



FAMILY HANDBOOK 2023-2024

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Administrative Team

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Assistant Principal	Lathan J. Pooser	lathan.pooser@barrow.k12.ga.us
Assistant Principal	Ysheena Lyles	ysheena.lyles@barrow.k12.ga.us
Innovative Learning Coach	Gretchen Hollingsworth	gretchen.hollingsworth@barrow.k12.ga.us

Counseling Center

Counselor (A-M)	Rakia Marcus	rakia.marcus@barrow.k12.ga.us
Counselor (N-Z)	Kiranjoth Henderson	kiranjoth.henderson@barrow.k12.ga.us
Dual Enrollment Coordinator	Sherri Perry	sherri.perry@barrow.k12.ga.us
College & Career Counselor	Michael Kulp	michael.kulp@barrow.k12.ga.us
Graduation Coach	Amber Hagy	amber.hagy@barrow.k12.ga.us
Registrar	Donna Reeves	donna.reeves@barrow.k12.ga.us
Work-Based Learning Coordinator	Thomas McElheny	thomas.mcelheny@barrow.k12.ga.us

Department Team Leaders

CTAE	Laurie Noles	laurie.noles@barrow.k12.ga.us
Fine Arts/World Languages	Keri Weiss	keri.weiss@barrow.k12.ga.us
English	Katherine Conrad	katherine.conrad@barrow.k12.ga.us
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Science	Kristen Wilson	kristen.wilson@barrow.k12.ga.us
Social Studies	Corey Roper	corey.roper@barrow.k12.ga.us
Curriculum Assistance	Brittany Fouquette	brittany.fouquette@barrow.k12.ga.us



Vision

Our vision is for every crew member (students and staff) to feel connected with our school community and equipped for present and future success.

Mission

We will accomplish our vision by providing a learning community where *everyone* feels respected, empowered, and supported. Our students have many opportunities to pursue their passions and interests, including state-of-the-art magnet programs, early college opportunities, and extracurricular activities. Finally, every learning experience is designed intentionally to maximize engagement and achievement.



*Where Traditions **B**egin
and Legacies are **B**uilt*

Commitments

We make the following commitments to ensure the highest quality experience for our crew members, family, and community:

We operate with honesty and integrity in all aspects of our work.

We learn who our students are, connect with them as individuals, and model respect in all situations.

We hire and retain highly effective team members who are committed to our students and their success.

We design engaging, intentional learning experiences that empower every learner to master the knowledge and skills they need for the future.

We commit to future-oriented thinking, including providing a modern, technology-rich learning environment that is infused with project-based learning.

We create and sustain mutually beneficial partnerships with families and our community to benefit learners.

BELL SCHEDULE

2023-2024

1 st Block	8:15-9:35
2 nd Block	9:41-11:01
3 rd Block	11:07-1:03
<i>1st Lunch</i>	11:07-11:32
<i>2nd Lunch</i>	11:37-12:02
<i>3rd Lunch</i>	12:07-12:32
<i>4th Lunch</i>	12:37-1:03
4 th Block	1:09-2:29
Crew/Expeditions	2:35-3:15



BASA Quick Facts:

Mascot: Blazers

School Colors: Royal Blue, Silver, White

Enrollment: 9th – 12th grade

Alma Mater

O' sing a song for BASA
In mem'ry and in praise
With fond hearts we will cherish
The mem'ries of our days

Our teachers, friends and mentors
And the milestones we've made
We remain strong and proud
Of the special role you've played

O' sing a song for BASA
In reverence and cheer
We go each day for learning
And value our time here

The time that we spent here
Will be forever known
The highlights of our time, dear
Remembered as we've grown

Chorus:

So, hail thee to our BASA
innovative, strong, and free
And the excellence we have found here
Will e'er live through me

Charles Clark & Casey Nissenbaum – 2023

VISITOR POLICY

Parents are welcome at BASA. With that said, to protect the safety of our students and staff we must maintain security across buildings. The principals and counselors of BASA are on duty from 7:45 AM until 3:45 PM. We encourage you to call to schedule an appointment with teachers, counselors, and/or administrators. The school policy is to accept only those visitors who have a legitimate reason to visit the school. All visitors must report to the BASA Main Office to sign in and receive a visitor's pass.

BASA is a closed campus. No student guests are allowed unless they are part of a pre-arranged exchange program with another school. Visitor's passes will not be issued during final examinations or other testing times during which an administrator deems it inappropriate to issue a pass. An administrator may refuse to issue a visitor's pass anytime he/she feels it is in the best interest of the school to do so. Any person on campus without permission is trespassing and is subject to arrest by police authorities. All students must leave campus by 3:45 p.m. unless they are under the direct supervision of a teacher, sponsor, or coach. Remaining on campus after hours without supervision will be considered loitering.

NO OUTSIDE FOOD deliveries will be allowed. This includes fast food and/or deliveries from UberEATS, Door Dash, Grub Hub, or any other delivery service.

ATTENDANCE

Absences from School

Parents/guardians should submit a handwritten excuse or doctor's excuse within three days of an absence for it to be considered excused. These notes should be submitted to the BASA Main Office. Please review the Attendance Protocol.

In order to participate in school activities, the student must be in attendance for a minimum of two class periods during the school day of the activity. Absence from the other two classes must be excused. A list of students who are not able to participate in athletics or other activities will be sent to coaches and advisors on a daily basis.

When a student is on a field trip/school activity that requires the student to be out of the building, the student is to be recorded as present in class, but noted that the student was on an activity. All missed work may be made up. These absences do not count against the student for credit purposes.

When the student is absent from school for a non-school related trip, the absence must be approved by Assistant Principal Dedra Cooper (dedra.cooper@barrow.k12.ga.us) at least three days prior to the trip for the student to be allowed to make up work missed. For trips of this nature to be approved, the student must be in good standing with academics, attendance and behavior.

Sign-in/Sign-out Procedures

- BASA students arriving late to school must report to the BASA Main Office.

- Students will receive a tardy pass to be presented to their teacher before entering class. Students accompanied by a parent in the main office will be considered a check instead of a tardy.
- Students may bring a note from parent/guardian to the Main Office requesting early dismissal. A current phone number is required on the note for school personnel to call and verify the request.
- To sign out a student, the parent, guardian, or approved individual must present a valid state-issued driver's license or state-issued identification card for a background check via the Lobby Guard System.
- Students may not sign out after 2:25pm.

BASA Main Office: (678) 425-2903

Hospital / Homebound Services

The services of a hospital homebound teacher are available to students who are under a physician's care and need to be away from school for five or more consecutive days due to long-term illness or injury. Parents should contact our Registrar for an application.

Illness at School

If a student becomes ill or injured during the school day and must check out, the student must obtain a pass from the classroom teacher to visit the clinic. Parental contact will be made by clinic personnel to have the student picked up from school. The parent/guardian or person authorized for student pick-up on the official school record will be the only one(s) allowed to pick up students from school. If a signed Early Release Form is on file in the attendance office, school personnel will make phone contact with a parent/guardian, and the child will be released to drive home once permission has been given. In some extreme cases of illness or injury when a parent cannot be contacted, the school will act in place of the parent and call the proper medical authorities and possibly transport the student or have proper medical transportation made available. No student can return to school after an illness until they have been without a fever for 24 hours.

Make-up Work

Students are required to complete make-up within the time frame relative to the number of consecutive absences. For example, one day absent is equivalent to one additional day to complete an assignment. Pre-assigned graded assignments such as reports, papers, and projects are due at the discretion of the teacher.

Perfect Attendance

In addition, students who are present for at least two full periods shall be counted present for perfect attendance purposes. The accumulation of five or more partial attendance days, in any combination of tardies and early dismissals, within a nine-week grading period shall disqualify a student from perfect attendance recognition. Partial attendance is defined as any day that a student does not attend the full day. Tardies and early dismissals are both considered partial attendance and shall be

treated in a similar manner. Students serving as pages of the Georgia General Assembly shall be counted present on the days missed for this purpose.

Field Trip Guidelines

Only students who are passing all of their classes and have 5 or fewer absences will be eligible to participate. Students must get their teachers' signatures for classes that will be missed.

Skipping/Truancy/Tardies

Skipping is defined as any school absence without the prior knowledge and consent of the parent/guardian or not reporting to class when present at school. Skipping will result in disciplinary consequences. Any child under the age of 16 is required by law to attend school. Repeated absences will be investigated by a school social worker, with possible truancy charges being filed against the student and/or parent.

Tardy to Class & School

To Class:

A student is tardy when he/she is not in class when the bell rings. The intent of this policy is to provide consistency and structure throughout the school and to have students in their seats and ready to begin the initial activity when the tardy bell rings. Upon the bell ringing, teachers will shut their doors and students will report to various areas, where they will be given a pass to class. The Tardy procedure is as follows:

TARDY	CONSEQUENCE
5 th Tardy	Counsel and Warn
7 th Tardy	1 day of ISS
9 th Tardy	2 days of ISS
11 th Tardy	3 days of ISS
13 th Tardy	Assigned OSS

Tardies will be calculated through the end of each semester. At the beginning of each semester, the student's tardy count returns to zero.

To School:

Students who arrive late to school after 8:15 must report to the BASA Main Office. In order for a student to receive an excused tardy/late check in, a parent/guardian must accompany student to the BASA Front Office and sign them in. A pass will be stamped on the date of the tardiness with the time of arrival. In compliance with the State of Georgia, only the following are excused tardies:

- Personal illness
- Serious illness or death in the immediate family
- Required church observance/religious holidays

- Court appointments
- Instances where attendance by students would be hazardous

If an 11th or 12th grade student is approved to opt out of Expeditions on Tuesday, Wednesday, and Thursday, they would follow the procedure above when arriving to school prior to 1st block.

Hall Passes

High school students are not permitted in the halls during class period without consent from classroom teacher.

COUNSELING SERVICES

The BASA Counseling Center offers comprehensive services for students and parents in a variety of formats. We offer individual and small group counseling, core/classroom curriculum lessons, educational planning, postsecondary/career planning and outside agency referrals. We welcome any parent, guardian or student to speak with our counselor regarding personal circumstances affecting your family. The counselor will also be meeting with students to advise on academic plans and post-secondary options throughout the year. For other resources, please visit the BASA Counseling website which will be updated with useful information regularly.

Mrs. Rakia Marcus and Mrs. Kiranjoth Henderson are the counselors for BASA. The Counseling Center is open from 7:45 – 3:45 and student appointments can be made online at: <https://bit.ly/basacounseling>. Parents/Guardians may make an appointment Mrs. Marcus or Mrs. Henderson via email (rakia.marcus@barrow.k12.ga.us ; kiranjoth.henderson@barrow.k12.ga.us) or by phone 678-425-2903. Appointments are highly encouraged to ensure counselor availability. Students and parents are welcome to contact the counseling office with any questions or concerns at any time.

In the event of an emergency, a student may come directly to the counseling office for assistance, or a teacher may refer a student directly to the counseling office. There will be times when an outside agency (DFCS, Law Enforcement, Juvenile Services, etc.) will need to see a student immediately without a scheduled appointment. Students will be called from class to report to the counseling office.

If your student has recently been hospitalized or evaluated by a mental health professional, please contact their school counselor to develop a Safety Plan for re-entry into BASA.

Parent Conferences

When parents request a conference with individual teachers, the individual teacher should schedule the conference. When parents request a conference with all of the student's teachers (for 504 meetings, Hospital Homebound meetings, etc.), a counselor will need to work with the parent to schedule the conference.

Parent/teacher conferences (involving all of the student's teachers) will be held before or after school. If a teacher is unable to attend, he/she will notify and provide the counselor with student progress information (current class grade, attendance, behavior, etc.).

Procedures for Schedule Changes

The master schedule and course offerings are carefully planned based on student/parent course requests during the registration process in the spring. Schedule change requests will only be honored for the following criteria:

- Failure of a prerequisite course,
- Credit Recovery through Foothills Academy
- Course cancellation due to low enrollment or other scheduling constraints, or
- Computer registration error (schedule contains a course not on the schedule request form)

Advisement – BASA Crew

Upon entering BASA, students will be assigned a faculty/staff advisor (Crew Leader). In addition, each grade level has an assigned administrator and counselor to assist with decision making and supporting students through academics. Students, with the assistance of their Crew Leaders and parents, select the program of study that best meets their career goals and abilities. Their Crew Leaders will also assist the student in the planning of their academic program of study while in high school with selections based upon their career interests. Appropriate program of study and graduation activities and information will be distributed to all students through Crew Leaders.

Students must meet the established graduation requirements based on the graduation rule in effect when the student enters the ninth grade for the first time. Therefore, parents and students are encouraged to work very closely with the school counselor to ensure that all program requirements are met. Parent involvement is an integral part of this process. Please contact the Counseling Department for information about the University System of Georgia Freshman Admission Requirements.

Through their Crew, students will be given the opportunity to set both long- and short-term goals and participate in character building and social-emotional learning.

Pathway Requirement:

In order to graduate, a student must:

- Complete a pathway of study
- Successfully complete high school coursework

A pathway consists of 3 elective units of credit in a coherent sequence that provides a path for students to meet future and/or post-secondary education goals.

BASA Magnet Pathways:

- Art and Design
- Biomedical Science
- Career, Technical, and Agriculture (CTAE)
- Hospitality
- Media Arts
- Performing Arts

- Science, Technology, Engineering, and Math (STEM)

Promotion Requirements

Promotion shall be based upon units accumulated as follows:

- 6 units for promotion to 10th grade.
- 13 units for promotion to 11th grade.
 - Units required for promotion to the 11th grade must include: English – 2 units; Math – 1 unit; Science – 1 unit; Social Studies – 1 unit.
- 18 units for promotion to 12th grade.
-

For students entering 9th grade in school year 2008-09 and thereafter:

GRADUATION REQUIREMENTS FOR GEORGIA HIGH SCHOOL DIPLOMA	
Areas of Study	Units Required
English/Language Arts*	4
Mathematics*	4
Science*+	4
Social Science*	4
CTAE or World Language/Fine Arts	3
Health and Physical Education*	1
Electives	4
Total Units (minimum)	24

*Required Courses and/or Core Courses

+The 4th science unit may be used to meet both the science and pathway requirement but may only count for 1 unit of credit.

PREREQUISITES FOR FRESHMAN ADMISSION TO UNIVERSITY OF GEORGIA SYSTEM	
Areas of Study	Units Required
English/Language Arts	4
Mathematics	4 (Algebra I/II; Geometry; Additional higher-level math)
Science	4 (Two must have laboratory component, should have at least 1 unit of Biology, 1 unit of Physical Science or Physics, and 1 unit of Chemistry, Earth Systems, Environmental Science, or an Advanced Placement Course)
Social Science	4 (Must include 1 unit focusing on US studies and 1 unit focusing on world studies)

CTAE or World Language/Fine Arts	3 (2 units in the same world language or 2 units in computer science with a coding/programing emphasis)
PE or JROTC	1 (1 unit of PE or 3 units of JROTC)
Electives	4
Total Units (minimum)	24
Students planning to go to a 4-year college or university should plan to take the American College Testing Assessment (ACT) or the Scholastic Aptitude Test (SAT). These test scores are used as one indicator of a student's potential to do college work.	

Rank in Class

A student's rank in class is determined by two factors: the actual grade a student makes in the class and the weight factor (quality points) for that course. A student can receive more quality points for the same class by taking the course at a higher difficulty level. Barrow County Schools weights those courses taught at the honors and Advanced Placement levels. Postsecondary courses taken in the required core area are also weighted. Average level classes receive no additional weight. Weighted scores are determined in the following way:

- Average courses: Raw score x 1.00
- Honors courses: Raw score x 1.075
- Adv. Placement courses: Raw score x 1.10
- Dual Enrollment/Postsecondary Options: Raw score x 1.10

Both the raw score GPA and the weighted GPA will be reported at the end of each semester. Students do not receive any weight if a grade below 70 is received for a course. The weighted GPA is calculated by totaling the weighted score (see above table) for all courses the student has taken and dividing by the total number of courses the student has taken. The weighted GPAs for each graduating class are then ranked from the highest average to the lowest average. Final class ranking is determined at the end of first semester of the school year.

Honor Graduates

To qualify as an Honor Graduate, a senior must have a cumulative weighted average of 89.5 or better representing the graduate's total high school experience after 7 semesters.

****Note:** This Barrow County Schools GPA calculation includes all courses taken by the student and is a numerical GPA. The HOPE GPA is calculated by the Georgia Student Finance Commission on a 4.0 scale and includes only academic and academic elective courses.

Grant/Scholarship Opportunities

The **HOPE Scholarship** program is for students that have demonstrated academic achievement and are seeking a college degree. There are several ways to become eligible for the HOPE Scholarship, either by graduating from high school as a HOPE Scholar or by earning it while in college. For more information, please review the HOPE Scholarship regulations.

The **HOPE Grant** program is for students seeking a technical certificate or diploma, regardless of the student's high school grade point average or graduation date. For more information, please review the HOPE Grant regulations.

The **Zell Miller Scholarship** program is for students who have demonstrated academic achievement and are seeking a college degree. Generally, to become eligible, a student must graduate from an eligible high school with a 3.70 GPA and a minimum score on the SAT/ACT. For more information, please review the Zell Miller Scholarship regulations.

The **Zell Miller Grant** program is for students seeking a technical certificate or diploma, regardless of the student's high school grade point average or graduation date. To be eligible for the Zell Miller Grant, a student must earn and maintain a minimum 3.5 cumulative post-secondary GPA. For more information, please review the Zell Miller Grant regulations.

The HOPE and Zell Miller Scholarships and HOPE and Zell Miller Grants pay a certain amount for tuition. The amount of the award depends on the type of school the student is attending, the number of credit hours the student is enrolled, and the specific tuition rate for the college. To view the award amounts, please view the chart found here. For more details about the program and qualifications, please visit: www.gafutures.org

Valedictorian and Salutatorian

GPA's are calculated at the end of the seventh semester. For a student to be eligible for valedictorian and/or salutatorian for his/her graduating class, he/she must have attended BASA for consecutive semesters during the junior and senior year. Selection shall be made at the end of the first semester of the Senior year. If selected, the student must be enrolled during the spring semester and complete the term to receive the distinction.

Transcripts and Records (GPA, Rank, etc.) Requests:

Students should complete request form by clicking the link below. Please give the counseling office 3 days to complete the request. Students will be called to the counseling office when forms are ready.

[Student Forms Request](#)

Georgia Scholar

These guidelines are provided as a reference and are subject to change by the governing agency. For current guidelines, please visit the guidance office. Students nominated for Georgia Scholar must meet the following criteria:

- A minimum combined score of 1360 on the SAT at one sitting or a composite score of 31 at one sitting on the ACT
- Earned 22 Carnegie units of credit for graduation including:
 - *3 units in science, including one unit in chemistry or physics
 - *4 units in mathematics, including one unit in Algebra II

- *3 units in social studies, including economics and citizenship, world history and U.S. studies
- *4 units in English/language arts
- *2 units of a single foreign language
- *1 unit in fine arts
- A non-weighted, cumulative GPA of at least 3.75 on a 4.0 scale
- Participated in a minimum of 3 different competitive interscholastic activities during grades 9 – 12
- Been appointed by school officials or elected to positions of leadership in a minimum of two different activities sponsored by the school
- Shown evidence of leadership in a minimum of two different youth activities outside the school, including being appointed by an organization sponsor or elected to a position of leadership or role of responsibility in a minimum of one of these activities
- Registered to vote (U.S. citizens) and 18 years old on or before March 1
- Shown evidence of self-esteem and concern for others in day-to-day activities

GRADING POLICY

There are two semesters in the school year, each consisting of two nine-week grading periods. Progress reports are issued at the end of each nine weeks and at the end of each semester. Report cards should be reviewed by parents. The scale for reporting pupil progress with a word description is:

- 90 –100 Excellent
- 80 – 89 Good, Above Average
- 70 – 79 Average to Below Average
- 69 and below Failing

The maximum load of study is eight units for each school year. BASA requires a student to carry a full course load each semester (4 units). Students participating in the work-based learning program may be authorized to work during a class period.

Academic Dishonesty

Academic integrity requires absolute honesty in one's schoolwork. Cheating is any action that violates the teacher's guidelines for the preparation and submission of assignments. Such actions may include using or providing unauthorized assistance or materials on course assignments or possessing unauthorized materials during an examination. Plagiarism involves the representation of another's work as your own, for example:

1. submitting as one's own any material that is copied from published or unpublished sources such as the internet, print, computer files, or video programs without proper acknowledgement that it is someone else's;
2. paraphrasing another person's work without proper acknowledgement or copying of any source in whole or in part with only minor changes in wording;

- submitting as one's own work a report, examination, paper, computer file, lab report or other assignment which has been prepared by someone else.

In this class, you are permitted to study in groups to prepare for examinations so long as the resulting exam demonstrates your individual mastery of the concepts and skills tested. Also, you are permitted to work in groups only for designated 'group projects,' which you are to submit as a group. All other assignments are to be prepared individually. If you are unsure about what constitutes unauthorized help on an exam or assignment, or what information requires citation and/or attribution, please ask the teacher. Violations may result in the failure of the assignment and additional disciplinary actions.

Fall Final Exam Dates	
Dec. 19 th – 3 rd and 4 th Blocks	Dec. 20 th – 1 st and 2 nd Blocks (Early Release)

Spring Final Exam Dates	
May 21 st – 3 rd and 4 th Blocks	May 22 nd – 1 st and 2 nd Blocks (Early Release)

*Testing Calendar may be found on BASA Website

Common Courses MUST give a common exam and take final exams on the above published dates.

Georgia Milestones (GMAS) courses must provide a graded final assessment on the above published dates. This assessment should cover what you have taught since the students took the GMAS associated with your class.

The following guidelines will be followed for administering exams at the high school level:

High School Exams:

- Final Exams will be given the last two days of each semester, aside from GMAS
- Georgia Milestones courses will count for 20% of the total grade
- Final Exams for courses other than GMAS will count for 20% of the total grade
- All grades and exams will be cumulative
- All students should be present the last two days of each semester unless they are exempt from finals. Students without a verified excuse will receive a zero on the final exam, and it is their responsibility to set up a make-up date with the teacher within the first two weeks of the following semester.

Exemption Policy

Students in grades 9-12 will be eligible to exempt the final semester classroom assessment, not including state-mandated assessments, if the following conditions are met:

- 90-100 average in the course
- No more than 5 absences in the course

- No administrative referrals, in the exam semester, that result in ISS, OSS, assignment to the alternative school, or other major consequences as determined by the principal

Extra points awarded in Honors and AP classes are not awarded until courses are completed, so exam exemptions are based on semester averages without extra points.

For exam exemption purposes, an absence is defined as any time a student is not present in class, except for school-related trips or activities. **An absence is any time a student misses more than one-half of a class period.**

Georgia Milestone End-of –Course Tests (state-mandated assessment)

- Georgia Milestone End-of-Course (EOC) Tests are state-mandated standardized assessments for each of the following courses:
 - American Literature/Composition
 - Algebra
 - US History
 - Biology
- Georgia Milestone EOC assessments will count 20% of the student’s overall grade in the course.

Final semester classroom assessments (for students who have GMAS as final exams):

- During the last two days of each semester, teachers will administer final semester classroom assessments. These assessments may include selected response, constructed response, extended constructed response, technology enhanced items, performance tasks, or any combination of these.
- The grade weight of the final semester classroom assessment will be determined by the curriculum team for that course.

Advanced Placement Examinations

Advanced Placement (AP) Examinations will take place May 6-17, 2024. All students in Advanced Placement Exams are encouraged to take the AP Exam. The dates and times for the exams are set by the College Board.

Gifted Students

Barrow County School District endorses the philosophy that education is a means by which everyone has the opportunity to reach his or her fullest potential. Students in grades K-12 who demonstrate a high degree of intellectual, academic, and/or creative abilities may be nominated for evaluation to determine eligibility to participate in the Program for Gifted Students. Referrals for consideration may

be made by teachers, parents or guardians, counselors, administrators, peers, self, and other individuals with knowledge of the student’s abilities.

The State Board of Education determines eligibility criteria for placement in the program. For a summary of those criteria or for further information about Barrow County’s Program for Gifted Students, please contact Mrs. Dedra Cooper, the Gifted Program Coordinator at BASA or Laurie Gray, Gifted Program Director at 770-867-4527.

Dual Enrollment

Dual Enrollment is a program that provides an opportunity for eligible students to enroll in approved college-level courses and earn credit towards both high school and college graduation. They can also choose to complete a postsecondary degree, diploma or certificate offered by their chosen college. Students may enroll in classes offered during fall, spring and summer semesters. Dual Enrollment funding covers the costs of tuition, mandatory fees, and required textbooks making this a great opportunity for students to get a jump-start on meeting their college and career goals with little or no cost. Information on the new changes to **Dual Enrollment Grading** can be found [here](#).

Barrow County Letter Grade Conversion Table

Letter Grade	High school transfer from a state where <u>D is NOT passing</u> and credit is not awarded*	High school transfer from a state where <u>D is passing</u> and credit is awarded*	College Dual Enrollment grade <i>(beginning June 1, 2023)</i>
A+	97	97	95
A	95	95	
A-	92	92	
B+	87	87	85
B	85	85	
B-	82	82	
C+	77	77	75

C	75	75	
C-	72	72	
D+	67	70	65
D	65	70	
D-	62	70	
F	55	55	55

*If it is not clearly evident from the incoming transcript whether a D is passing, please contact the former school to make that determination.

Pass (P)	85
Fail (F)	55

NOTE: This table should only be used when no numerical grades are provided on the transcript.

For more information about the Dual Enrollment Program, please review the [Dual Enrollment Information and Resources presentation](#). Visit the district [Dual Enrollment information page](#) to find more resources. For more information, please contact Dr. Jennifer Wood, District Dual Enrollment Coordinator at jennifer.wood@barrowk.12.ga.us.

COLLEGE ENTRANCE EXAMS

When registering for the SAT or ACT, BASA students should use the CEEB code 110357 to have scores reported to the school.

College Board Examinations (SAT, PSAT, NMSQT)

Many colleges require College Board (www.collegeboard.com/) Exam scores. The Scholastic Aptitude Test measures a student's basic verbal and mathematical abilities. The Preliminary Scholastic Aptitude Test is open to all students who would like to take a nationwide test similar to the SAT. Taken in the Sophomore (tenth-grade) year, the PSAT is the test whose score determines eligibility for a National Merit Scholarship. Check with your counselor for the location of the test. The PSAT will be administered to all 10th graders on October 25, 2023.

	August 26, 2023
	October 7, 2023

Test dates for 2023-2024 SAT	October 26, 2023 (Seniors Only during school)
	November 4, 2023
	December 2, 2023
	March 9, 2024
	March 12, 2024 (Seniors Only during school)
	May 4, 2024
	June 1, 2024

American College Testing – ACT

Most colleges and universities accept the ACT exam scores for admission. The ACT (www.actstudent.org/) measures a student's educational development in English, mathematics, social studies, and natural sciences.

Test dates for 2022-2023 ACT	September 9, 2023
	October 28, 2023
	December 9, 2023
	February 10, 2024
	April 13, 2024
	June 8, 2024
	July 13, 2024

SAT/ACT fee waivers are available for students who qualify (consult with guidance counselor for eligibility).

[SAT/ACT Waiver Request](#)

GENERAL INFORMATION

Advertisements and Promotional Materials

The placement of posters, notices, flyers, or similar materials on any BASA/Sims surfaces or structures (e.g., buildings, doors, bulletin boards, walls, windows, fountains, trash containers, sidewalks, etc.) must be approved by administration. Please submit any promotional materials to the BASA front office for approval. Approval is not required to post classwork or class projects. Promotional materials from the following categories may be submitted and considered for approval:

School-Sponsored Activities

- Approved Clubs
- BASA Athletic Teams
- Spirit Weeks
- School-Sanctioned Activities (Prom, Fundraisers, etc.)
- Concerts or other Fine Arts Events
- Community Service Projects
- Student Election Campaign Materials (as defined in the student council campaign procedures)

General Welfare

- Personal Safety (Handwashing, social-distancing, mask-wearing, etc.)
- School Safety
- Educational Campaigns (Vaping, Drugs/Alcohol, mental health, etc.)

Approved Outside Agencies

Controversial and Sensitive Issues

Occasionally, students will encounter controversial or sensitive topics through materials read, class discussions, or assignments. Educational curriculum cannot always avoid controversial issues in our society. A duty charged by the school system is to prepare learners to acquire the insights and the skills necessary to make important personal and political decisions. Teachers shall be knowledgeable of controversial issues occurring in curriculum and thus, be prepared to present a balanced perspective that addresses multiple views. Teachers welcome the opportunity to discuss and review the curriculum and materials for this course with the parents. All course standards are posted by the Georgia Department of Education, College Board, or the local college (for Dual Enrollment courses). Parents will have opportunities to select alternate assignments should they believe the material in question is inappropriate for their child.

Disaster Drills

Fire, tornado, intruder, and other disaster drills as required by law will be conducted. Procedures for these drills will be posted in each classroom and students will be made aware of appropriate action to be taken in case of a disaster or real emergency. It is expected that all students calmly and quietly follow the teacher's instructions during the drill.

Dress Code

The BCSS Mission Statement states that it is the purpose of the schools to ensure an exceptional education that leads each student to become a high achieving and responsible citizen. It is our intent to provide an environment that is safe, orderly, without distractions and disruptions that interfere with or undermine the learning process. The principal has the authority to interpret the dress code and make a case-by-case determination for appropriateness of dress and appearance, which is or is not

covered in these dress code standards. Principals may make occasional, school-wide exceptions to these standards for such events as "hat days" or "spirit days."

In keeping with this intent, all students are expected to dress appropriately and exhibit good grooming habits. Students who fail to comply with the dress guidelines given below will be referred to an administrator.

The following attire is INAPPROPRIATE for school and Should NOT BE WORN:

<p>Clothing that distracts by exposing or accentuating the body:</p> <ul style="list-style-type: none">• See-through garments• Halter tops• Spaghetti straps or tank tops that could be perceived as undergarments (such as undershirts, camisoles, and bralettes)• Bare midriff outfits• Fishnet stockings• Revealing Holes in pants or shorts• Pants not rising to the waist (saggy pants)
<p>Clothing or jewelry which advertises or displays:</p> <ul style="list-style-type: none">• Alcohol• Illegal drugs or tobacco• Sexually suggestive verbiage• Gang-related slogans; promoting violence or terrorism
<p>Any jewelry or accessory that is considered a safety issue: Ex: spikes, chains, wallet chains</p>
<p>Blankets and pajamas are prohibited on campus unless directed to do so by a staff member for a particular activity (I.e. spirit day).</p>
<ul style="list-style-type: none">• Head coverings are permissible unless they cause a disturbance to the learning environment. Head coverings should not cover the eyes.• Form-fitting pants, including spandex can be worn if accompanied by a shirt that falls below the student's fingertips.• Tank tops can be worn under a jacket or shirt.

Electronic Devices/Cell Phones

Cell phones or any other electronic devices are permitted. However, the inappropriate use of electronic devices is subject to disciplinary actions.

Students are expected to adhere to the cell phone policy set forth by the school and classroom teacher. If a student does not adhere to the policy, the student will be referred to the discipline administrator for insubordination.

BASA participates in the "Bring Your Own Technology" (BYOT) initiative. As such, students are encouraged to utilize their devices when deemed appropriate by the classroom teacher.

BASA follows the Barrow County School System policy on cellular telephones and all other electronic device usage. The policy’s purpose is to ensure that the use of cell phones and other electronic devices do not interfere with teaching and learning during the school day or with student safety.

Bring Your Own Technology (BYOT) Rules are as follows:

- The use of cell phones for the purpose of telephone calls is only permitted during class changes, lunch, or when expressly permitted by the teacher.
- Cell phones must not be visible, except in specified areas such as the cafeteria and during instructional usage that is approved by the instructor. Otherwise, they should be stored in a secure location, i.e., in vehicle, pocket, purse, backpack, etc.
- Cell phones must be placed on “silent mode”, except in specified areas during the school day.
- The use of cameras is strictly forbidden in areas such as locker rooms, washrooms, dressing areas, classrooms, and offices at any time. Camera violations may be treated as Level II or Level III offenses when necessary. Such use may also be in violation of the criminal code. Please make sure you review the BCSS Code of Conduct and Dr. McMichael’s Open Letter regarding the video recording of fights.
- Any phone communication during the instructional day should take place on school telephones with permission from office personnel with the exception of emergency situations as deemed by the principal. Parents should continue to call the school for any emergency.
- Students shall not bring cell phones into a classroom where standardized testing is taking place. Teachers will collect any student cell phones in classrooms where standardized testing is being administered. Phones will be collected before testing begins and returned at the conclusion of testing for that day. The possession and/or use of a cell phone during standardized testing may result in the test being invalidated and legal action being taken by the testing company. This policy will be enforced whether the student or parent owns the phone/device.
- Students shall be personally and solely responsible for the security of their cell phones. The Barrow County School System shall not assume any responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone.
- Possession of a cell phone by a student is a privilege which may be forfeited by any student not abiding by the terms of this policy. Please carefully review the BCSS Code of Conduct, Dr. McMichael’s Open Letter, and the BASA/Sims Student Handbook in regard to loss of privileges regarding cell phone misuse.

Cell Phone Misuse Policy

Teacher Consequences	
1st offense	Conference with the student outside of class. Contact the parent and document in the contact log.
2nd offense	Ask the student for their cell phone. Contact the parent and document in the contact log.

3rd offense	Submit a behavior referral. When you do, you should include the previous steps taken, dates, and other comments in the referral.
Administrative Consequences	
1st Referral in Infinite Campus	Loss of phone privilege for one week in referring teacher's class (must turn into office before beginning of period)
2nd Referral in Infinite Campus	Loss of phone privilege for two weeks in ALL classes (must turn into office at the beginning of the day) Parents sign discipline referral Hold phone until referral is signed
3rd Referral in Infinite Campus	Loss of phone privilege for the remainder of the school year (student may NOT have a phone in their possession on campus)

Food and Drink

Food and drink will NOT be allowed in the following areas: Research and Design Center and computer labs. The classroom teacher reserves the right to prohibit food and drinks (other than water) during the school day.

Insurance

Accident insurance is available to students. This covers students while they are at school or while participating in school activities. The school assumes no responsibility for accidents other than making insurance available at a reasonable cost. The school will ensure that claims are filed. All students who participate in athletics, band, cheerleading, shop and lab classes, Georgia High School Association events, or students who travel while representing the school must show proof of insurance.

Lost and Found

Items found in and around the building will be brought to the BASA Main Office and kept there for a reasonable time. Textbooks will be returned to the media center. BASA is not responsible for lost or stolen items. It is highly advisable that items of value and sums of money not be brought to school. If you must do so, it is best to always keep them with you. If this is impossible, give them to a teacher or the front office for safekeeping. Purses and phones, especially, should not be left lying around or in the classroom unattended. It is your responsibility to safeguard your belongings.

Medication at School/Clinic Procedures

BASA operates a school clinic, which is used for minor illness, issuing of prescribed student medication (which has been brought to school and checked in properly), and minor first aid treatment. Nurse Heather Brewington serves as the school nurse for BASA and Sims Academy. Parents/Guardians may reach her at heather.brewington@barrow.k12.ga.us.

Students may not carry any kind of medication, including over-the-counter medications, with them while at school. Also, students are not allowed to have diet pills or supplements at school. Any student found in violation of this policy will be subject to disciplinary action.

Parent Portal/Infinite Campus

We encourage all families to stay involved in their child's education. You can access important information about your child via Infinite Campus/Parent Portal, including attendance, grades, and school news.

Please go to <https://www.barrow.k12.ga.us/families/parent-portal> for instructions on how to navigate the Parent Portal.

School Dance Guidelines

- All school rules will be enforced at school dances.
- Offenses will be dealt with accordingly. Any student who engages in disruptive behavior will be asked to leave. *Ticket price will not be refunded if student is asked to leave.
- Non-BASA students must be approved by administration- forms are in the office. Students may only bring (1) outside guest. *It is the responsibility of BASA students to inform their guest about school guidelines.
- Students and guests must have a picture ID to be admitted to the dance.
- Students must remain in the designated areas for the duration of the dance- access to any other locations within the school will be approved by administrators/chaperones in attendance.
- Any student/guest who leaves the dance for any reason may only re-enter with permission of administrator on duty.
- Only appropriate physical contact will be permitted. Suggestive dancing will not be permitted. If contact looks questionable, it will be stopped. Repeated infractions will be cause for expulsion from dance.
- All students and guests must leave location within 15 minutes of end of function. No loitering in parking lots. Please make transportation arrangements within this time limit.

The following students are eligible to attend the BASA Junior/Senior Prom:

- Students who have met the graduation requirements at the end of the first semester of their senior year (early graduates).
- Students who have earned 13 units prior to the first day of 2nd semester of their third year in high school
- Eligible students must be actively enrolled and meet one of the above criteria.
- Students must not be older than 20 years of age.

- Non-BASA students who are attending as a guest must complete “a student in good standing” form from their high school and must be signed by an administrator.

Research and Design Center

Hours are 7:45am – 3:45pm

Student Checkout Policy: Students are able to check out two books for two weeks from the Research and Design Center or eBooks from the Destiny Discover online library. If they have an overdue book and/or fine they will only be allowed to checkout a non-bar-coded paperback book or an eBook until their account is cleared. Students will be charged five cents a day per book for an overdue book (no weekend or holiday charges). There are no late charges for eBooks. Media Staff will also periodically send out emails to classroom teachers to help remind students who have overdue books. Students will also be notified of overdue books via monthly Parentlink call and paper notices handed out during Crew. Students may lose privileges such as future checkout and parking privileges until their media center account is cleared. Seniors must clear accounts before Graduation.

Students may access Destiny Discover the online library by downloading the app to their device or at bit.ly/DISCOVERBASA. Students use their barrowcountyschools.org email and password to login to Destiny Discover.

Copier: The media center copier is for student use with a charge of 25¢ per color copy, 10¢ per black/white copy.

Copyright: BASA is a copyright law abiding school. [Supplemental Approval Video Forms](#) for staff owned videos are available in the media center and on the shelf in the faculty mail room. The form must be filled out and approved by the department head before using the video during instruction.

Terms and Conditions for Internet Use

This policy is being revised. Please refer to the Barrow County School District policy tab found at <http://www.barrow.k12.ga.us> for the latest updates of this policy.

The district’s technology resources are provided for educational purposes that promote and are consistent with the instructional goals of the Barrow County School System. Use of computers and network resources outside the scope of this educational purpose is strictly prohibited.

BASA is an active participant in the “Bring Your Own Technology” (BYOT) initiative. As such, students are encouraged to utilize their devices when deemed appropriate by the classroom teacher.

Restrooms

Students are encouraged to use the restrooms during class changes to avoid interrupting instruction. Teachers will indicate their procedures on restroom passes to students on the first day of class. Students are expected to help keep the restrooms clean and should not deface the walls, stalls, or damage the facilities in any way. Gender neutral restrooms will be available in each building. Note that only one student will be allowed in the single occupancy restrooms at any given time.

School Resource Officer (SRO)

An SRO is assigned to BASA and Sims during the normal school day and during certain extracurricular activities. As a member of our staff, the SRO will serve as a role model to students in terms of appropriate attitudes and respect; deter misconduct by remaining highly visible; assist the administration when students or others commit acts of violence or crimes on campus; serve as a liaison between the school and the local law enforcement community; conduct classroom activities on a wide range of topics; assist with the security of the grounds, parking lots and buildings; and improve the safe atmosphere of the school for learning. Deputy Logan Bradley serves as the SRO for BASA and Sims Academy. Parents/Guardians may contact Deputy Bradley at logan.bradley@barrow.k12.ga.us.

School Safety Reminders

- Do not prop doors open or allow people into the building.
- Report unusual people, packages, or circumstances to the main office/administrator.
- Register your vehicle on campus and keep it locked.
- Do not leave your valuables unattended.
- Know and practice emergency procedures as provided by the school.
- Remember: buildings are supervised from 7:45 a.m. to 3:45 p.m. only.
- All students must be out of the school building by 3:45 p.m. each day unless being supervised by a coach, club sponsor, or other adult staff.
- Remember: Surveillance video cameras operate on campus.

Sexual Harassment

It is the policy of the Barrow County Board of Education to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any member of the district staff to harass a student or for a student to harass another student through conduct or communication of a sexual nature as defined below.

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcome touching
- Suggestive or demeaning sexual involvement accompanied by implied or explicit threats concerning one's grade, job, etc.

Any person who alleges sexual harassment by a staff member or student in the school district may complain to the principal, assistant principal, guidance counselor, or other individual designated to receive such complaints. Four persons (the principal, the superintendent, the assistant superintendent, and a central office administrator) are designated to receive complaints. A Hearing Officer will be appointed with the authority and responsibility of processing all sexual harassment complaints. The Hearing Officer, after reviewing the particulars of the case, may impose any sanctions deemed appropriate, including termination of employment for a school employee or, for a student offender, discipline including but not limited to, expulsion from school. (A complete copy of the B.O.E. policy is located in the principal's office.)

Student Parking

Students may park in the school parking lots under the following conditions:

Students must fill out parking contract that includes parent signature if student is under the age of 18.

- Parking decal must be purchased (for \$50/year at BASA) and displayed in the prescribed manner. Failure to observe these regulations will lead to temporary or permanent loss of parking privileges. Cars may also be towed if in violation of parking rules. Vehicles parked at BASA or Sims are on private property and are therefore subject to search and seizure. Parking is a privilege, not a right, and will be removed if rules and regulations are not followed.
- Possession of a valid Georgia Driver's License
- Proof of adequate insurance coverage of vehicle
- Agreement to park in the assigned parking area only.
- Students should not park in the LTC parking lot.
- Assumption of liability for damage to property
- Vehicle must be left alone during the school day.
- Registration or tag receipt
- Students can NOT have passengers when driving from one school to another.

Students who need visit the student parking between 8:15am - 3:15pm must have a written pass from their classroom teacher to the BASA Front Office. Upon administrator approval, the student will be escorted to and from their vehicle and will return to class with a pass from the office.

Title I

The Barrow County School System is a Title I district.

Textbooks, Supplies, and Materials

Students are responsible for all textbooks, supplies, and materials that belong to the school and are checked out or issued to them. All textbooks, library books, and materials must be returned or paid for before grades will be given. Fees are charged for lost or damaged textbooks.

Unauthorized Areas

Students should not enter unauthorized areas such as teacher workrooms or adult restrooms. Students should have specific permission from their teacher to visit areas outside of their classroom. Students found in unauthorized areas will receive disciplinary consequences.

Unauthorized Areas Include:

- All construction zones are off limits to students.
- Teacher workrooms, closets, equipment rooms, etc.
- Parking lot during school hours - students must enter the building upon arrival.
- Students must remain in Cafe and courtyard areas during lunch. High school students may visit Common Ground during their lunch block. They should make their purchase and then return immediately to the Cafe. Students are not permitted to eat or loiter on sidewalks, in hallways, in the grassy areas, or any other campus spaces during lunch.

Vapes

Vaping or the possession of any sort of vaping apparatus is not allowed on any BCSS property or vehicle. Consequences related to student possession of any sort of empty vaping apparatus or accessory are:

Vape/Electronic Smoking Device Consequences	
1 st Offense	1 day Out-of-School Suspension
2 nd Offense	3 days Out-of-School Suspension
3 rd Offense	5 days Out-of-School Suspension and student will be placed on a behavior contract.
4 th Offense	Immediate Out-of-School Suspension with option of placement at the Alternative Education Program

Yearbook

The school yearbook is published and delivered in the spring. The Torch is edited and published by the yearbook staff. Yearbooks are ordered to supply those who reserve them by subscription early in the year. Students should purchase theirs early if they desire to have one ordered. Students should retain their receipts for distribution day in the spring.

Co-Curricular / Athletic Activity Guidelines

A student is eligible to represent BASA in extra-curricular activities when the student:

- Is registered in BASA and has not exceeded 8 consecutive semesters or 4 consecutive years of enrollment from date of entry into the 9th grade.
- Is enrolled at BASA with a full schedule.
- Meets the Eligibility provisions as set by the Georgia High School Association (GHSA).
 - Earns 2.5 credits in the previous semester.
 - 2nd year student has accumulated at least 5 credits in the first year of school.
 - 3rd year student has accumulated at least 11 credits in the first two years.
 - 4th year student has accumulated at least 17 credits in the first three years.
- Has not attained his/her 19th birthday prior to May 1st preceding the year of participation.
- Meets all other eligibility requirements of the Georgia High School Association.

Physicals: A student will not be permitted to participate in any phase of the BASA athletic program until he/she has been examined and approved by a physician. Physical exams are valid for one (1) calendar year.

The Sports Equity Coordinator for Barrow County Schools is Dr. Al Darby, at the Barrow County School System Professional Development Center, 770-867-4527.

***If a student is dismissed from a team or quits participating on a team in season, they cannot participate or try-out for any other program in that season.**

PARENT AND STUDENT RIGHTS AND RESPONSIBILITIES

Parent's Right To Request a Teacher's And a Paraprofessional's Qualifications

In compliance with the requirements of Every Student Succeeds Act, the Barrow County School System would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/or paraprofessional(s). The following information may be requested:

- Whether the student's teacher(s) –
 - has met State qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction.
 - is teaching under an emergency or provisional status through which State qualification or licensing criteria have been waived; and
 - is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's and/or paraprofessional's qualifications, please contact Mr. Nick Scheman, BASA Principal at 678-425-2903 or Meggan McNally, Barrow County School System Director of Planning and Personnel at 770-867-4527.

Complaint Procedures

A. Grounds for a Complaint

Any individual, organization, or agency ("complainant") may file a complaint with the Barrow County School System (BCSS) if that individual, organization, or agency believes and alleges that BCSS is violating a federal statute or regulation that applies to a program under the Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA). The complaint must allege a violation that occurred not more than one (1) year prior to the date the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

B. Federal Programs for Which Complaints Can Be Filed

- Title I, Part A: Disadvantaged Children, Academic Achievement Awards, Schoolwide Programs

- Title I, Part C: Migrant Education Program
- Title II, Part A: Teacher and Leader Effectiveness
- Title III, Part A: English to Speakers of Other Languages
- Title VII, Part B: The McKinney-Vento Homeless Act

C. Complaints Originating at the Local Level

As part of its Assurances within the ESEA program grant applications and pursuant to Section 9306 within the Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA), an LEA accepting federal funds must have local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore, a complaint should not be filed with the Georgia Department of Education until every effort has been made to resolve through local written complaint procedures. If the complainant has tried to file a complaint with the Barrow County School System to no avail, the complainant must provide the Georgia Department of Education written proof of their attempt to resolve the issue with the Barrow County School System.

D. Filing a Complaint

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

- A statement that the Barrow County School System has violated a requirement of a Federal statute or regulation that applies to an applicable program.
- The date on which the violation occurred.
- The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation).
- A list of the names and telephone numbers of individuals who can provide additional information.
- Whether a complaint has been filed with any other government agency, and if so, which agency.
- Copies of all applicable documents supporting the complainant's position.
- The address of the complainant.

The complaint must be addressed to:

Mrs. Amy Wright, Federal Programs Director, Barrow County School System, 179 W. Athens Street, Winder, GA 30680. Once the complaint is received by the BCSS, it will be copied and forwarded to the Federal Programs Director.

E. Investigation of Complaint

Within ten (10) days of receipt of the complaint, the Barrow County School System will issue a Letter of Acknowledgement to the complainant that contains the following information:

- The date the Barrow County School System received the complaint.
- How the complainant may provide additional information.
- A statement of the ways in which the Barrow County School System may investigate or address the complaint.

- Any other pertinent information.

If additional information or an investigation is necessary, BCSS will have sixty (60) days from receipt of the information to complete the investigation and issue a Letter of Findings. If the Letter of Findings indicates that a violation has been found, a timeline for corrective action will be included. The sixty (60) day timeline may be extended if exceptional circumstances occur. The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

F. Right of Appeal

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

Family Educational Rights and Privacy Act (FERPA)

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

1. The right to inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is 18 or older, your own education records.
2. The right to request the amendment of the student's education records to ensure they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parent or eligible student of the decision and inform them of their right to a hearing.
3. The right to consent to disclosures of personally identifiable information from the student's educational records with certain exceptions. One exception that permits disclosure of personally identifiable information without consent is to school officials with a legitimate educational interest. A school official may be a person employed by the school district, a person or company that the school system has contracted to perform a specific task, or other party to which the school system has outsourced services. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.
4. In accordance with OCGA §20-2-667 section(g)(1), the Barrow County procedures and process for handling parent complaints in regards to possible violations of rights under federal and state privacy and security laws:
 - a. Barrow County School System will provide the Parent/Eligible Student Complaint form to the Complainant within 3 business days of receiving the request. The complaint form will also be made available on the local school system's website.
 - b. Complaint forms should be sent to Dr. Matt Thompson at the Barrow County Central Offices at 179 West Athens Street, Winder, GA.
 - c. A written response will be provided to Complainant within 10 business days of receipt of complaint.

- d. The Complainant may file an appeal with the local school superintendent within 10 business days of receiving written response from local school system.
 - e. Parents or eligible student may file an appeal for a final decision to Barrow County Board of Education within 10 business days of receipt of written response from local school system.
 - f. The Barrow County Board of Education will render a decision within 10 business days of receiving an appeal.
5. The Barrow County Schools, in Board Policy JR Student Records, designates the following information as directory information:
- a. Student's name;
 - b. Student's grade level;
 - c. Student's photograph;
 - d. Student's participation in officially recognized clubs and sports;
 - e. Weight and height of student if he/she is a member of an athletic team;
 - f. Dates of attendance while enrolled in Barrow County Schools; and
 - g. Degrees, honors, and awards received during the time enrolled in Barrow County Schools

Barrow County Schools may disclose designated "directory information" without written consent. The primary purpose of directory information is to allow Barrow County Schools to include this information in school publications. Unless you, as a parent/guardian or eligible student, request otherwise, this directory information may be disclosed to the public. Any school district receiving ESEA funds must, upon request of military or higher education institutions, provide access to secondary school students' names, addresses, and telephone listings. School districts must notify parents of the option to require prior written parental consent to such disclosure. School districts must provide military recruiters the same access to secondary school students as is provided generally to postsecondary educational institutions or prospective employers. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to be disclosed to the public upon request. If you wish to exercise this right, you must notify the principal of the school at which your student is enrolled prior to a directory information request being made to the school or school system.

Protection of Pupil Rights Amendment (PPRA)

The following guidelines will be followed conducting research-involving students:

1. No individual, including teachers, administrators, other school district employees and college students, shall gather any data or otherwise conduct research on Barrow County students for his or her own personal use, including use for college classes, dissertations, theses or similar purposes, without receiving approval in advance from the Superintendent or his or her designee.
2. Without the prior written consent of the parent or the student, if he or she is an emancipated minor no student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:
 - a. political affiliations;
 - b. mental and psychological problems potentially embarrassing to the student or his family;
 - c. sex behavior and attitudes;
 - d. illegal, anti-social, self-incriminating and demeaning behavior;

- e. critical appraisals of other individuals with whom the student has close family relationships;
 - f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - g. income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.
3. In order to comply with federal requirements for school systems receiving Title IV funds to collect data on the incidence and prevalence of illegal drug use and violence among youth in school districts, students will be surveyed using the needs assessment survey provided by the Georgia Department of Education. All students in the surveyed grades will be surveyed unless parents complete the Passive Permission form indicating that they do not want their student to participate. Parents will be notified prior to the survey administration and will be given an opportunity to review the survey instrument.

In addition, the Superintendent or his or her designee must approve the use of any such survey, analysis or evaluation before the consent of the parent or student is sought.

Non-Discrimination Notices

Barrow County Schools Gender Equity in Sports

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A.-20-2-315). Students are hereby notified that Barrow County Schools does not discriminate on the basis of gender in its athletic programs. Inquiries or complaints concerning sports equity in this school system may be submitted to Dr. James Bowen at 179 W. Athens St. Winder, Georgia 30680 - 770-867-4527.

Title VI and Title IX Notification

The Barrow County School District does not discriminate in its education and employment programs on the basis of religion, age, race, color, national origin, gender, marital or parental status, and disability. This district complies with Title VI of the Civil Rights Act of 1964, Title IX education amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the Perkins CTE Act of 2006. Inquiries may be made to the respective coordinator regarding Title VI (Mrs. Amy Wright), Title IX (Dr. James Bowen) and the Perkins Act (Dr. Jennifer Wood) or Dr. Matt Thompson regarding 504 and ADA at: Barrow County Schools, 179 West Athens St. Winder, GA 30680, 770-867-4527.

Section 504 Informational Notice

Section 504 is an Act that prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who: Has a mental or physical impairment which substantially limits one or more major life activities (major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working); Has a record of such impairment; Is regarded as having such an impairment. In order to fulfill its obligation under Section 504, the Barrow County School System recognizes a responsibility to avoid discrimination in policies

and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. Any student or parent/guardian may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under 504. Copies of parental rights of students and parents under 504 can be found on the district website. Our Section 504 Compliance Coordinator for the Barrow County School System is Dr. Matt Thompson - 770-867-4527.

Student Complaints and Grievances

The Barrow County School System is committed to providing an environment free of sexual harassment and all forms of harassment and discrimination on the basis of race, color, religion, gender, age, national origin, or disability. If a student believes he or she is being mistreated on account of race, color, religion, gender, national origin, or disability, the student may utilize the three-step procedure outlined below.

Step I: If a student has a complaint of discrimination or unfair treatment, he or she should report concerns to the Level One Administrator as described in Board Policy GAE, section 2) principal, the local school's Title IX coordinator, teachers, counselors, or other school administrators. If a student is not satisfied that a complaint presented to a member of the school staff has been resolved satisfactorily, the student or his or her parent may request a meeting with the principal, following which, the principal will inform the parent in writing of his or her decision on the complaint.

Step II: If, after meeting with the school principal, the student is not satisfied with the principal's decision, a written appeal may be submitted to the Superintendent's Office within 10 working days of the receipt of the principal's decision. The appeal must give specific reasons for reconsideration, state precisely the reasons for dissatisfaction with the principal's decision, and be limited to the matter under review. The complaint shall include: Mailing address of the complainant, intent of the complainant, reference or description of the statute, policy, rule, contract provision or regulation that is alleged to have been violated, misinterpreted or misapplied, and a brief statement of the facts.

Step III: For assistance with the student complaint or grievance process, you may contact the district Equity Compliance Officer/Title IX Coordinator Barrow County Schools, 179 West Athens St. Winder, GA 30680, 770-867-4527. **Retaliation on account of filing a complaint at any level is strictly prohibited*

Scope Program for Gifted Students

Barrow County School System endorses the philosophy that education is a means by which each individual has the opportunity to reach his or her fullest potential. Students in grades k-12 who demonstrate a high degree of intellectual, academic, and/or creative abilities may be nominated for evaluation to determine eligibility to participate in the Program for Gifted Students. Referrals for consideration may be made by teachers, parents or guardians, counselors, administrators, peers, self, and other individuals with knowledge of the student's abilities.

School Attendance / Georgia's Compulsory Education Law

School attendance is a high priority in the Barrow County School System. Regular attendance is vital to each student's academic progress and the development of positive habits for his/her adult life.

Georgia Law O.C.G.A. 20-2-690.1 mandates school attendance for students between the ages of 6 and 16. This law also applies to younger children once they enter school. According to **O.C.G.A. 20-2-690.1** parents are responsible for enrolling and sending their children to school and the school staff is responsible for enforcing this law. Any student who has more than five unexcused absences in a school year is truant. School days missed as a result of an out of school suspension shall not count for the purpose of determining student truancy.

Failure to comply with Georgia's Compulsory Education Law (**O.C.G.A 20-2-690.1**) may result in consequences for both students and parents/guardians. Consequences for students include, but are not limited to, detention, Saturday school, and referral to juvenile justice for truancy. Consequences for parents/guardians include a fine of not less than \$25.00 and not more than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties at the discretion of the court for each absence. Parents may also be charged with deprivation for failure to comply with this law. Please see page 4 regarding consequences in the BCSS Code of Conduct.

Student absences may be excused for the following reasons:

- Personal illness and when attendance in school would endanger their health or the health of others.
- A serious illness or death in the immediate family necessitates absences from school.
- Absences mandated by other governmental agencies, including pre-induction physical examinations for service in the armed forces, or court orders.
- Observing a religious holiday that necessitates an absence from school.
- Conditions that render attendance impossible or hazardous to their health or safety.
- Registering to vote or voting, for a period not to exceed one day.
- A maximum of five (5) school days per school year may be excused for students whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard in order for the student to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment overseas to a combat zone or combat support posting or during the parent's or guardian's leave from such a deployment. *(Note: Students serving as pages for the Georgia General Assembly are counted present on the days serving in the Assembly. In addition, students who are present for at least one-half of the instructional day shall be counted present partial attendance).*

Full-day school attendance is very important to student success. Students who arrive late or leave early miss important segments of classroom instruction.

School Nutrition Program

BREAKFAST IS OFFERED TO ALL STUDENTS AT NO COST DAILY.

It is our privilege to provide low-cost nutritious breakfast and lunch meals to all students and staff of the Barrow County Schools. Nutrition is a very important part of the education process since a hungry child cannot learn. Barrow County School Nutrition meals adhere to the USDA dietary guidelines and

requirements. Our menus offered are analyzed to reduce calories from fat while ensuring proper amounts of nutrients and total calorie intake for different age groups. Monthly menus are available on the Barrow County Schools Homepage on the Internet at www.barrow.k12.ga.us/school-nutrition.html for both breakfast and lunch meals.

Children with health issues or allergies (including lactose intolerance) must have a letter signed by a physician stating such on file with the cafeteria manager. These letters must be updated annually.

Meal Accounts: Each cafeteria has a computer program for tracking meals and payments. ALL Barrow County School students are assigned computer identification (ID) number, which serves as their meal account number. ALL students are encouraged to learn their account number to use at the cashier station at the end of the meal line.

Prepayment for school meals enables the meal line to move more quickly. For your convenience, we now offer online prepayments. You may access this service at www.myschoolbucks.com and put money on your child's account. Parents should call the school nutrition manager's office at the individual school if they have questions about the child's account during the year.

Free or Reduced-Price Meals: Students automatically qualify for free school meals if they receive SNAP and may qualify for free meals if they receive Temporary Assistance for Needy Families. Families may also qualify for free or reduced-price meals based on family income. Families must complete a new application each year to determine eligibility. Family applications rather than individual applications are used. Only one application will be needed per family. ALL household members including all children must be listed. School locations are required for all school age children. Please make certain that your application reaches the school nutrition manager at one of the schools your children attend. Applications will be completed at the time of registration at the Barrow County Professional Development Center. Parents may also fill out the free and reduced meal application online: <https://www.myschoolapps.com/>.

Cafeteria Charge Board Policy (EE)

Cafeteria Charge

- School lunch meals should be paid for in advance or at time of purchase.
- Payments may be made with cash or check at the register. Secure online payments may be made with a debit or credit card through MySchoolBucks.com.
- If necessary, a student lunch may be charged. All charges must be paid as soon as possible. Students with a negative balance are not allowed to purchase A la Carte items or extra food items in the cafeteria.
- A charge notice will be sent to parents weekly via the following method – email, text or letter. Principals will also be notified of charged meal balances.
- Families must re-apply each school year for free and reduced-price meal benefits. Applications are available at each school, on the Barrow County Schools website, and online (

<https://www.barrow.k12.ga.us/departments/school-nutrition/index>). All information provided is confidential.

- Students with unpaid meal charges may be denied participation in special events or activities (field days, non-instructional field trips, Prom/dances, graduation activities, and/or purchasing parking passes) if deemed necessary. Report cards will not be distributed until outstanding balances are paid. All charges must be paid by the end of the school year.
- Principals will aid in the collection of outstanding balances.

School Meal Prices

	PK-5		6-8		9-12	
	Full Price	Reduced	Full Price	Reduced	Full Price	Reduced
Breakfast 1 Day	No charge	No charge	No charge	No charge	No charge	No charge
Lunch 1 Day	\$ 2.00	\$ 0.40	\$ 2.25	\$ 0.40	\$ 2.50	\$ 0.40
Lunch 5 Day Week	\$ 10.00	\$ 2.00	\$ 11.25	\$ 2.00	\$ 12.50	\$ 2.00
Lunch 20 Day Month	\$ 40.00	\$ 8.00	\$ 45.00	\$ 8.00	\$ 50.00	\$ 8.00

IT IS OUR HOPE THAT PARENTS WILL NOT PLACE THEIR CHILDREN IN UNPLEASANT CIRCUMSTANCES BECAUSE OF MEAL CHARGES.

Clubs and Organizations

"Clubs and organizations" mean clubs and organizations comprised of students who wish to organize and meet for common goals, objectives, or purposes and which is directly under the sponsorship, direction, and control of the school. This term shall include any activities reasonably related to such clubs and organizations but shall not include competitive interscholastic activities or events.

"Competitive interscholastic activity" means functions held under the auspices or sponsorship of a school that involves its students in competition between individuals or groups representing two or more schools. This term shall include cheerleading, band, and chorus.

Clubs and organizations are available at **BASA** for student participation. The clubs and organizations that are available are listed below. Please note that clubs and organizations are contingent on student interest and sponsorship availability. If you **DO NOT WANT** your child to participate in one of

these clubs or organizations, you must notify the principal in writing by completing the clubs and organizations form signature letter. You may obtain a policy signature letter from the school office. If a club or organization not listed below is started during the school year, students will have to have parental permission prior to participation. For more information, please contact Mrs. Dedra Cooper, at dedra.cooper@barrow.k12.ga.us.

Club/Organization Name	Sponsor/Advisor	Membership Requirements	Description
Academic Bowl	Charles Clark	Grades 9-12	Academic Bowl is an academic competition for school teams. The topics are science, math, social studies, literature, pop culture, current events, sports, and fine arts.
Anime Club	Casey Nissenbaum	Grades 9-12	Anime Club is a place for any student who enjoys anime, manga, drawing, games, etc.
Art Club		Grades 9-12	Art club is for any student interested in pursuing the expression of artistic talents.
BASA Ambassadors	Rakia Marcus	Grades 10-12, by application	The BASA Ambassadors are students in 11 th and 12 th grade who serve as Peer Leaders and serve in different areas of the school. BASA Ambassadors serve in the following capacities, Peer Mediations, Student Ambassador, Peer Mentoring, Peer Tutoring, Teacher/Faculty Assistance, Positive Role Modeling, Community Outreach, and Small Group Facilitator.
BASA Beekeepers	Brandon Mitchell	Grades 9-12	BASA Beekeepers promote the importance of honeybees through various activities. Members have the opportunity to maintain colonies in order to foster an appreciation and knowledge of honeybees and beekeeping.
BASA Buddies	Amber Hagy	Grades 9-12, by application	BASA Buddies is a peer mentoring club that pairs responsible HS Seniors with Freshmen who need extra support as they begin their high school journey.
Beta Club	Savanna Martinez	Grades 9-12, by invitation/application	Beta Club is a service-based club whose purpose is "to promote the ideals of academic achievement,

			character, leadership and service among elementary and secondary school students.”
Board Games Club	Kevin Kennedy	All students serious about board games	Board Games Club aims to promote board games as a recreational activity that boosts strategic thinking skills and social interaction.
Character Club	TBD	Grades 9-12	The Character Club engages in service-learning projects that are designed to make the individual character qualities come alive through group activities, special events, and community outreach.
DECA	Molly Spencer	Grades 9-12	DECA stands for Distributive Education Clubs of America, and they prepare emerging leaders and entrepreneurs in marketing, finance, hospitality and management in high schools and colleges around the globe.
Drama Club	Bethany Barnes	Grades 9-12	Drama Club is designed for students interested in learning more about the aspects of theater. This includes learning stage terminology, working on acting skills, set building, and costumes/makeup design.
Family, Career, and Community Leaders of America (FCCLA)	Adam Joseph	Grades 9-12	FCCLA is for students in Family and Consumer Sciences (FCS) education and offers intra-curricular resources and opportunities for students to pursue careers that support families.
FIRST Robotics Team	Lee Baine	Grades 9-12, by invitation/application; Meets at CFIT campus	Our team designs, builds, and programs a robot to compete in USA Robotics’ First Tech Challenge. We compete against robots from other schools across the state and strive to qualify for state and national competition.
Fishing Club	Brittain Gantt	Grades 9-12	Fishing club provides students with the opportunity to pursue their passion for fishing.
Gender & Equity Alliance	Rachel Roper	Grades 9-12	Gender & Equity Alliance provides support for students across all spectrums of gender and

			sexuality by facilitating a space that fosters a more inclusive school and community.
Helen Ruffin Reading Bowl Team	Amber Chandler	Grades 9-12; during expeditions	The Helen Ruffin Reading Bowl team competes to test their knowledge of the selected books.
Health Occupations Student Association (HOSA)	Dr. Kristen Farist	Grades 9-12	HOSA is a student led organization that promotes career opportunities in the health care industry and enhances the delivery of quality health care to all people.
Interact	Dr. Anne Locke Ridgway	Grades 9-12	Interact is a Rotary-sponsored service club that gives students, an opportunity to participate in fun and meaningful service projects.
International Thespians Honor Society	Bethany Barnes	Grades 9-12, by invitation/application	The International Thespian Society (ITS) is the honor society for high school theatre students.
K-Pop Club	Kearsten Jones	Grades 9-12	K-Pop Club is where fans come together to discuss and learn about Korean music artists, movies, dramas, food and culture.
Literary Magazine	Gretchen Hollingsworth	Grades 9-12	Literary Magazine members participate in peer-review writing, participate in writing contests, and edit and publish a magazine of BASA student work.
MERGE/Young Life	Ysheena Lyles, in partnership with River Hills Church	Grades 9-12	Merge/Young Life is a Christian ministry that focuses on helping students grow in their faith.
Mu Alpha Theta (Math Honor Society)	Kevin Kennedy	Grades 10-12, must meet course and grade requirements	Mu Alpha Theta is dedicated to inspiring a keen interest in mathematics, developing strong scholarship in the subject, and promoting the enjoyment of mathematics in high school and two-year college students.
National Art Honor Society	George Freeman	Grades 11-12, by invitation/application	The NAHS program supports student members in their goal of attaining the highest standards in visual arts, and bring visual arts education to the attention of the school and community.
National English Honor Society	Casey Nissenbaum	Grades 11-12, by invitation/application	NEHS is open to high school students and select faculty who

			have demonstrated exceptional ability in such areas as literary analysis, media studies, composition, linguistic study, and creative writing, and who meet the requirements of membership.
National FFA Organization	Katlyn LaVelle-Thomas		FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.
National Honor Society	Kendall Argo	Grades 11-12, by invitation/application	NHS recognizes outstanding high school students who have demonstrated excellence in the areas of scholarship, service, leadership, and character.
National Honor Society of Dance Arts	Liz Osborn-Kibbe	Grades 9-12, by invitation/application	National Honor Society of Dance Arts is for dance education students, dance educators and professional dancers to express their devotion to the art form by sharing, recognizing, and promoting dance education within schools and communities.
National Science Honor Society	Kristen Wilson	Grades 11-12, by invitation/application	National Science Honor Society recognizes students who have demonstrated excellence in encouraging and recognizing scientific and intellectual thought.
Rho Kappa National Social Studies Honor Society	TBD	Grades 11-12, by invitation/application	Rho Kappa National Social Studies Honor Society is the only national organization for high school juniors and seniors that recognizes excellence in the field of Social Studies.
Running/Track Club	Corey Roper	Grades 9-12	The BASA Running Club is a student organization designed to promote running and fitness. The BASA Running Club promotes social interaction and team building through training and competition.
Skills USA (AVTF & Graphics)	Tajshmon Brooks	Grades 9-12	SkillsUSA empowers its members to become world-class workers, leaders and responsible American citizens. We improve the quality of our nation's future

			skilled workforce through the development of SkillsUSA Framework skills that include personal, workplace and technical skills grounded in academics. Our vision is to produce the most highly skilled workforce in the world, providing every member the opportunity for career success.
Step Team	TBD	Grades 9-12	The Step Team is open to all students interested in learning step routines.
Student Council	Kearsten Jones	Grades 9-12	Student Council members represent their peers and act as a liaison between the students of BASA and the faculty and administration. This group of student leaders is responsible for planning student and community service activities throughout the year.
Technology Student Association (TSA)	Dylan Clark and Laurie Noles	Grades 9-12	TSA promotes leadership and opportunities in technology, innovation, design and engineering. Members apply STEM (science, technology, engineering and mathematics) concepts through co-curricular programs.
Yearbook	Rachel Roper	Grades 9-12, by application; Note: staff is chosen in late Spring of the previous year	Yearbook gives students an opportunity to foster interests in their school community and to help them learn how to utilize and/or expand skills associated with publishing a school yearbook.
Youth Activism Club	Charles Clark	Grades 9-12	The Student Activism Club's mission is to enable all members to actively participate in social activism in a safe and effective manner in a supportive environment to help students advocate for themselves and their communities.

Athletics

Sport Name	Coach
Baseball	Tony Matos
Boys Golf	Brittain Gantt
Boys Tennis	Nicholas Schuff
V Boys Soccer	Sam Perry
JV Boys Soccer	Joel Levinson
Volleyball	David Rows
Softball	Catherine DeCocco
Girls Tennis	Dr. Anne Locke Ridgway
Girls Golf	Emma Meadows
V Girls Soccer	Paul Thornton
JV Girls Soccer	Savanna Martinez
Boys Cross Country	Corey Roper
Girls Cross Country	Savanna Martinez
One-Act	Bethany Barnes
Literary Competition	Bethany Barnes
Gymnastics	Dr. Nicole Baker
Mountain Bike	Brandon Mitchell
Swim	Savanna Martinez

For more information, please contact Mrs. Dedra Cooper, Assistant Principal, at dedra.cooper@barrow.k12.ga.us

Attendance for Student Athletes

A student must be in attendance for at least half of the day or if absent, the absence must be excused by the athletic director or the principal for the student to practice or participate in any extra-curricular activities.

Sportsmanship Statement

The GHSA and its member schools have made a commitment to promote good sportsmanship by students/athletes, coaches, and spectators at all GHSA sanctioned events. Profanity, degrading remarks, and intimidating actions directed at officials or competitors will not be tolerated and are grounds for removal from the event site. Spectators are not allowed to enter the competition area during warm-ups or while the contest is being conducted. Thank you for your cooperation in the promotion of good sportsmanship.

BASA Interscholastic Activities Code

Georgia High School Association rules must be followed in all cases of eligibility, transfer, physical examinations, insurance coverage, starting dates, use of school equipment, etc. Each coach or director has the responsibility to be knowledgeable of and to inform team members and parents and to enforce school and GHSA regulations in these matters. It is the responsibility of the athletic director to make needed information available to the coaches and directors and to assist them in the enforcement of school and GHSA regulations.

Any civil law, criminal law, or student handbook violation by a student athlete or student participant in interscholastic activities that is determined by the head coach/director and school administration to be detrimental to the athletic program, school, or community will result in counseling the student by the (a) head coach/director and athletic director, or (b) head coach, athletic director, and school administration, with possible suspension from extra-curricular activities.

An athlete or participant may not quit one sport or activity or tryout for another sport or activity following the first five days of the season. If, however, a student is not chosen for a sport or activity he/she will be permitted a total of five school days in which to try out for another sport or activity. Failure to do so within the allotted five days will disqualify the student from participation during that season in any other interscholastic sport or activity. The season will begin on the first official day of practice as established by the GHSA. If, however, a student is permitted by the coach/director to tryout following the first official day, the five-day period will begin on his/her first day of practice.

Should an athlete or participant quit a team after the five-day trial period he/she will not be permitted to participate in another sport or activity until completion of the season. The season will be considered completed following the final regular season game or completion or when that team or individual is eliminated from postseason competition.

Students must travel to and from competitions and/or school sponsored activities away from Barrow Arts and Sciences Academy in transportation provided by the Barrow County Schools. The only exceptions to this policy are as follows: Injury to a participant which may require alternate transportation, prior arrangement between the participant's parent/guardian and the coach/director for that activity. Such arrangements must include transportation with the parent/guardian and must be made a full 48 hours in advance of the team's departure time. This request must be done in writing and a copy must be provided to the athletic director.

Any display of unsportsmanlike conduct or illegal behavior while representing Barrow Arts and Sciences Academy in an activity or sport will result in possible disciplinary action and counseling by the coach/director with suspension from competition a possible result.

Unexcused absence from established scheduled practice will result in disciplinary action by the coach/director in each activity with suspension from competition a possible result.

Violations requiring administrative action as established in the "Student Handbook" will result in suspension from extra-curricular activities for the duration of the student's suspension from school. Completion of the season in a sport or activity is required in order for the student to be eligible for a varsity letter or additional team or individual awards. An exception would be an injury to a student which prevents further participation in the activity or sport.

Individual Coaches Rules: Each coach/director may develop his/her own rules for their own team or squad. All team rules will be provided to the participants during the first week of practice. It will be the responsibility of the student to follow rules established by the coach/director of the particular sport or activity.

Substance Abuse: Any athlete or participant in a sport or activity known to be using or in the possession of any illegal substance(s), alcohol, and/or drugs will receive severe disciplinary action and will be subject to expulsion from the team.

Equipment: Each athlete or participant shall be responsible for all equipment and uniforms which are issued to them. Should the athlete or participant lose, damage, or destroy equipment or uniforms he/she will be required to make restitution. In the event items are not returned, diplomas will be held until items are paid for or returned. All items must be returned before participating in another sport. This will be at the discretion of the Athletic Director.

Dual Sports: A student may participate in only one sport or activity per season.

Jewelry: At no time will jewelry be permitted to be worn by an athlete during practices and games. This will include rings on fingers and in ears. The GHSA has determined such adornments to be potential safety hazards.

Off Season Conditioning Program: Conditioning will be provided year-round for students who are not part of a sports team for that season. Such programs shall not be deemed mandatory to be selected for a particular team. However, conditioning programs will supplement all sports programs while providing the benefit of injury prevention.

PTO/PTA, Booster Clubs, Support Organizations, and Fundraising

Booster clubs are an important part of the athletic and extracurricular program in the Barrow County School System. Booster clubs play an important role in supporting, encouraging, and in advancing these programs. The following rules and regulations are basic and broad guidelines for the establishment and operation of all booster clubs that support our schools in Barrow County.

- The principal of each individual school must approve all booster clubs, and questions about individual booster clubs will be addressed to the principal of each school.
- Booster clubs exist only to support the school and its program.
- A copy of each booster club's constitution, by-laws, and annual budget must be submitted to the principal before club activities each year. Each booster club will have a written operational philosophy with clear-cut objectives to be carried out by the club.
- Each booster club will have in its constitution procedures for an annual financial report.
- The Superintendent and principal have the right and the authority to audit booster club financial records.
- Each booster club will develop an annual budget with input from the coach or sponsor and submit it to the principal for approval prior to the start of the season. A final annual financial report will be submitted to the principal at the conclusion of the season.
- The booster clubs will provide a written copy of their treasurer's report to each member present at each meeting.
- The principal or his/her designated representative will approve all booster club meeting dates, the meeting site, and the time of the meeting.

- All fundraisers and projects conducted by a booster club must have prior written approval of the principal or his/her designee. Booster clubs must follow all Barrow County School System guidelines and policies pertaining to fundraising activities and facilities usage.
- *The Georgia Sales and Use Tax Regulations Prohibit Booster Clubs Access to the School's Sales Tax Exemption Form.*
- Booster clubs must abide by all guidelines, rules, policies, and regulations set forth by Barrow County Board of Education (Policy LEB, LEB-R, & JK), State Board of Education, Georgia High School Association and all local, state, and federal laws.
- All gifts or donations given to the school by the booster club will be accepted by the principal with a signed statement indicating that they will become the property of the school.
- The Superintendent and principal have the discretion to disband or dissolve any booster club, if he/she determines the guidelines above are not being followed.
- If the booster club is dissolved for any reason all associated funds immediately are to be transferred to the school.

Medical Procedures

The health, welfare and safety of your child are of utmost importance. At times, it may be necessary for your child to take medication. The school nurse or principal's designee shall be permitted to assist students in taking medication during the school day only if it is not possible for the parent, guardian, child's physician, or some other adult authorized by the parent or guardian to administer the medication. In the event a student must take medicine during school hours, the guidelines set forth below shall direct the proper handling of all medications at school:

- All medicines, prescription or otherwise, brought to school shall be carried to the school office immediately upon arrival at school and must be accompanied by written permission from the parent/guardian stating what the medication is, why the student is required to take it during the school day, the number of pills in the bottle, the dosage to be taken by the student and at what times. The parent/guardian should also state any potential adverse reaction the student may experience. Any student not complying with this policy and possessing any medication on the school campus shall be subject to discipline as set forth in the Student Code of Conduct.
- Any medication brought to school must be contained in its original container with the nature of the medication and instructions for use clearly indicated. All prescription medication must be contained in the original prescription-labeled container with the student's name, date, name of the prescribing physician, name of the medication, instructions for administering the medication and the name of the pharmacy filling the prescription stated on the label.
- The parent or guardian shall authorize the school nurse or principal's designee to speak or correspond directly with the child's physician in the event the nurse or designee deems it appropriate or necessary. In an emergency situation, the school nurse or principal's designee

may call for emergency medical services (911). The parent will be notified of the emergency and their child's condition as soon as possible.

- Written parental permission must be given on at least a yearly basis or when changes in medication occur. Parents must immediately notify the school of any changes in medication. No medication shall be given contrary to label instructions, regardless of parent permission, without specific written instructions from the child's physician.
- Medications that are out-of-date or discontinued will be available for parent/ guardian to pick-up. Medications not picked up within one week of expiration or by the end of the school year will be properly disposed of in the presence of a witness.
- Other than topical first aid ointments, no medicine shall be bought or supplied by the school or any employee. The school nurse or principal's designee may use first aid topical ointments, approved by the school nurse, for first aid purposes such as insect bites, abrasions, poison ivy etc., unless a parent/guardian requests in writing that first aid topical ointments not be administered.
- 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. Any school employee who in good faith administers or chooses not to administer auto-injectable epinephrine to a student in such circumstances shall be immune from civil liability.
- The major responsibility for a student taking medication at school rests with the student's parents. Barrow County Schools will not be responsible if a student misses a dose of medication.
- If a student requires frequent doses of over counter medication, a doctor's order may be required.

For Additional Information see Board Policy – Medication – Board Policy JCGD

Prohibition Against Bullying

In the Barrow County School System our working definition of bullying is:

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

- Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;

- Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - 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
 - Has the effect of substantially interfering with a student's education
 - Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment
 - Has the effect of substantially disrupting the orderly operation of the school

Any administratively confirmed case of bullying based on the information presented above and which includes the requisite impact (a-d) will result in the following:

Bullying Consequences	
1st offense	Suspension with the option of attending the Alternative Education Program for at least a semester
2nd offense	Suspension with the option of attending the Alternative Education Program for one year

Student Reporting of Acts of Sexual Abuse or Sexual Misconduct

Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor, or administrator at his/her school.

Media and Internet Publication Release Notice

The Barrow County School System and any of its schools may develop, participate in, or be the subject of media-based presentations and events that highlight various educational activities that take place during the course of the school year and/or during school system sponsored summer activities. Those presentations may include but are not limited to:

1. First Name and/or photograph of your child and/or their work
2. Slide/tape presentation of your child and/or their work
3. Video of your child and/or their work
4. Digital presentations, which may incorporate photographs and video of your child and/or their work.

These media-based presentations may be used in, but are not limited to, the following activities or publication platforms:

1. Faculty professional learning
2. Classroom activities/projects
3. Parent programs
4. Media festivals and/or competitions (local, state and international)
5. Public relations/radio broadcasts /podcasts/newsletters/newspapers
6. TV presentations
7. Barrow County School System Internet web pages
8. School, teacher, and/or classroom project-based web pages
9. Social media including but not limited to Facebook, Twitter, YouTube, and Instagram

News Media Release Notice

Your student may also be photographed, videotaped, or interviewed by the news media at school or some school activity or event. As a parent/guardian, if you do not want your child videotaped, photographed, or any of your child's creations, such as writing, artwork or multimedia to be used or publicly published with limited identifying information for any of the outlined purposes above, whether by the Barrow County School System or by the news media, you may object in writing. If you wish to exercise this right, objections should be submitted on the [BASA Media and Publication Opt-Out Form](#) within **10 days from the date of enrollment**. A new form must be submitted at the beginning of each school year.

BCSS Internet Safety, Technology Responsibility, and Acceptable Use Policy

The Barrow County Board of Education believes the use of school district technology supports curricular and administrative objectives and has the potential to promote 21st Century skills such as creativity, collaboration, and communication. Technology can significantly enhance both the teaching and learning process and help prepare students for their roles in a technical society. This technology includes computer hardware, software, local and wide area networks and access to the Internet, the use of which is to be encouraged within guidelines that protect students and the rights of others.

Using Technology at School

We live in a global and digital world -- a world changed by technology and new ideas about how we communicate with one another and exchange information. As a result, students must develop the research, information fluency, and technology skills that will allow them to be successful, safe, and ethical in this digital world. For this reason, students are provided computer access privileges at school, as well as access to the Internet, email, digital communication and collaboration tools, online learning spaces, and electronic educational resources. In addition to these resources, tools, and equipment, which are essential to teaching and learning, the Barrow County School System also fully supports responsible, learning-centered use of personal devices to provide as many pathways to understanding as possible for our students.

The guidelines for responsible use of these tools, student-owned devices and the protection measures in place are outlined in the following documents:

- Barrow County School System Bring Your Own Technology (BYOT) Regulation and Student Agreement ([Click Here](#))
- Refer to the BCSS [Student Handbook](#) for more information about Internet Safety and Student Responsible Use of Technology Resources

Students are expected to follow all classroom/school rules online just as they do in class and will be held accountable for misconduct, which includes violations of the district's Internet Acceptable Use Policy and its established guidelines and the Student Code of Conduct.

Parents are always encouraged to review the online activities of their children and can access student accounts. Parents are also encouraged to speak with teachers when questions or concerns arise about the use of web-based tools in the classroom.

Standard applications and accounts that are configured for student use include (but are not limited to):

Microsoft 365 for Education: The district also offers students and staff access to Microsoft's Office 365 platform. MS Office 365 is a cloud based, digital collaboration suite that provides students and staff access to the online version of the Microsoft Office Suite of tools, including Word, PowerPoint, and Excel. Using their Office 365 account, Students will have the ability to create, share, and collaborate on content across the full suite of Microsoft applications on virtually any device. Students can also use their Office 365 account to download and install the full versions of the latest Office suite on up to 5 PCs/Macs and 5 mobile devices per user and can continue using it as long as they are a student in the Barrow County School district.

The district will create and manage all user accounts and will also control access to applications and permissions based on grade level organizations. Student email will remain in our sandboxed GSuite email environment, and we do not plan to use the email component of Office365 at this time.

In addition to providing students with the full Office Suite, all student's Office 365 accounts will also provide access to Microsoft's Minecraft Education Edition Platform. Minecraft Education Edition is a dedicated version of Minecraft that has been designed specifically for use in education. The educational version of Minecraft provides students and teachers with a secured and controlled environment that can be used to build real world collaboration, communication, and critical thinking skills in a variety of different subjects including Chemistry/Science, History, and Computer Science/Programming.

Please note that Office 365 Educational accounts are covered by more restrictive privacy practices than consumer or Enterprise Office 365 accounts including restrictions on advertising as well as the use and collection of student data for datamining purposes. Regulatory information for both Office 365 and Minecraft for Education can be found [here https://minecrafterducation.zendesk.com/hc/en-us](https://minecrafterducation.zendesk.com/hc/en-us).

Remind School Communication: BCSS has adopted the Remind platform for communication and learning purposes. All students are required to have Remind account. Students will set-up their Remind accounts in Crew.

Web 2.0 Tools for Educational Use: These are web-based tools that are considered an extension of the class and may require students to have a unique account created for them to access and save

content. Products students create using these tools may also be published for a global audience. Under the supervision of a classroom teacher, students may engage in some of the following types of activities:

<ul style="list-style-type: none">• Compiling research• Online classroom discussions• Teacher-led video conferences• Multi-media projects	<ul style="list-style-type: none">• Video production• Research reporting• Individual / collaborative projects• Reading/ writing / peer review
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BYOT (Bring Your Own Technology) Program: This program permits students to bring their technology devices to school for academic use at the discretion of teachers and staff, using Internet access provided by the district and filtered in compliance with the Children’s Internet Protection Act (CIPA). Parents and students who participate in this program are bound by rules and conditions found in the BYOT regulation ([IFBG-R3](#))

Online Curriculum Systems: Most of the curriculum adopted in the district is accompanied by or depends on access to an online system where content and assessments are stored. Many of these systems require students to have a unique account created for them which allows them to access supplemental video content, take quizzes, and strengthen their understanding about the ideas in a content area. For district-wide curriculum, the district creates and manages these account. In these cases, the terms of use and privacy policies are reviewed thoroughly before providing an student account data to the vendor.

Parents who would like to read more about Web 2.0 Tools and the BYOT program can access these documents at the links below or you can request a hard copy from your school.

- Web 2.0 Tools for Educational Use - (<https://goo.gl/ZRBYMH>)
- Bring Your Own Technology Regulation and Student Agreement - ([IFBG-R3](#))

Internet Safety

Due to the complex nature of these systems and the magnitude of information available via the Internet, the Barrow County Board of Education believes guidelines regarding acceptable use are warranted to serve the educational needs of students.

It shall be the policy of the Barrow County Board of Education that the school system shall have in continuous operation, with respect to any computers or mobile devices having access to the Internet via the Barrow network:

1. A qualifying “technology protection measure,” as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for:
 - a. Monitoring the online activities of users; and

- b. The use of technology protection measures to protect against access through such computers to visual depictions that are:
 - i. obscene, as the term is defined in section 1460 of title 18, United States Code;
 - 1. child pornography, as the term is defined in section 2256 of title 18, United States Code; or
 - 2. harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children’s Internet Protection Act of 2000.
- c. Such procedures or guidelines shall be designed to:
 - i. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by users to inappropriate matter on the Internet and the World Wide Web;
 - ii. Prevent unauthorized access, including so-called “hacking,” and other unauthorized activities by users online;
 - iii. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding students;
 - iv. Restrict minors’ access to materials “harmful to minors,” as that term is defined in Section 1703(b)(2) of the Children’s Internet Protection Act of 2000;
 - v. Educate students about their safety and security when using electronic mail, chat rooms, and other forms of direct electronic communication (including instant messaging);
 - vi. Educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms; and
 - vii. Educate students about cyberbullying awareness and response as required by the Children’s Internet Protection Act.

Technology Use

The district’s technology resources are provided for educational purposes that promote and are consistent with the instructional goals of the Barrow County School System. Use of computers, mobile devices, and network resources outside the scope of this educational purpose is strictly prohibited.

Students and employees accessing network services or Internet through any device or accessing any school computer shall comply with the district’s Internet and technology acceptable use guidelines. User privacy is limited with regard to the use of the system network and technology. The district reserves the right to monitor, access, and disclose the contents of any user’s files, activities, or communications, including content sent/recieved through secure connections.

It must also be understood that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable tool for educational research, there are sections that are not commensurate with community, school, or family standards. It is the belief of the Board that the Internet’s advantages far outweigh its disadvantages. The Barrow County Board of Education will, through its administrative staff, provide an Internet screening system which blocks access to a large percentage of inappropriate content. It should not be assumed, however, that users are completely

prevented from accessing inappropriate materials or from sending or receiving objectionable communications.

Additionally, access to network resources, the Internet and computer resources is a privilege, not a right. Therefore, users violating the Barrow County Board of Education’s Internet safety and technology acceptable use policy shall be subject to revocation of these privileges and potential disciplinary action.

Student Responsible Use of Technology Resources

The Barrow County School System (BCSS) supports and encourages the use of technology resources to enhance and facilitate learning and expects responsible and respectful behavior from technology users. Technology use (whether personal or school owned) is a privilege, not a right, and inappropriate use may result in a loss of those privileges as well as other disciplinary actions outlined in the student code of conduct.

This regulation was established by the Barrow County School System’s Internet safety and Acceptable Use policy (IFBG)

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=IFBG&Sch=4009&S=4009&C=I&RevNo=1.3&T=A&Z=P&St=ADOPTED&PG=6&SN=true> and outlines guidelines and procedures defining responsible use of district-owned technology, and personally owned technology connected to district resources, network resource, and Web 2.0 / social networking tools (for education) by its students.

<p>Respect and Protect Yourself</p>	<ul style="list-style-type: none"> • I will take responsibility for my actions when posting/viewing information and images online. • I will not reveal personal information such as my age, address or phone number, or those of other individual(s) with any online service or person. • I will only use accounts created for my use. • I will not share passwords for accounts created for my use. • I will remember that anything I say online is public and usually permanent. • I will follow school and BCSS policies, regulations and behavior standards.
<p>Respect and Protect Others</p>	<ul style="list-style-type: none"> • I will follow school and BCSS policies, regulations and behavior standards. • I will not use technologies to degrade or defame others. • I will obtain permission of the individual(s) involved and a school staff member before photographing, videoing, publishing, sending or displaying their image or likeness.

	<ul style="list-style-type: none"> • I will obtain permission from individual(s) when sharing commonly created electronic data. • I will not share or forward inappropriate materials or communications. • I will always act with integrity and respect.
Respect and Protect Intellectual Property	<ul style="list-style-type: none"> • I will have an understanding of the rules and laws applying to: <ul style="list-style-type: none"> ○ copyright ○ intellectual property ○ fair use • I will ask permission before I post/publish content and media created by others. • I will use correct citation when I use content and media created by others in my own work. • I will only download, save or use either full or portions of any music, movies, images, or other digital content in accordance with copyright laws.
Respect and Protect Property	<ul style="list-style-type: none"> • I will take full responsibility for, and respectfully use, any technology available to me at school. • I will use network bandwidth, file storage space and printers reasonably and responsibly. • I will report abuse of technology to a staff member. • I will report any material that may be deemed inappropriate to a staff member. I will report security or network problems to a staff member.
Student Use of Personal Technology Devices	<p>All of the above guidelines apply to the use of any personal electronic devices brought to school for learning purposes, in addition to those outlined in the Barrow County School System Bring Your Own Technology (BYOT) Regulation. Students and parents must agree to the guidelines in the BYOT regulation prior to their use in school.</p>
Student Use of Web 2.0 / Social Networking Tools for Education and (Grades 6-12)	<p>Students are expected to follow all classroom/school rules online just as they do in class and will be held accountable for misconduct, which includes violations of the district's Internet Acceptable Use Policy and its established guidelines and the Student Code of Conduct.</p>

	<p>Parents are always encouraged to review the online activities of their children and can access student accounts or be provided a parental account, when available. Parents are also encouraged to speak with teachers when questions or concerns arise about the use of web-based tools in the classroom.</p>
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Student Code of Conduct

The Barrow County Student Code of Conduct is based on the philosophy that discipline is a tool that is used to teach students to become responsible for their own behavior. Since our students live in a society in which citizens are expected to obey laws and abide by commonly accepted standards of behavior, we must teach them to be self-disciplined. This Student Code of Conduct is built upon those commonly accepted standards of behavior sometimes called character traits. These character traits include: citizenship, cheerfulness, cleanliness, compassion, cooperation, courage, courtesy, creativity, diligence, fairness, generosity, honesty, kindness, loyalty, patience, patriotism, perseverance, punctuality, respect for others, respect for the creator, respect for the environment, sportsmanship, school pride, self-respect, self-control, tolerance, and virtue.

In order to educate students to become productive citizens as adults, we must create a safe, non-threatening and orderly school environment that enables teachers to teach and students to learn. We expect students to “behave themselves in such a way so as to facilitate a learning environment for themselves and others, respect each other and school district employees, obey student behavior policies adopted by the local board of education, and obey student behavior rules established by individual schools (O.C.G.A. 20-2-735).” This Code of Conduct establishes expectations for the maintenance of a positive learning environment at school.

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

1. At school or on school property at any time;
2. Off the school grounds at any school-related or school-sponsored activity, function or event and while traveling to and from such events;
3. On vehicles provided for student transportation by the school system and school bus stops where groups of students gather for the purpose of getting on or off the school bus.
4. Off school property provided a student’s behavior poses a threat to the safety of students, staff or visitors at school or has the potential to disrupt the safe and orderly operation of a school.

Please see the Student Code of Conduct linked below:

<https://www.barrow.k12.ga.us/families/students/student-handbook>

POSITIVE BEHAVIOR INTERVENTION SYSTEM (PBIS)

PBIS is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school’s sense of safety and support improved academic outcomes. More than 16,000 U.S. schools are implementing PBIS. The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety and learning.

All Barrow County Schools participate in PBIS.



BLAZERS ARE F-I-R-E'D UP

	CLASSROOM	COMMON AREAS	CAFETERIA
F FUTURE- FOCUSED	<ul style="list-style-type: none"> Set and strive to achieve personal goals Exhibit skills needed for career and college Reflect on decisions and choices Strives to be a global citizen 	<ul style="list-style-type: none"> Use your time wisely Take care of important business between classes Stay calm and think before you act or speak 	<ul style="list-style-type: none"> Be in the cafeteria by the time the tardy bell rings Properly respond to faculty and staff Get all food items and utensils on first trip
I INNOVATIVE	<ul style="list-style-type: none"> Exhibits a growth mindset Facilitates collaboration and new ideas Displays mental resilience Courage to step outside of comfort zone 	<ul style="list-style-type: none"> Be quiet and respectful in the hallway, so that other classrooms will not be disturbed 	<ul style="list-style-type: none"> Eat lunch with someone that you usually don't sit with.
R RESPONSIBLE	<ul style="list-style-type: none"> Operates in integrity Comes to all classes prepared Consistently complies with class and school norms Holds themselves accountable 	<ul style="list-style-type: none"> keep hands and feet to yourself use facilities appropriately "See Something, Say Something" Greet others appropriately 	<ul style="list-style-type: none"> Keep table area clean Throw away trash in nearest trash can Report any spills to staff Use appropriate entrance and exit
E ENGAGED	<ul style="list-style-type: none"> Actively participates in class Analyzes and uses critical thinking skills Practices being a good digital citizen Consistently on time and present for each class 	<ul style="list-style-type: none"> Take the most direct route to class Move to class swiftly Have a hall pass during instructional times 	<ul style="list-style-type: none"> Use appropriate language and volume Help others in need follow directions

F
FUTURE-
FOCUSED

I
INNOVATIVE

R
RESPONSIBLE

E
ENGAGED



Bus Discipline

Students who ride the school bus may do so if they display safe and reasonable behavior. Choosing not to follow the bus behavior guidelines may result in suspension or loss of bus service. The bus driver is responsible for the safety and well-being of the students on the bus. The school administrator will determine consequences of misbehavior and the reinstatement of bus service for the offending students should a suspension become necessary. **A suspension applies to all buses** unless otherwise designated by school officials. The responsibility for student supervision by the school shall begin when the student boards the bus in the morning and is retained until the child leaves the bus at the end of the day. **Riding the school bus is a privilege not a right** and may be revoked for safety and discipline infractions.

Parent/Guardian Responsibility

Parents and guardians will be responsible for ensuring their child follows all rules and guidelines outlined by this notice, driver, and administrator. If the student violates the behavior guidelines resulting in a bus suspension, the parent will provide transportation for their child. Students will be picked up and dropped off at their designated stop. Exceptions will require a written request from the parent as outlined below. In an emergency a phone call by the parent to the principal and subsequent written approval from the principal to the bus driver will be acceptable.

The school bus ride is an extension of the school day and as such, is subject to all school policies and procedures. Bus Conduct Reports will be recorded in accordance with all other school record keeping procedures.

Transporting of School Related/Non-related Items

No animals or any items that may be deemed objectionable in nature will be transported on any bus. If necessary, the bus driver may confiscate these items and turn them into the school administrator. Any item that may be considered a weapon (per Ga. Law) or dangerous to others in any way will not be allowed on the bus. (This may include sports equipment, laser pointers, toys, etc.) Band instruments that will be allowed on the bus are those that are small enough to be held in the student's lap. Instruments may not be in the aisle or take the space of a student if that space is needed to sit down. Damage to personal items is not covered by the school bus insurance coverage.

Bus Rules

- Students will follow the directions of the driver.
- Students will be at the bus stop 5 minutes before the bus arrives. Students will wait in an orderly line.
- Students will help keep bus clean and in safe condition.
- Students will cross the roadway in front of the bus, only after receiving hand signal from driver.
- Students will go directly to an available or assigned seat when entering the bus. Keep aisles and exits clear.
- Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
- Students will not eat, drink, chew gum, or bring tobacco, alcohol or drugs on the bus.
- Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus.
- Students may only bring approved objects on the bus that can be held on their lap.

- Students will refrain from using loud voices, profanity and/or obscene gestures, and respect the rights and safety of others.
- Students will not extend head, arms, or objects out of the bus windows and will refrain from yelling out windows.
- Students will be totally silent at railroad crossings.
- Students will stay seated until time to get off the bus.
- Students will respect themselves, others, and property.
- Students must provide a written note, signed by a parent or guardian and a school official, giving permission to ride a different bus, get on or off the bus at a special bus stop location.

New Bus Riders or students that move to a new physical address must provide their bus driver and school administrator a note stating the new address. Attending school should provide the bus driver student information showing change in Infinite Campus.

Bus Behavior Guidelines

Each infraction of class I and II offenses shall be reported by the driver to the respective school administrator.

1. Class I Offenses

- a. Eating or drinking on bus
- b. Out of seat while bus is in motion
- c. Horseplay, yelling out bus window, loud noise (should be classroom behavior)
- d. Possession of unacceptable material, objects, or obscene gestures
- e. Profanity
- f. Riding unassigned bus without signed note from parent and signed by school administrator
- g. Checking mailbox while bus is still in sight (Area is in danger zone.)
- h. Use of electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, radios, tape or compact disc players without permission from the driver.
- i. Using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.
- j. Other offenses as reported by the driver or principal

2. Class II Offenses

- a. Profanity, verbal abuse, and harassment (directed at student or driver)
- b. Body parts out of window (i.e. head, hands, arms, and legs)
- c. Throwing/shooting of any object (i.e. paper, pencils, paper clips, etc.)
- d. Physical aggression or use of any object as a weapon
- e. Use of tobacco, inhalants, or any controlled substance
- f. Destruction of school property (vandalism - suspended until restitution is made)
- g. Loading or unloading buses improperly or tampering with any portion of bus
- h. Lighting of matches, fireworks, or any flammable object or substance
- i. Riding of any bus during period of suspension
- j. Fighting (of any kind)
- k. Other offenses as reported by driver or principal

As previously stated, the school bus ride is an extension of the school day and is subject to all school policies and procedures. Riding the school bus is a privilege (not a right) for students as long as they display safe and reasonable behavior. Riding privileges may be revoked for safety and discipline infractions at which time parents must provide transportation for their child.

BCSS Student Bus Transportation Changes Protocol

Note: This protocol is for short-term (daily) changes only. For any long-term change in transportation, please use the appropriate Transportation Change Form available in your school's front office.

Student must have a written note from a parent or guardian that is dated and signed referencing the day or days affected. This will apply even if the parent makes the request in person at the school.

In the event of a change in transportation, school office personnel will:

- Have appropriate school administrator (or designee) sign the note
- Make a copy of the note with both signatures
- Send the original note with the student or the student's teacher to be given to the appropriate bus driver – this will be the student's pass to get on the bus.
- File the copy of the note in a specified place in the front office where it can be easily accessed in case of emergency.

Bus drivers will not allow a student to exit the school bus at a place that is not the student's normal stop unless the written note signed by both the parent/guardian and the school administrator (or designee) is in his or her possession.

No bus transportation changes will be accepted over the telephone.

Changes may be accepted via fax or email attachment if parent/guardian picture ID is included with the request, at the school administration's discretion. Change requests must be received by the front office staff prior to noon on the day of the change.

Note: There are now set bus stops along all the bus routes and BCSS buses cannot stop at each individual house.

Teenage and Adult Driver Responsibility Act (TAADRA)

Georgia's Teenage and Adult Driver Responsibility Act (TAADRA) of 1997, requires that local school systems certify that a student is enrolled and not under expulsion for the student to be eligible to have a Georgia learner's permit or driver's license. Please see Registrar Donna Reeves for a copy of your Certificate of Enrollment.

Student/Parent Policy Acknowledgement

This form will be completed digitally at the beginning of the year. However, if you would prefer to submit a paper copy to the front office, please do so.

The BASA Family Handbook includes some very important information about the upcoming school year. Please take time to read this information now and refer to it frequently. If you have questions, contact the school office at BASA at 678-425-2903. We will be happy to talk with you.

Each school is required to document that every parent and student has been given a copy of the Student Code of Conduct along with other required information, including notification of possible consequences and penalties for truancy, and has been given a chance to ask questions about anything he or she does not understand.

A completed and signed form must be on file for all students. Parents/Guardians and students are required to submit an acknowledgement annually. A digital link will be emailed to parents, but you may also print this form and return to the BASA Main Office.

Students who are unable to read or fully understand this information are not required to initial or sign this document. However, parents are expected to explain the information to their children in terms that they can understand. Failure to sign and return this form will not excuse a student from the requirements of the policies. To complete this form, students and parents should each initial each item that you have read and understand and then sign the form in the space provided.

Parent Student

1. Student Code of Conduct and School Bus Behavior Guidelines

2. School Attendance and Georgia's Compulsory Education Law

3. Cafeteria Charge Board Policy (EE)

4. Medication Policy

5. Parent's Right to Request a teacher's or paraprofessional's Qualifications

6. Barrow County School System Internet Safety, Technology Responsibility, and Acceptable Use Policy

I have read and understand the 2023-2024 BASA Family Handbook. **I understand that I am responsible for following the guidelines set forth in this document.**

Student Signature: _____ Date: _____

I have reviewed the student handbook with my child:

Parent Signature: _____ Date: _____

School Clubs and Organizations Opt-out

2023-2024

If you do **NOT** want your child to participate in a particular club or organization at school, please complete the information requested below and return to your child's school. For a complete list of school clubs and organizations for BASA, visit the school website (<https://www.barrow.k12.ga.us/schools/basa/index>) and look under the Activities tab.

Student Name: _____ Grade: _____

My child, identified above, **may not** participate in the club or organization listed below:

By completing this form, I am declining permission for my child to participate in the club or organization listed above.

Parent Signature: _____ Date: _____

Annual AHERA\Asbestos Notification Requirement

This notification is provided pursuant to the requirements of the Asbestos Hazardous Emergency Response Act (AHERA) of October 1986; EPA Rule 40 CFR 763, Asbestos Containing Material in Schools, subpart E, et seq. effective December 14, 1987. These regulations are defined by the United States Environmental Protection Agency. Specifically, 40 CFR §763.84 (c) which requires that the Barrow County Board of Education notify you at least once a year of asbestos inspections, response actions, and any post response action activities, including periodic re-inspections and surveillance activities that are planned or in progress at our schools and administrative facilities.

The Barrow County Board of Education has documented through a comprehensive asbestos survey, conducted by an AHERA accredited asbestos inspector, where asbestos containing, suspect asbestos containing and/or assumed asbestos containing building materials are located on our schools and administrative facilities. The Asbestos Management Plan documents a plan of action for managing and maintaining the asbestos containing building materials in-place and/or removal activities. The reports associated with the asbestos inspection, 3-year re-inspections, periodic surveillances, and the recommendations from operations and maintenance, are all documented in the Asbestos Management Plan. A copy of said plan is available at each school, Board Office, and the Maintenance Department.

Should you have any questions or desire further information, please contact the Maintenance Department at 770-867-5711.