and payment of reasonable copying costs.

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

Confidentiality of student records shall be preserved while access is provided to parents, eligible students, and school officials with legitimate educational interests, as described in the annual parent notice.

With the exception of directory information as defined below, personally identifiable information will not be released by the school district from an education record without prior written consent of the parent or eligible student, except to the extent authorized by FERPA and its implementing regulations at 34 C.F.R. § 99.31.

The Board of Education designates the following information as "directory information." Unless a parent or eligible student makes a timely request to the principal of the school where the student is enrolled that such information not be designated as directory information for the individual student, such information will not be considered confidential and may be disclosed upon request.

- a. Student's name and address;
- b. Student's date and place of birth;
- c. Student's participation in official school activities and sports;
- d. Weight and height of members of an athletic team;
- e. Dates of attendance at schools within the school district;
- f. Honors and awards received during the time enrolled in district schools;
- g. Photograph; and
- h. Grade level.

## **Mandated Release of Student Information to Military Recruiters and Institutions of Higher Education**

Section 8025 of the Every Student Succeeds Act (ESSA) requires that school systems provide, upon a request made by a military recruiter or an institution of higher education, access to the name, address, and telephone listing of each secondary school student. A parent of a secondary school student, or a student who has reached the age of 18, may submit a written request to the school, that the student's name, address, and telephone listing not be released to a military recruiter or an institution of higher education without prior written consent of the parent.

## **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, Assistant Superintendent 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, 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 31792.

## **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 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.

## **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 CONTACT 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.

## **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 Thomas County Board of Education. 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.

## **SECTION 504 PROCEDURAL SAFEGUARDS**

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:

Beth Weiss, School Psychologist, Garrison Pilcher Elementary School 229-225-4387,  
[bweiss@tcjackets.net](mailto:bweiss@tcjackets.net)

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.

**1. Overview:** 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, failure of the grievant to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

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

- a. Student name
- b. Address of student
- c. School student is attending
- d. Reason for request of the hearing
- e. Decision objecting to
- f. Remedy suggested
- g. 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 for a hearing 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.

**3. 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.

**4. Hearing Procedures:**

- a. 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.
- b. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- c. 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.
- d. 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.

- e. 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.
- f. The impartial review official shall determine the weight to be given any evidence.
- g. The hearing shall be closed to the public.
- h. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
- i. 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.
- j. 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.
- k. 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.
- l. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

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

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

Georgia Department of Education  
Richard Woods, State School Superintendent  
2054 Twin Towers East 205 Jesse Hill Jr. Dr. SE  
Atlanta, GA 30334

## **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 disabled students.
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.

## **MEDICATION**

All medications other than the exceptions listed in this policy, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the principal of each school. All medications must be taken by the student, parent or guardian to the school office immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District's drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook.

A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine for allergic reactions and all necessary supplies and equipment to perform monitoring and treatment functions authorized by the student's diabetes medical management plan. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.

In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. The terms of this paragraph may be met through a student's diabetes medical management plan developed and implemented pursuant to state law.

Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

Nurses or other school employees are authorized to administer auto-injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Such persons also are authorized to administer levalbuterol sulfate, if available, to a student in perceived respiratory distress, regardless of whether the student has a prescription for levalbuterol sulfate. Any school employee who in good faith administers or chooses not to administer such medication to a student in such circumstances shall be immune from civil liability.

### **CHILD ABUSE OR NEGLECT**

All employees of the Board of Education, as well as persons who attend to a child pursuant to their duties as a volunteer for the school system, who have reason or cause to believe that suspected child abuse has occurred shall notify the principal or the school system's designee, who shall report such abuse immediately, but in no case later than 24 hours from the time there is reasonable cause to believe that suspected child abuse has occurred, in accordance with Georgia law and the protocol for handling child abuse cases for Thomas County, Georgia.

Under no circumstances shall the principal or designee to whom a report of child abuse has been made exercise any control, restraint, modification or make any other change to the information provided by a mandated reporter, although the reporter may be consulted prior to the making of a report and may provide any additional, relevant and necessary information when making the report.

### **HEAD LICE REGULATION**

To prevent the spread of head lice, the Thomas County School System will follow the procedures listed below:

- When a student is found with head lice, the student will be sent home with a letter containing recommendations for treatment. If the student has siblings in the school system, the siblings will also be examined.

- The school nurse/designee will examine every student readmitted to school. If the student is free of lice, the student will be given a written clearance to return to class. The school nurse/designee will re-examine the student within 7-10 days or as often as deemed necessary by the nurse.
- After a student is absent more than two days, the principal or his/her designee should notify the family and urge them to get the student treated and back in school.
- Students found with head lice will not be allowed to ride the bus or participate in school activities until cleared by the nurse.

## **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 a 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 that 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 Carol Sprague at 229-225-4380.

## Academic Requirements

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### Course Requirements for Promotion

<b>8<sup>th</sup> Grade</b>	Literature/Composition, Math, Science, Social Studies, 1 other course
<b>9<sup>th</sup> Grade</b>	Literature/Composition, Math, Science, Social Studies, 1 other course
<b>10<sup>th</sup> Grade:</b>	Literature/Composition, Math, Science, Social Studies, 1 other course
<b>11<sup>th</sup> Grade:</b>	Literature/Composition, Math, Science, Social Studies, 2 other courses
<b>12<sup>th</sup> Grade:</b>	Literature/Composition, Math, Science, Social Studies, 2 other courses

### Graduation Requirements

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

### Courses with an End-of Grade (EOG) or End-of Course (EOC) Test

<b>8<sup>th</sup> Grade</b>	ELA, Math, Science, and Social Studies
<b>9<sup>th</sup>-12<sup>th</sup> Grade</b>	Algebra I, US History, Biology, American Literature

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

#### 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/Academic Objectives

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### GRADES

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 homeschool 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.

#### Eligibility for the HOPE Scholarship

##### Basic Eligibility

All HOPE programs require students to meet basic requirements. An eligible student must:

1. Meet HOPE's U.S. citizenship or eligible non-citizen requirements;
2. Be a legal resident of Georgia;
3. Meet enrollment requirements;
4. Be in compliance with Selective Service registration requirements;
5. Meet academic achievement standards;
6. Be in good standing on all student loans or other financial aid programs;
7. Be in compliance with the Georgia Drug-Free Postsecondary Education Act of 1990;
8. Not have exceeded the maximum award limits for any HOPE program.

##### Program Eligibility

To receive HOPE Scholarship funding, students must:

1. Meet one of the following academic requirements:
  - Graduate from a HOPE-eligible high school with a minimum 3.0 grade point average (as calculated by GSFC).
  - Receive a high school diploma through petition of the local school board, in accordance with O.C.G.A. §20-2-281.1, from a HOPE-eligible high school with a minimum 3.0 grade point average (as calculated by GSFC).
  - Graduate from an eligible high school, complete a home study program in Georgia, or earn a GED and score in the national composite 75th percentile or higher on the SAT or ACT prior to high school graduation, home study completion, or earning a GED.
  - Graduate from an eligible high school or complete a home study program in Georgia and then earn a minimum 3.0 cumulative postsecondary grade point average after attempting 30 semester or 45 quarter hours of college degree-level coursework for retroactive HOPE Scholarship payment.
  - Earn a minimum 3.0 cumulative postsecondary grade point average after attempting 30, 60, or

- 90 semester hours or 45, 90, or 135 quarter hours after high school graduation, home study completion, or receipt of GED. Details
2. Be enrolled as a degree-seeking student at a public or private HOPE-eligible college or university in Georgia.
  3. Meet academic rigor requirements. Beginning with students graduating from an eligible high school on or after May 1, 2015, students must complete a specific number of academically rigorous courses, as identified on the Academic Rigor Course List, in addition to meeting the GPA requirements. This does not include students who received a high school diploma through petition of his or her local school board, in accordance with O.C.G.A. §20-2-281.1, nor does it apply to students graduating from home study programs.

## 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.

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.

**100% tuition with the Zell Miller Grant:** The Zell Miller Grant, which will pay 100 percent of tuition for high-performing TCSG students who maintain a 3.8 GPA or higher in certificate and diploma programs.

**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 3.8 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 can provide more details and help you with your application.

## **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.gafutures.org](http://www.gafutures.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 online at [www.gafutures.org](http://www.gafutures.org). 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 Principal. 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**

Dual Enrollment provides students an opportunity to attend a post-secondary 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 his or her 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.

## 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  
[www.gavirtualschool.org](http://www.gavirtualschool.org).

Students interested in taking an online course with Georgia Virtual School should contact Cara Hankinson at the Thomas County Board of Education 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.

## Guidance / Student Services

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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.

The guidance office is open to students and parents from 7:30 a.m. until 3:30 p.m. daily. There is a counselor available for individual or group counseling, post-secondary education and career planning, work permits, information about testing, jobs, tutors, registration for classes, and advisement.

## **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 Registrar's 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 Assistant Principal 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 Assistant Principal. Appointments may not be scheduled during instructional time, but 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 Registrar for proper forms. The student must be accompanied by a parent or guardian. Chromebooks and chargers must be returned and all debts paid in order to clear a student's records. Students who quit school are required to have an exit conference with the Principal to discuss their future options prior to withdrawal.

## **SOCIAL WORKER**

The licensed clinical therapist 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 registrar.

## **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. Opportunities for students to participate in community service activities will be provided to students 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 voicemail, 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 breakfast and 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 food 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 food 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.

## Student Services

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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 handrail.
- 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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### FIELD TRIPS

Educational field trips have a proper place in the school program. Adult supervision is furnished for students who participate in field 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 the ringing of the fire alarm along with voice instructions. 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 BHCS with them to school.

### BISHOP HALL ATTENDANCE POLICY

#### Late Arrivals/Tardy Students

Students who arrive on campus after 8:25 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 parents or guardian. Students who leave school before regular dismissal are responsible for making up missed work.

***\*Students who sign out under false pretenses will be disciplined\****

#### Visiting colleges

Seniors and juniors may use two school days per year to visit college campuses. Appropriate forms may be picked up from the Principal 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:

- Students will have a valid Georgia driver's license in order to operate a motor vehicle on campus. Anyone operating a vehicle on campus without the proper license will be reported to law officials.
- Students will park **ONLY** in the designated student parking area.
- Students will have evidence that their vehicle is covered with liability insurance.
- Students will not sit in vehicles during the school day.
- Students will not be allowed to gather in the student parking lot before or after school.
- Students 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 15 mph.
- 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 BHCS campus. What is obscene or inappropriate will be determined by the BHCS 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.

## Media Services

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Technology equipment, the Internet, and digital learning tools provide vast, diverse, and unique resources that can be used to transform learning. Our goal in providing these resources to teachers, staff, and students is to provide a unique and personalized learning experience in the Thomas County School

System. By promoting quality instruction while using digital tools, educational excellence can be achieved.

In our schools, student access to and use of the Internet will be under teacher direction and monitored as any other classroom activity. The use of technology equipment and digital tools in the Thomas County School System is a privilege that requires all users to act responsibly. All users are accountable for any violations of this Internet Acceptable Use Policy.

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. However, it is impossible to control all materials on a global network and an industrious user may discover inappropriate information. The school system cannot completely prevent the possibility that some users may access material that is not consistent with the educational mission, goals, and policies of the school system. Violations of the Internet Acceptable Use Policy can result in disciplinary action.

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, by both teachers and students, within the confines of this Acceptable Use Policy, is encouraged.

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 cyberbullying; and how to respond when subjected to cyberbullying. The Common Sense Media Digital Citizenship Curriculum will be taught in all schools.

### **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. This also includes accessing pirated music, movies, and television shows through our network.
- Threatening or obscene materials are prohibited.
- Distribution of material protected by trade secrets 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 and/or VPN services to access Internet sites which are blocked by Thomas County Schools is prohibited.
- Nothing should be posted on the Internet that would be inappropriate 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. Internet posts that are a violation of this Acceptable Use Policy could

result in disciplinary action.

- Faculty, staff, and students should refrain from the use of personal social networking sites including, but not limited to, Twitter, Facebook, Instagram, Snapchat or Tumblr, during working hours.
- Faculty and staff should not post pictures of students or school activities to their personal social networking sites.

### **Privileges**

- Access to the Internet is not a right, but a privilege.
- Unacceptable and/or inappropriate usage will result in cancellation of network and/or Google 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 a specific user(s) account(s).
- Students are issued devices at Thomas County Central High School and Bishop Hall Charter School upon signing and returning a required parent and student agreement letter. Students are required to adhere to all policies set forth in the agreement notice and the Internet Acceptable Use Policy.

### **Appropriate Digital Citizenship**

- 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.
- The network should not be used in a way that would disrupt the use of the network by others.
- Illegal activities are strictly forbidden.
- Students should not use personal or school-issued devices or accounts in a way that would threaten, harass, abuse, intimidate, or embarrass others.
- The use of websites or other types of electronic communication to circulate gossip and rumors about staff or students is prohibited.
- The use of cameras, camera phones, or other camera devices to take or exchange threatening or potentially embarrassing photographs of staff or students is prohibited.

### **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 or log-in to any accounts belonging to 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.

### **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.
- Students should carefully handle all technology equipment, including, but not limited to, iPads, Chromebooks, desktop computers, and all specialty equipment in labs or other specialized areas. For example, chrome books should be handled with two hands, should not be picked up by the screen, keys should remain intact, and all items should be removed from the Chromebook before the screen is closed.
- Users should report damages to the technology department in their buildings and not attempt to make the repairs themselves.
- Vandalism and/or harassment will result in the cancellation or revocation of the offender's privileges and disciplinary action will result.

### **Google for Education, Email, and Other Electronic Communication**

- Google for Education accounts are provided for all employees and students in grades 2-12. Google for Education accounts include Gmail, Google Drive, Google Docs, Google Slides, Google Sheets, Google Classroom, etc. as a part of the tcjackets.net or bhknights.net domain.
- Google for Education accounts are provided for professional and academic purposes. These 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 users, including students, should not use school-issued email accounts to sign up for personal accounts on websites, including, but not limited to, social media and gaming websites.
- 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 and students 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 employee or student 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 and students 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 or students may view via links to other web pages if the employee chooses to open and read these messages.

- Student Google accounts are monitored for inappropriate usage through Gaggle.net and filtered through Go Guardian. Inappropriate use of Google accounts is reported to school and system administrators and handled as a disciplinary violation.
- The use of school-issued Google accounts on personal/home devices will install extensions and/or apps for monitoring purposes for that account. School-issued student accounts are monitored on home and personal devices when students are logged in, including on home and personal devices.
- Students should log out of school-issued Google accounts when not in use.

### **Electronic or Mobile Devices**

- Students in all schools have access to either iPads, Chromebooks, or desktop computers. However, the use of personal mobile devices may be necessary in some situations.
- 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 and all device cameras 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 data connection in order to access the Internet during the school day. Students shall access the Internet via Thomas County Schools' wireless network while on school grounds in order to ensure 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 could potentially 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.
- 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 and may result in disciplinary action. This activity is a violation of privacy under FERPA and, depending upon the severity, may be reported to law enforcement.
- Students who use their own personal devices to access their Google for Education accounts should realize that account activity is monitored through Gaggle.net. Inappropriate usage or violations of the Internet Acceptable Use Policy are still applicable.

***Disclaimers: 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.***

## **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 goodwill 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, and out-of-school suspension, recommendation for a tribunal, or referral to law enforcement, depending upon the severity of the offense.

## Code of Conduct

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### CODE OF CONDUCT AND DISCIPLINARY PROCEDURES

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
- Any off-campus behavior of a student which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

It is the preferred policy of Bishop Hall Charter School that disruptive students will be placed on an Attendance and/or Behavior Contract in lieu of suspension. If the behavior is persistent or egregious students will be suspended and or recommended for a tribunal hearing.

Students committing major offenses including, but not limited to, drug and weapon offenses can lead to Bishop Hall being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option.

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 and 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 others property
- Avoid violation of student code of conduct

## **GENERAL GUIDELINES**

### **Sign in/Sign out**

- If you arrive after 8:25, you must sign in at the front office.
- Students arriving after 8:25 without a valid official excuse not a parent note will have lunch detention.
- Chronic tardiness will result in students being placed on an Attendance and/or Behavior Contract.
- Students can only be signed out by a parent or guardian.

### **Lunch**

- No visitors at lunch time unless they are a parent or guardian
- No one can sign out for lunch, unless they are leaving with a parent or guardian
- Students may eat in the cafeteria or in the courtyard.
- No food can be delivered to students on campus during school hours. Food may be brought from home when students come to school at the beginning of their school day.

### **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
- The parking lot is off limits during the school day without permission.

### **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.
- Students should not ask to go to the restroom in order to make calls on their cell phones.
- Cell phones should not be used during instructional time to watch videos, sports events or play games.
- Teachers and administrators may confiscate cell phones if they become a distraction from the learning process.
- If cell phones are confiscated by the teacher, they will be returned by an administrator at the end of the school day.

### **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 and required to have it with them at all times while on campus.
- Students must have their agenda books signed by their teacher in order to leave the classroom.
- All students will be issued an agenda book the first week of school at no cost. Replacement agenda books cost \$3.00.

## **WEAPONS**

It is the policy of the Board of Education that a student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district. Weapons may include, but are not limited to:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
  
2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nunchuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or Taser. Such terms shall not include any of these instruments used for classroom work authorized by the teacher.

Students who possess any weapon described in paragraph 1 in violation of this policy will be subject to a minimum of a one calendar year expulsion. The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one year expulsion under circumstances where the one year expulsion appears excessive to the superintendent. The tribunal shall also have the authority to modify such expulsion requirements on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction.

Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to discipline as specified in the student code of conduct.

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

## BULLYING

Bullying is defined as follows:

An act that is:

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

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system.

**The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.**

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

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

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

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

## Disciplinary Procedures

### DISCIPLINARY PROCEDURE LEVELS AND CONSEQUENCES

**Level I offenses:** verbal warning, documentation on file, lunch detention.

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

**Level III offenses:** documentation on file, parent contact/conference, suspension, behavior modification contract

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

**Level V offenses:** Expulsion from Bishop Hall; Tribunal

**Any behavior deemed as chronic may result in a tribunal hearing with possible assignment to the Renaissance Center or Expulsion.**

Violation	L-I	L-II	L-III	L-IV	L-V	Comments
Classroom disruption	X	X	X	X	X	
School disruption	X	X	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	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	X	X	*A sign-out equals an absence.
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

Dress code violations		X	X			
Disruptive behavior on bus	X	X	X			student may lose bus privileges per administration decision
Social media/electronic threats to students, staff or school				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>

Student Codes of Conduct will be available in the front office and each classroom.

Bishop Hall teachers are required to document a student’s violation of the student Code of Conduct which repeatedly or substantially interferes with the teacher’s ability to communicate effectively with the students in his or her class or with the ability of such student’s classmates to learn within one school day of the most recent occurrence of such behavior. The report shall be filed with the principal or principal’s designee, shall not exceed one page, and shall describe the behavior. The principal or principal’s designee shall, within one day of receiving such report, send to the student’s parents or guardians a copy of the report, information as to how the violation was resolved, and information regarding how the principal or principal’s designee may be contacted. (160.4-8.15)

Bishop Hall Charter School and Thomas County Schools has made available to all Qualified Student Discipline Hearing Officers and Disciplinary Tribunal or Panel Members the initial and ongoing tribunal training course prior to the individual(s) serving in such capacity. The Thomas County School Board shall ensure initially trained student discipline hearing officers and disciplinary tribunal or panel members undergo continuing education so as to continue to serve in such capacity.

The Thomas County School Board shall observe Georgia law in developing and implementing disciplinary hearings held by a disciplinary hearing officer, disciplinary panel, or disciplinary tribunal pursuant to O.C.G.A. § 20-2-751 through § 20-2-759 including the ability to honor disciplinary orders of private schools and other public schools/school systems pursuant to O.C.G.A. § 20-2-751.2.

## DRESS CODE

Bishop Hall has a uniform policy for students. Students must be dressed according to uniform dress code rules whenever on campus during school days.

1. Pants / Capris / Shorts / Skirts
  - Must have belt loops with a belt
  - Fabric may be cotton, corduroy, or denim material (**NO BLUE JEANS**)
  - Colors must be solid khaki (tan), black, dark green, white, or grey without any logos
  - No sweatpants, stretch pants, leggings, jeggings, pajamas, gym/athletic shorts, swim shorts, or yoga pants are allowed (**SEE FABRIC FOR PANTS**)
  - 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 the waist with a belt (a string is not considered a belt)
  - Pants / shorts must be hemmed (no frayed, cut or rolled up cuffs) and be free from holes or rips in the material
  - No overalls or pants with drawstrings, including gym shorts (ballers), are allowed
2. Shirts / Sweaters / Vests Slip-Over-the-Head Jackets or Hoodies
  - Only Bishop Hall logos
  - School logo tee shirt colors: dark green, white, black, or grey
  - Polo-type shirts with buttons or oxford-style shirts with button-down collars in the solid Bishop Hall school colors may be worn
  - 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 the sponsor's 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.
  - Non-full zip hoodies must be either a Bishop Hall logo or purchased as part of a Bishop Hall event e.g. Experiential trip
  - Appropriate full-zip jackets are allowed in any color, however, a Bishop Hall logo tee shirt must be worn
3. Sweatshirts
  - Only Bishop Hall colors are allowed with no logos. Uniform shirt must be worn under appropriate hoodies and sweatshirts
4. 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) may be worn during the week
5. Belts
  - Must be worn with pants at all times at **waist level**. Pants may not be too big that cause them falling below the waist
6. Shoes
  - No bedroom slippers
7. Headgear
  - Caps, hats, scarves, sweatbands (ex. Nike), head wraps, or bonnets are not to be worn inside the building unless mandated by religious doctrine
8. Accessories
  - Gang-related symbols or accessories are not to be worn on school grounds

*\*The principal and assistant principal have the final say on any questions concerning the dress code.\**

*\*Students in violation of the dress code will require a parent to bring appropriate attire.\**