



SIMS Academy

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[Sims Academy](http://SimsAcademy.com) | [Sims Academy \(barrow.k12.ga.us\)](http://SimsAcademy.barrow.k12.ga.us)

2023-2024 SIMS Student Handbook

As necessary, the handbook may be revised throughout the school year

ATTENDANCE: Students are expected to attend school on a regular basis. Attendance policies and procedures are outlined in your home school's policies and procedures.

BREAKFAST & LUNCH: Breakfast and lunch are made available to SIMS students and are served in the BASA cafeteria.

CELL PHONES & ELECTRONIC DEVICES: Cell phones and electronic devices are allowed in the building; however, these items must be always in silent mode. They are not to be used during class times at SIMS. However, cell phones and electronic devices may be used for instructional purposes within guidelines set forth by the instructor.

CHECKING OUT OF SCHOOL: Students will not be allowed to leave the SIMS during school hours unless they are checked out by an authorized adult (with proper identification) who is listed on the student's contact information. If students drive to campus, they may bring a note from home and will be allowed to leave only if someone on their contact sheet may be reached by phone to verify the written dismissal. If parent(s) and/or guardian(s) wish to add someone to their student's contact sheet, they must come to the school and make the necessary changes to their contact sheet in writing. Additions will not be made via phone correspondence. There will be no phone checkouts, and no checkouts after 2:30 PM. Students must be released by this process and cannot be released from any class with a text message or phone call from a parent. The hours of operation of the attendance office will be 8:15 AM until 3:15 PM.

COMPUTER / INTERNET USAGE: It is imperative that all students behave in a professional and responsible manner with technology. The Barrow County Internet Use Policy is always in effect for all students. Minor violations of this policy will result in a reprimand. Any serious violation of this policy may result in suspension or additional disciplinary actions. Students are subject to all Barrow County School System Computer/Internet Usage Policies.

DAILY PARTICIPATION: Students are expected to come to school ready to work and participate in the instructional activities of the day.

DISCIPLINE PROCEDURES: Students are expected to always maintain acceptable behavior. All policies outlined in the Barrow County School System Student Code of Conduct apply to the SIMS Academy. The staff reserves the right to implement additional expectations as needed. In many circumstances, discipline referrals while at SIMS will result in placement in an alternative location, administrative detention, in-school suspension, or out-of-school suspension ranging from one to ten days. In addition, serious violations such as fighting, assault upon a staff member or student, weapon, drug, or alcohol possession, or other serious incidents may result in a recommendation for expulsion from the Barrow County School System as well as referral to law enforcement officials.

DUAL ENROLLMENT: Dual Enrollment provides opportunities for Georgia high school students to take college level courses and earn concurrent credit toward high school diploma and a college degree. Any eligible high school student may enroll full-time or part-time in approved credit-bearing college-level courses approved by the State Board of Education. Courses may be taken during the school day or outside of regular school hours on the college campus, online or at the high school. Dual enrollment classes taken outside the regular school day will not receive a weight factor. Approved courses may count toward high school graduation requirements.

DRESS CODE: All students will adhere to the dress code policy of their home school.

EXAMS: Final Exams will be given the last two days of each semester, aside from GMAS. Georgia Milestones courses will count for 10% of the total grade. Final Exams for courses other than GMAS will count for 10% 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. 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.

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| Fall Final Exam Dates: | Spring Final Exam Dates: |
| December 19th 3rd & 4th block | May 22nd 1st & 2nd block (early release day) |
| December 20th 1st & 2nd block (early release day) | May 21st 3rd & 4th block |

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

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.

HOME SCHOOL: The “home school” is defined as the school to which the student is officially assigned by the Barrow County School System.

ID Cards: All Lanier Technical College students must carry and wear their LTC identification every day. The students will be required to present an ID to enter the building as well as to remain in the building at any time.

MEDICATION POLICY: By Georgia state law, no student is allowed to possess any prescription or over-the-counter medication in a Georgia public school, unless sanctioned by a 504 plan. All medications, prescription or over-the-counter, must be given to an administrator or an assigned designee. All medications must be in original containers, and a “medication authorization” form must be completed by parent(s) and/or guardian(s) before any medications will be dispensed. Medicine is not dispensed at SIMS and arrangements will need to be made with the BASA clinic. Students are not allowed to have any medications, including over-the-counter medication, synthetic supplements, or nutritional supplements, in their possession at any time while at the SIMS.

SCHOOL HOURS: The high school day begins at 8:15 and ends at 3:15. Lanier Technical College students will most likely have alternate class times and students are responsible for checking their LTC class schedule.

SCHOOL SUPPLIES: Students are expected to arrive at school with adequate instructional supplies daily. Specifically, students are expected to bring writing implements, headphones, and other necessary supplies needed for instructional activities.

SKIPPING: Skipping is defined as any absence without the prior knowledge and consent of parent/guarding or instructor. SIMS will follow the home school consequences for skipping class.

SPECIAL SERVICES: Students who are served by an Individualized Education Program (IEP), 504 plan, ELL plan, or other student services will continue to receive these services at the SIMS.

TARDIES TO SCHOOL: All students are expected to report to school on time each day.

TESTING: Students are required to participate in all local and state testing requirements such as the Georgia Milestones, Measures of Academic Progress, end-of-pathway assessments, end-of-course assessments, and end-of-grade assessments.

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 are released. Fees are charged for lost or damaged textbooks.

TRANSITIONS BETWEEN CLASSES: Students are to report directly to their next assigned location immediately upon release from a given class. Students should not go to the restrooms, or any other part of the campus, during transition times. No student should be in the restroom without a hall pass at any time. Students must take all possessions with them during transitions and will not be allowed to return to another class to retrieve items. All students will be monitored by staff during transition times.

TRANSPORTATION: Transportation is provided to SIMS academy daily. Students who have morning classes will be picked up from home and arrive at SIMS. Students who have afternoon classes will leave SIMS and be transported home. BCSS does provide a midday shuttle to and from SIMS and the home schools. BCSS students who can drive are allowed to transport themselves to and from SIMS.

VISITOR POLICY: Families are welcome at SIMS Academy. We do ask that an appointment be made to see a teacher or visit a classroom. The principal and staff of SIMS are on duty from 8:00 AM to 3:45 PM. We encourage you to call to schedule an appointment with teachers or administrators. The school procedure is to accept only those visitors who have a legitimate reason to visit the school. All visitors must report to the receptionist immediately to receive a visitor’s pass. SIMS is a closed campus. 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. To ensure quality and uninterrupted instruction, students will not be called out of class to take messages from parents except during class change. Any person on campus without permission is trespassing and is subject to arrest by police authorities. All students must leave campus by 3:30 PM unless they are under the direct supervision of a teacher, sponsor or coach. Remaining on campus after hours without supervision will be considered loitering.

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BCSS Student Code of Conduct & Handbook: In addition to this Student Handbook, please review the Barrow County School System handbook that includes the Parent's Right to Know Qualifications, Rights & Responsibilities, Required Notifications, and other important notices. You can find the information here: <https://www.barrow.k12.ga.us/families/students/student-handbook>