



# **BENJAMIN BANNEKER HIGH SCHOOL STUDENT HANDBOOK 2009 - 2010**

## **ADMINISTRATION**

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# WELCOME TO BANNEKER HIGH SCHOOL

Banneker High School opened in 1988 and is a unit of the Fulton County School System. Banneker is accredited by the Georgia Department of Education, and the Southern Association of Colleges and Schools. We are a four year academic, college/career preparatory high school offering a broad program and experiences that address interpersonal, social, physical, and academic needs of its students.

Banneker High School serves students who live in its attendance zone as outlined by the Fulton County Board of Education and is primarily an urban school with a rich history of community pride.

Banneker's educational design focuses on increasing academic rigor while preparing its student body for a role in society that promotes responsible citizenship and optimal learning.

Each student, parent, teacher, counselor, coach, administrator or support staff member is expected to do his/her part in this design.

## OPPORTUNITIES FOR PARENT INVOLVEMENT

Parents have many opportunities to get and stay involved in the activities of BHS! These activities include:

- Local School Advisory Council (LSAC)
- Parent Teacher Student Association (PTSA)
- Athletic Booster Club
- Chaperones for Field Trips & School Activities
- Parent Mentors
- Office/Media Volunteers
- Tutorial Assistance
- Beautification Projects
- Building Design Team

## FULTON COUNTY BOARD OF EDUCATION

*Our Mission* is to educate students to be responsible, productive citizens.

*Our Vision* is a place where *all* children learn to their full potential in a safe, nurturing environment, supported by involved and committed staff, family, and community who help prepare students for a successful future.

# BANNEKER HIGH SCHOOL MISSION STATEMENT

The mission of Banneker High School is to provide students with multiple experiences to meet and exceed state and national standards of learning while preparing each student for a viable post-secondary option and responsible citizenship.

## RESPECT - RESPONSIBILITY

The most important concept to remember about the "rules" and policies of Banneker is that they are based upon the basic premise of:

**"RESPECT FOR SELF...**

**...RESPECT FOR OTHERS...**

**...RESPECT FOR BANNEKER"**

Banneker fosters a climate that is safe, purposeful, pleasant, comfortable, and enjoyable. Everyone must all adhere to the lifelong guidelines of trustworthiness, truthfulness, active doing and learning.

We expect all students to act and look as if they are concerned about success now and in the future. Our school's expectations reflect those held by future workplaces and the business community in order that students may begin to develop habits of mind and action that will foster success in adult life.

Come to class prepared, participate in learning, treat every person with whom you interact with dignity and respect, appreciate this wonderful school that has been provided for you, seek to be a part of the solution rather than a part of the problem - and you will have a positive and pleasant learning experience here. This handbook outlines the daily operating procedures and policies that will guide you to become a life-long learner and global citizen. It is also designed to be a planning and learning tool. Parents and students are asked to read all of the rules carefully and ask questions early to clarify intent, purpose and procedure.

## MOST OFTEN ASKED QUESTIONS

### *WHAT DO I DO WHEN I...*

#### HAVE BEEN ABSENT?

Students absent from school must submit to the attendance clerk a note from a doctor or the parent/guardian explaining the nature of the absence. This should be done prior to 8:40AM on the day of return. The attendance clerk will validate the absence and enter the appropriate code in the computer. The note should include your child's advisement number and a telephone number where a parent or guardian can be reached.

## **ARRIVE TARDY TO SCHOOL?**

Students are expected to be on time to school (8:30am). Students who arrive late to school with a parent/guardian must report directly to the attendance clerk. Students arriving to school between classes must check in at the attendance window. Any student arriving to school without checking in through the attendance clerk will receive additional consequences. After five (5) excused tardies to school per semester, a doctor's note will be required for future tardies to be excused. Any student reporting tardy to school without a parent/guardian must report to the attendance office.

## **NEED TO COME TO SCHOOL EARLY?**

The building will be open by 7:30am for students who need to arrive early. Students arriving before 8:00am are to report to designated areas and remain there until the 8:30AM. A student who needs to meet with a teacher before 8:00AM, must have a written pass from that teacher. The school day officially begins for students when they arrive on campus. Students are expected to stay in the building at all times until the school day officially ends.

## **NEED TO LEAVE SCHOOL EARLY?**

A written parental request must be made before permission will be given to leave campus early. The request should be for the end of a period only and must be left with the attendance clerk before school. The request must have the student's advisement number, the reason for the check out, and a parent or guardian's home or work number - no pagers or voice mail. The request will be verified and the attendance clerk will issue an off-campus permit to the student. This off-campus permit must be picked up by the student prior to the check-out. If a student does not bring a dismissal note, the parent/guardian must present himself/herself at the attendance window to sign the student out as required by school policy. Any emergency exception must be approved by an administrator. Students must sign out at the attendance window before leaving campus. If a parent/guardian cannot be reached, the student may not leave. A student must be legally emancipated to check him/herself out of school. There will be no check outs after 3:15pm.

## **NEED TO STAY AFTER SCHOOL?**

Students are asked to vacate the building as soon as possible after school. Students needing to remain after school for additional help, public detention, or to participate in extra-curricular or school activities, need to report to respective areas by 4:05pm. Students must remain under the supervision of the teacher, coach, or staff member until their transportation or sweep bus arrives. Students planning to ride a sweep bus must obtain a Sweep Bus Pass from his/her teacher, coach or sponsor. The building will be secured at 4:15pm; any student remaining must report to the cafeteria.

## **LEFT SOMETHING IN MY CAR?**

Students will not be allowed to go to their cars during the school day. Be sure you have what you need before

entering school. Any emergencies must be cleared through the School Resource Officer or an administrator.

## **NEED FIRST AID OR OTHER MEDICAL ATTENTION?**

Students needing minor attention must have a pass from a teacher to report to the clinic. If you become ill after arriving for the school day, you must ask your teacher for a pass to the clinic where a call will be placed to your parent or guardian.

## **HAVE LOST SOMETHING?**

Lost and found items should be turned in to the main office. Students may check with the main office personnel for lost or missing items. Stolen items should be reported to the School Resource Officer immediately, excluding items that are prohibited from the campus, i.e., hats and all electronic devices, including cell phones. Students are encouraged to leave all valuables at home.

## **NEED TO SEE MY COUNSELOR?**

Scheduling an appointment is important for a student to meet with a counselor, except in a crisis situation. Appointments must be made before school, between classes if time permits, during lunch, or after school. A student will receive an appointment confirmation from the Counseling Center and MUST have permission from the teacher before leaving the classroom.

## **HAVE TROUBLE WITH MY LOCKER?**

Students who have difficulty with their lockers should report the problem to the main office receptionist.

## **NEED TO USE THE TELEPHONE?**

Telephones in the main office or attendance window are not to be used by students for any reason without approval. Please make family/personal plans and arrangements before and after school.

## **WONDER WHAT TO WEAR?**

Students' dress is to reflect neatness, cleanliness, modesty, and a sense of pride in themselves as well as the school. Shoes must be worn at all times in any public building, including schools. Please refer to the dress code for further information.

# ACADEMICS

Our primary function is to challenge each student and teacher with the high expectations of a rigorous curriculum. Each student has the right to a high quality education and the responsibility to actively participate in learning. Banneker provides a learning environment that encourages students to acquire a sense of responsibility and to cultivate a respect for cultural diversity.

## SEMESTER SYSTEM WITH YEARLONG SCHEDULING

Banneker High School operates on the traditional semester system with 6 periods per day. The school year is divided into 2 semesters of eighteen weeks. Students take 6 classes per semester with an additional period for lunch.

Some courses, such as English, mathematics, world language, history, and science cover an entire year but are divided into 2 separate semesters of work. For example, students who take biology may earn one Carnegie Unit of credit during the year but receive a grade and 1/2 Carnegie Unit at the end of each semester.

Some courses are designed to be completed in one semester and earn the student 1/2 Carnegie Unit of credit.

## GRADING SCALE

The grading scale is as follows:

<u>Letter Grade</u>	<u>Numerical Grade</u>
A	90-100
B	80-89
C	70-79
F	Below 70
W	Withdrew
NG	No grade (no transfer grade or on roll less than 20 school days in the grading period)
INC	Incomplete (Principal Approval)

Joint enrollment/postsecondary options include approved courses at both college and technical schools and Banneker.

## ACADEMIC RECOVERY

Opportunities designed to allow students to recover from a low or failing cumulative grade will be allowed when all work required to date has been completed and the student has demonstrated a legitimate effort to meet all course requirements including attendance. All teachers will provide academic assistance as described in their course syllabi. Students should contact the teacher concerning recovery opportunities. Teachers are expected to establish a reasonable time period for recovery work to be completed during the semester. All recovery work must be directly related to course objectives and must be completed ten school days prior to the end of the semester.

## INCOMPLETES

A student receiving an approved "incomplete" at the end of the semester is allowed 10 school days into the next semester to complete the course. The Curriculum Assistant Principal, in consultation with the principal, may

grant more time if circumstances warrant, but to exceed ten school days may affect a student's eligibility to participate in sports under the Georgia High School Association and Georgia State Board of Education no pass/no play guidelines.

## PROGRESS REPORTS AND REPORT CARDS

Progress reports will be distributed to students during advisement and will also be mailed to parents or guardians at 6 and 12 weeks of each semester. Mailing progress reports home meets Fulton County's Board of Education policy that teachers make personal communication with parent/guardians regarding students' academic progress. Semester report cards are issued to each student during the first 10-day period following each semester and a copy is also mailed home to the parent/guardian.

**Seniors:** Six weeks prior to the end of 1<sup>st</sup> and 2<sup>nd</sup> semester, each teacher will provide the administration a list of all seniors who are failing or in danger of failing and the progress report will be sent home via certified mail. In addition to the certified mailing, teachers will establish personal contact through conference, phone calls, or email communication with the parents/guardians of any senior whose performance at the end of each semester indicates that the student may not be eligible to graduate. Teachers are required to enter grades on a weekly basis in Integrate to assure accurate reflection of a student's grade.

## STUDENT RECORDS

With the exception of the student directory, it is the policy of Banneker High School to protect the confidentiality of personal identifiable information in student records from all persons except those with a need to know in normal operation of the school or school system, or when a specifically authorized release is granted in writing by the parent, eligible student, pursuant to subpoena, a judicial order, or as otherwise specified by federal or state laws. Further, the parent/guardian or eligible student shall have the right of access and right of hearing to challenge the contents of records believed to be inaccurate, misleading or otherwise in violation of privacy or other rights of the student within 45 days of request or before transfer of records.

## GRADE LEVEL PLACEMENT

A student entering Banneker High School will be assigned a graduation year. The graduation requirements in effect at the time of entrance will apply for the student's entire high school career.

Students shall remain intact with their entering class for all school activities including those related to courses for their freshman year only. The number of credits earned by the student will determine assignments beyond the freshman year. That is, a student will remain a freshman until such time that he/she earns 5 credits to be a sophomore, 10 credits to be a junior and 16 credits to be a senior. Promotion to the next grade level will be determined by total credits earned at the end of each semester. A student must complete all graduation requirements before he or she may receive a Georgia High School Diploma. Students completing all requirements for graduation who have not passed one or more sections of the Georgia High School Graduation Test will be awarded a Certificate of Attendance and WILL NOT participate in graduation exercises.

## DEAN'S LIST

Students must be enrolled in 6 classes to qualify for Dean's List. Students who achieve a semester cumulative average grade of 85-89, pass all classes and have no more than 10 absences for the semester, will be named to the Dean's List.

## HONOR ROLL

Students must be enrolled in 6 classes to qualify for Honor Roll. Students who achieve a semester cumulative average grade of 90-95, pass all classes and have no more than 10 absences for the semester, will be named to the Honor Roll.

## SUPER HONOR ROLL

Students must be enrolled in 6 classes to qualify for Super Honor Roll. Students who achieve a semester cumulative average grade of 96 and above, pass all classes and have no more than 10 absences for the semester, will be named to the Super Honor Roll.

## PRINCIPAL'S SCHOLAR

Students must be enrolled in 6 classes to qualify for the Principal's Scholar. Students who have a 90 or above in all classes and have no more than three absences for the semester will be named as a Principal's Scholar.

## ATTENDANCE AWARDS

Students who have perfect attendance in each class and no more than three tardies to class or school during the school year will receive a certificate issued by the Board of Education. Upon a student's graduation from high school, Fulton County Board of Education will provide certificates to students who have been absent a total of 10 days or less in grades 9 through 12.

## FINAL EXAM EXEMPTIONS

During spring semester, SENIORS may exempt final exams in any class in which they meet ALL the following criteria:

- An average of 90 or higher
- No more than 3 absences
- No more than 3 tardies

All absences and tardies other than being on an approved school-sponsored event or field trip will be counted in determining exam exemptions. No senior may exempt the final examinations in Joint Enrollment, Advanced Placement Courses.

## HOMEWORK POLICY

If a student is absent 2 days or less due to illness or an authorized absence, it is the student's responsibility to get his/her daily assignments and homework from a classmate or to contact the teacher upon returning to school for daily assignments and homework. If a student is absent 3 days or more the student or parent may contact the Counseling Center to request homework assignments, 24-hours prior to the time assignments are to be picked up. If a student is suspended out-of-school for 3 days or more, it is the student or parent's responsibility to request daily assignments and information from the assigning administrator.

## MAKE-UP WORK POLICY

Students are encouraged to request make-up work for any excused or unexcused absence. It is the student's sole responsibility to make contact with the teacher to initiate all make-up work. A make-up work request must be made the first class meeting back after the absence. The student must complete make-up work within the time specified by the teacher. Make-up work not submitted or turned in by an agreed upon deadline will receive a zero.

Students will receive the actual grade earned on make-up work if the absence is for one of the reasons listed as "excused," a written excuse has been submitted in accordance with attendance policy, and the make-up work has been completed satisfactorily within the time specified by the teacher. When an absence is "unexcused" or is "excused" but does not meet the above conditions, the grade that the student earns on any make-up work submitted on time may be reduced by ten percent per day up to 10 days with the lowest grade possible of 50 percent. Beyond 10 days, a student may earn a zero for the missing assignment.

## SCHEDULE CHANGES

Requests for schedule changes may only be considered for the following reasons:

- A student has failed a required course
- A student fails to enroll in a course needed for graduation

Any exception requires approval by the Assistant Principal for Curriculum.

## JOINT ENROLLMENT CLASSES

Most colleges, universities, and technical schools in this area have joint enrollment agreements with the Fulton County School System. Under these arrangements, high school seniors may combine the senior year of high school with the freshman year of college or technical school and receive simultaneous credit for each. This allows students to earn up to one year of college or vocational-technical credit while completing their high school diplomas. Students desiring to enter a joint enrollment program with a college or vocational-technical school should discuss their plans with a counselor early in their junior year.

## HUMAN SEXUALITY/AIDS EDUCATION

The Fulton County School System offers human sexuality education and AIDS education units in the required health course. The school system believes that all students should have access to factually accurate and appropriate information about these topics. Students who are armed with the facts are better able to make good, healthy decisions. We also believe that abstinence from sexual activity is best for school-aged young people. All instruction in this unit is predicated upon this belief.

All high school students are required to take general health. During this course, the sexuality education and AIDS education units will be taught; these units will not start until after the first six weeks of the semester. At least two weeks prior to the beginning of these units, a letter will be sent home informing parents/guardians of their right to remove their minor student from this unit of instruction. Parents/guardians should sign and return the form if they do not want their student to participate.

All materials used in the course are available for parental/guardian review. The student's health teacher

should be contacted through the school office to make an appointment to see these materials.

## CURRICULUM

### COURSE OF STUDY

The Fulton County School System offers 2 courses of study leading to a high school diploma:

The *college preparatory* course of study is designed to prepare students for college. It meets the entrance requirements of every college in the University System of Georgia and qualifies students to earn Georgia State's Board of Education College Preparatory Seal of Endorsement. Students may earn "distinction" status with additional course work.

*College Preparatory with Distinction* will be awarded to all college preparatory students who earn 2 additional units in the core (English, Math, Science, Social Studies and World Language) totaling 25 Carnegie units and who maintain a 3.0 or 80 GPA in the "core."

### Graduation Requirements

	College Prep	CLASS OF 2012+
<b>Language Arts</b>	<b>4</b>	<b>4</b>
9 <sup>th</sup> Grade Literature/Composition	1	1
10 <sup>th</sup> Grade Literature/Composition	1	1
11 <sup>th</sup> Grade American Literature/Composition OR IB 11 <sup>th</sup> /American Literature	1	1
World Literature AND	½	½
Multicultural Literature	½	½
IB English	1	1
AP English	1	1
<b>Mathematics</b>	<b>4</b>	<b>4*</b>
Algebra 1 or equivalent	-	-
Selectives	1	-
Algebra I	1	-
Algebra II	1	-
Geometry	-	-
Algebra III OR Above	1	-
<b>Science</b>	<b>3</b>	<b>4</b>
Biology	1	1
Physical Science or Physics	1	1
Chemistry	1	1
Selective	-	1
<b>Social Studies</b>	<b>3</b>	<b>3</b>
World History	1	1
American History	1	1
Political Science	½	½
Economics	½	½
<b>Health/Physical Education</b>	<b>1</b>	<b>1</b>
General Health	½	½
Personal Fitness	½	½
<b>Career/Technology</b>	<b>-</b>	<b>-</b>
Career Technology Core	-	-
Selective	-	-
<b>World Languages</b>	<b>2</b>	<b>-</b>
Two years of the same language	-	-
<b>Fine Arts and/or Career/Technology and/or World Language</b>	<b>1</b>	<b>3</b>

Electives	7	4
<b>TOTAL</b>	<b>25</b>	<b>23</b>

\* Students in the graduating class of 2012 and beyond will be required to complete 4 Carnegie units within the GPS math curriculum. See academic catalog for specific course titles.

Students who take high school Algebra I, Geometry, and/or two years of the same world language in middle school may receive Carnegie unit credit toward their high school requirements. It takes two years of the same world language in middle school to equate to one unit of high school world language. A maximum of 3 Carnegie units may be awarded for high school work taken in middle school. The decision to accept high school credit from courses taken in middle school must be made before a student begins 9<sup>th</sup> grade.

## STUDENT SERVICES

### COUNSELING CENTER

We believe that the total development of the student depends on the collaborative efforts of the parents, teachers, administrators, and counselors. Therefore, the counselors at Banneker High School strive to assist in the total development of the student by providing direct and indirect services to the students, parents, teachers and administrators.

Some of the services provided by Counselors include:

- Individual & Small Group Counseling & Guidance
- Career Exploration
- Crisis Intervention
- Parent Programs
- Classroom Guidance
- New Student Enrollment
- Assist School Testing Coordinator with School-wide Standardized Testing
- Consults with Teachers and Parents
- Coordination of Campus College Visits
- Coordination of Governor's Honors Program
- Community Referral Liaison

### COLLEGE & CAREER CENTER

The College & Career Center is available to all students and parents. The center contains books to enhance planning for post secondary options and computers with programs that contain college, career, financial aid and scholarship information.

Other resources available in the College & Career Center include college applications, college catalogues, college videotapes, occupational and career guides, and scholarship aid materials. Counselors are available to assist students in the center. Students can visit the Career Center before school and during lunch. Parents are welcomed to accompany students.

## COUNSELOR APPOINTMENTS

Scheduling an appointment is important for a student to meet with a counselor, except in a crisis situation. Appointments can be made before school, between classes if time permits, during lunch, or after school. A student will receive an appointment confirmation from the Counseling Center and MUST have permission from the teacher before leaving the classroom.

## AFTER SCHOOL PROGRAMS

Dollars for Scholars - The Dollars for Scholars Program is open to any senior who needs help with college applications or scholarship searches. Parents are also welcomed to come and gain information about how they can help their student get into college and/or find financial aid.

Meeting Time: Every Wednesday, 4 - 5

Location: Counseling Center

SAT Online Tutorial - The SAT Online Tutorial is open to any student wanting to get familiar with the SAT or desiring to improve their SAT scores.

Meeting Time: Every Thursday, 4 - 5

Location: Counseling Center

Visions - The Visions Program is open to any junior or senior who is currently undecided about their college/career choice. The program's goal is to help students develop a vision so that they can have concrete plans when they graduate from BHS.

Meeting Time: Every Monday, 4:00 - 4:45

Location: Counseling Center

## COUNSELOR CASELOAD ASSIGNMENTS

Freshman Academy	Erick Lawrence
10 <sup>th</sup> Grade Students	Geralyn Harper (assisting: Jackson and Hinton)
11 <sup>th</sup> Grade Students	Ava Butler
12 <sup>th</sup> Grade Students	Malongo Mukenge
Head Counselor	Geralyn Harper
Graduation Coach	Elishia Hinton

## PROMOTION REQUIREMENTS

Promotion requirements are the number of units required to move to the next grade level.

9 <sup>th</sup> Grade	0-4 units
10 <sup>th</sup> Grade	5-10 units
11 <sup>th</sup> Grade	11-15 units
12 <sup>th</sup> Grade	16-22 units

## TESTS REQUIRED FOR GRADUATION

Georgia High School Graduation Test

Students must pass all five portions of the graduation tests to graduate and participate in the graduation ceremony. The battery of Georgia High School Graduation Tests includes, English/Language Arts, Mathematics, Science, Social Studies, and Writing.

### End-of-course Tests

The Georgia Department of Education has developed end-of-course tests in select academic areas: 9th grade Literature, American Literature, Biology, Physical Science, Algebra I, Geometry, Economics, and US History. Final exam grades from the EOCT make up 15% of a student's final grade in the corresponding course.

## TRANSCRIPTS

Students applying to college should request an official transcript. There is a \$2 processing fee. Official transcripts may be picked up 48 hours after the request. Students are responsible for mailing their own transcripts.

## PARENT-TEACHER CONFERENCES

We encourage regular parent-teacher communication. Parents may call the main office and leave a message for a teacher to call them during the teacher's planning/conference period or may contact the teacher directly through voice mail or email. Parents should allow 2 school days for return communication. Parents may set up an appointment for a conference or have a telephone conference with a teacher. Parents who want to meet with several teachers simultaneously may make those arrangements through the Counseling Center.

## WORK PERMITS

The necessary forms and information for obtaining a work permit are available from the Counseling Center.

## REGISTRATION FOR NEW STUDENTS

All students new to Banneker High School should contact the Counseling Center to make a registration appointment. A parent or guardian must accompany the student at the time of enrollment. During the appointment the transcript will be evaluated and a schedule will be developed for the upcoming academic semester. It is the responsibility of the parent to bring from his/her previous school the following unofficial documents:

- Transcript and test records
- Discipline and Attendance records
- Social security card
- Ear, eye, and dental screening
- Georgia Certificate of Immunization
- Birth certificate
- Proof of residence
- Notarized affidavit of residency

Registration requirements for tuition enrollment are available in the Counseling Center. Students must clear all financial obligations to their past school. Fulton County School System reserves the right to deny admission to students with serious or unresolved discipline infractions at their previous school.

## WITHDRAWAL FROM SCHOOL

A student withdrawing from school must notify the Records Coordinator immediately. It is necessary that all records be brought up to date before the student leaves school. The custodial parent or legal guardian must be present to withdraw the student. No student, regardless of age, will be withdrawn until a parent or guardian requests the withdrawal in writing and in person. Each classroom teacher will record current grade and collect books. No student records will be sent until all financial obligations are met. Please allow 48 hours to process a withdrawal.

## MEDIA CENTER

The Media Center is an active learning environment where students may check out books, study, research, and browse the shelves for materials. Formal and informal instruction occurs simultaneously so students must show respect for others when using the Media Center. Students are expected to follow Media Center rules at all times. Media Specialists are available during school hours to assist students and staff in media center use. All library materials must remain in the Media Center until checked out through proper procedures at the circulation desk. Between the hours of 8:40AM and 3:40PM, students who visit the Media Center without their teacher must have a Media Center pass from the classroom teacher of that period.

Books are checked out for a period of 2 weeks. They may be renewed. Some reference books may be checked out for a class period or overnight. Fines are \$.10 per school day per class period for general books. Reference books are subject to a \$1.00 per school day fine. Students will not be charged fines if they show an excused absence slip from the school Attendance Office.

Computers are available only for academic research. Teachers who have scheduled collaboratively planned lessons with the media staff are given first priority. The Media Center adheres to the Fulton County School System's computer usage policies.

The Media Center is open school days, Monday through Friday from 7:30AM until 4PM. The Media Staff offers extended hours until 4:30PM two afternoons per week. Extended hours days may vary and will be posted on the Media Center school website and Media Center doors.

## PARENT CONNECT

Parent Connectxp is an internet based program that allows parents to get more involved in their child's education. It gives parents information about their child's progress in school. Using the internet, parents can access their child's grades, attendance, assignments and discipline records. Information on the Parent Connect Server will be secure in that only registered parents will be able to gain access with a designated password and the available data will be a read-only copy.

The goal of Parent Connect is to allow parents to have another source of information to monitor their students' progress. Even though it is meant to supplement our existing ways of communication: phone calls, notes, e-mails, progress reports, etc., the expectation is that parents utilize this invaluable tool to monitor students' academic progress. It also fulfills the Fulton County Board of Education policy that teachers make personal

communication with parents/guardians regarding students' grades. Parents may select options that include email notices of an absence, discipline incident, poor grade on a test, or look ahead at project due dates, etc.

To register for Parent Connect, parents should go online to the Baneker Parent Connect Web Site. It's quick, painless, and very informative. First, register online at: <http://banekerpc.fultonschools.org>. Please only register once and be sure to include an e-mail address and phone number, so that we will have access to find your ID and password if you forget or lose it.

We'll process the registration in 2-3 days and give you the times you can come in to verify data, show a photo ID, and receive your Parent Connect user ID and password. This password is temporary; you may change it.

When registering, remember to sign up only for your children attending Baneker. No students from other schools can be accessed.

If you registered last year for a student at Baneker, the ID and password are still valid for that current Baneker student. If you need to add a new student to your existing account, please email Cynthia Arnold at [arnoldc@fultonschools.org](mailto:arnoldc@fultonschools.org).

As you begin using Parent Connect, you may encounter problems with the technology or with the data. Please contact Cynthia Arnold at [arnoldc@fultonschools.org](mailto:arnoldc@fultonschools.org), if you have problems, questions and/or concerns.

## SCHOOL RESOURCE OFFICER

Baneker High School is staffed with three full-time School Resource Officers. The School Resource Officer protects the students and the school from theft and criminal trespass, acts as a resource person for student concerns, assists in the investigation of student problems, serves as a guest lecturer on a variety of legal subjects, and functions as a liaison between the student and law enforcement agencies. **School Resource Officers are certified police officers with the power of arrest.**

## ATTENDANCE

Excellent attendance is the first requirement for success in school. It is the belief of the administration and faculty that every class meeting is important. Anything less than perfect attendance will have a detrimental effect on the academic grade and learning since classroom experiences cannot be duplicated. Therefore, parents are encouraged to insure that their child is in school unless absence is absolutely necessary. This includes students coming to school on time and remaining for the entire day. Students should not be tardy or check out unless there is a serious need or emergency. The administration reserves the right to deny approval of early dismissals, coding of unexcused absences, and may require parents to come to school to pick up students. Excessive absences will result in loss of parking privileges, jeopardize participation in extra-curricular activities and not making the Honor Roll.

Baneker High School is not an open campus. Students should be present during the entire day, unless otherwise instructed. Students should report to school and be in class by 8:30AM. A student must be counted present on that day to participate in any after-school activities. To be counted present, a student must attend at least 4 or more full periods. Students on a school-sponsored field trip are considered present for the periods absent.

## ATTENDANCE PROCEDURES

Students absent from school must submit to the attendance clerk a note from a doctor or parent/guardian stating the reason for the absence, the student's advisement number, and a telephone number for parental verification. This should be done prior to 8:30AM on the day of return. The attendance clerk will code the absence identifying the type of absence as excused (E), or unexcused (U). This permits the student to arrange for make-up work accordingly. The attendance clerk opens at 8:00AM. Students should allow ample time to follow the attendance procedure prior to the start of school.

If a student returns to school without a note from the parent/guardian, the absence is marked unexcused. The absence will be changed to excused if the student presents a note from a parent/guardian to the attendance clerk within three school days after the absence has occurred and if the absence is excused. Notes cannot be submitted directly to the teachers. Notes WILL NOT be accepted after three days and the absence will remain unexcused.

It is not necessary for the student to bring a note from a parent/guardian for absences which occur due to school-sponsored activities or approved pre-arranged absences for which the parent/guardian has already been given written permission from the principal or counselor.

Every teacher will take attendance each period. Students are asked to schedule doctor appointments before school, after school, and on student holidays whenever possible. Please try not to schedule regular appointments during the same period each time. Please schedule ALL appointments or dismissal times to coordinate with the end of the instructional period. Please do not plan for your child to be absent or request an early dismissal on the day before a holiday.

## EXCUSED ABSENCES/TARDIES

As stated in Fulton County policy, a student's absence from school or class will be considered excused when it is due to one of the following circumstances:

1. Personal illness of the student.
2. Attendance at school would be detrimental to the health of the student or others.
3. A serious illness or death in the student's immediate family necessitating absence from school.
4. Compliance with a court order or an order issued by a governmental agency, including an order for a pre-induction physical examination for service with the armed forces, mandating absence from school.
5. Observance of religious holidays, necessitating absence from school.
6. Conditions rendering attendance impossible or hazardous to the student's health or safety.
7. Serving as a page in the Georgia General Assembly.
8. Pre-approved absences by principal not exceeding a cumulative total of three days per semester.
9. Up to 10 instructional days per year for school-sponsored non-instructional activities that are specifically approved in advance by the principal.

Students are allowed to make up work missed for an excused absence in accordance with the make-up work policy.

## PRE-APPROVED ABSENCES

In situations where it is known in advance that a student will be absent from school, the student is encouraged to request his/her assignments to be missed and have the absence approved before the absence occurs. Pre-approved absences may be granted by the principal or his/her designee for the following reasons:

1. Scholarship interviews/college visitations
2. Travel opportunity with direct educational benefits
3. Graduation or wedding of an immediate family member
4. Specialized educational experience
5. Other circumstances that are mutually agreeable to the parent and administrator

Parent's/guardian's notes requesting prearranged absences should be given to an administrator at least one week prior to the absence. Teachers will receive notification of prearranged absences. Assignments missed during the absence should be turned in upon the student's return.

Approved absences will not be granted during final exams except in cases of very unusual circumstances. Request for approved absences during exam days must be submitted in writing to the Curriculum Assistant Principal.

## TEMPORARY PLACEMENT

Assignment of the student by the school to a location other than the normal classroom setting may include but is not limited to in-school suspension (ISS) or out-of-school suspension (OSS). Students are allowed to make up work due to a temporary placement in accordance with the make-up work policy.

## UNEXCUSED ABSENCES

All absences other than an absence that is excused, approved, or a temporary placement will be considered unexcused. Any absence for which a note from parent/guardian is not submitted to the attendance clerk within three days of the student's return will be recorded as unexcused regardless of the reason.

**It should be noted that Georgia State Law states that any parent, guardian, or other person residing in this state who has control or charge of a child or children under the age of 16 that accrues five unexcused absences during one school year will be deemed to have violated this Code section and shall be guilty of a misdemeanor and subject to fines, imprisonment, community services, or any combination of these penalties.**

**Students under the age of 18 may not apply for or keep a driver's permit or license if withdrawn from school, have a total of 10 unexcused absences, or have any conduct infractions involving a hearing or tribunal.**

**Should a student have 10 or more unexcused days of attendance, a Certificate of Non-compliance will be issued and sent to the State of Georgia, Department of Driver Services.**

To help insure parental awareness of student attendance issues, attendance information is relayed via an automated telephone call-out system in the mornings after 1st period has started, accessible through the Parent Connect web site, and sent by mail to student's home address beginning approximately with the 5th unexcused absence.

## COLLEGE VISITATIONS

Request for college visitation days must be submitted in writing to the Counseling Center. A note from the parent/guardian requesting college visitation days should be taken to the Counseling Center secretary at least three days PRIOR to the absence. If the absence is approved the student will be given a form for each teacher to sign PRIOR to the absence. Assignments missed during college visitation days should be turned into the teacher prior to the absence unless other arrangements are made with the teacher. The student is required to present written validation to the attendance clerk from the college visit upon return.

## EARLY DISMISSAL PROGRAMS

Students in Cooperative Business Education (CBE), TAG internships, or other programs that require early dismissal from school must report to class, sign out in the attendance office, and leave campus IMMEDIATELY. Students must present official pass to the Resource Officer upon leaving the parking lot. Failure to follow procedures as set forth by each program may result in removal from that program or appropriate discipline consequences.

## CHECKING OUT

All requests to check out must be given to the attendance clerk before school and must include the reason for the check out, the student's advisement number, and a parent or guardian's home or work number for parental verification - no pager or voice mail. Requests for checkouts due to medical or dental appointments must include a doctor's name and telephone number for verification or an appointment card with the same information.

Requests should be made to coincide with the end of each period. The attendance clerk will verify the checkout. Early dismissals cannot be processed by telephone. Students MUST sign out and pick up an approved off-campus permit at the attendance clerk before leaving campus. If a student does not bring a dismissal notice, the parent/guardian must present himself/herself at the attendance clerk to sign the student out as required by school policy. Any emergency exception must be approved by an administrator. If the student returns to school before the end of the day, the student must check in through the attendance clerk.

**ALL CHECKOUTS MUST BE VERIFIED BY THE ATTENDANCE CLERK BEFORE THE STUDENT WILL BE PERMITTED TO CHECK OUT AND LEAVE CAMPUS.**

Once students arrive on the campus they may not leave prior to the end of the day dismissal without checking out through the attendance clerk. This includes students who are on campus prior to the start of school but must leave before reporting to class. If students are unable to be in school for the full day and come on campus for any reason they must check in and check out through the attendance

clerk. Only approved personnel may check a student out. **Students may not be checked out after 3:15pm.**

## TARDINESS TO SCHOOL

Students are expected to be on time to school. Students who arrive late to school must report directly to the attendance clerk. If parents provide a note describing circumstances outlined as "excused tardies" then the student will be given an excused tardy pass to class. Students arriving to school between classes must check in at the attendance window. Any student arriving to school without checking in through the attendance clerk will receive additional consequences. After five (5) excused tardies to school per semester, a doctor's note will be required for future tardies to be excused.

## TARDINESS TO CLASS

Students are expected to be in class and ready to begin work when the bell stops ringing. There is a 2 minute warning bell. Students who are not in class when the bell stops ringing will be required to report to the grade level administrator and will receive appropriate consequences.

## CLASS CUTS

A class cut occurs when a student is absent from class for more than 10 minutes without having permission from the teacher or authorization from the office to do so. Abuse of hall pass privileges will be considered a class cut.

## TRUANCY

Students absent from school without parental knowledge prior to the absence are considered truant.

## TRESPASSING

Students are not allowed to visit other public or private schools during the school day, on a teacher workday, or on a student holiday. This includes early release days the last week of each semester.

## DRIVER'S LICENSE CERTIFICATE OF ATTENDANCE

Students may secure the Certificate of Attendance form required for a driver's license or permit from the main office. The student will need to complete part of the form and leave it with the receptionist. **Students must allow 48-hours (2 school days) for processing**. Upon administrative approval, the signed and notarized form may be picked up at the main office.

## GENERAL INFORMATION

### ACCIDENTS

In the event that students have serious accidents, the school will make every attempt to notify parents or guardians immediately and take action with the parents' approval. However, if parents or guardians cannot be contacted, the school will act in the manner considered to be in the best interest of students. All accidents should be reported to a teacher who will notify the office. An

accident report will be on file and a copy may be received by the parent on request.

### ADDRESS/PHONE CHANGES

It is critical that the school be able to contact parents at any time students are at school. The school must have on file parents' current address and home and business telephone numbers. Emergency contacts with telephone numbers are needed in case a parent cannot be reached. If parents move or change jobs, they should contact the school immediately to update this important information. Students will not be released to anyone but parents/guardians on record or documented approved persons over 21. A picture ID may be required.

### ANNOUNCEMENTS

Announcements will be made school wide as appropriate. Announcement forms are kept in the main office. Forms must be filled out completely, signed by a faculty advisor, and placed in the announcement tray in the main office. Afternoon announcements will be made only in case of bus changes or cancellation of sporting events due to weather conditions. Administrative approval must be given before any announcement will be made.

### AUDITORIUM DECORUM

We have a beautiful auditorium where we assemble for a variety of activities. There are specific expectations for a different kind of behavior here that are based on good citizenship, listening skills, respect for each other, and respect for the auditorium.

1. No food, drinks, or gum in the auditorium.
2. Students are to be seated quickly and remain seated until verbally dismissed.
3. Students are asked to sit up straight with their feet on the floor.
4. Applaud politely when appropriate.
5. No talking during performances or presentations.
6. No yelling, calling out, whistling, or other distracting noises.
7. Move in and out in an orderly fashion.
8. May not leave auditorium during a program.

### BANNEKER BELL SCHEDULES

Regular Bell Schedule 2009-2010	
1 <sup>st</sup> Period	8:40 - 9:35
2 <sup>nd</sup> Period	9:40 - 10:35
3 <sup>rd</sup> Period	10:40 - 11:30
4 <sup>th</sup> Period or Lunch	11:35 - 1:40
A Lunch	11:35-12:00
B Lunch	12:00-12:25
C Lunch	12:25-12:50
D Lunch	12:50-1:15
E Lunch	1:15-1:40

5 <sup>th</sup> Period	1:45 - 2:40
6 <sup>th</sup> Period	2:45 - 3:40

Advisement Bell Schedule After 1 <sup>st</sup> Period 2009 - 2010	
1 <sup>st</sup> Period	8:40 - 9:30
Advisement	9:35 - 9:50
2 <sup>nd</sup> Period	9:55 - 10:45
3 <sup>rd</sup> Period	10:50 - 11:40
4 <sup>th</sup> Period or Lunch	11:45 - 1:50
A Lunch	11:45 - 12:10
B Lunch	12:10 - 12:35
C Lunch	12:35 - 1:00
D Lunch	1:00 - 1:25
E Lunch	1:25 - 1:50
5 <sup>th</sup> Period	1:55 - 2:45
6 <sup>th</sup> Period	2:50 - 3:40

Pep Rally Schedule 2009-2010	
1 <sup>st</sup> Period	8:40 - 9:27
2 <sup>nd</sup> Period	9:32 - 10:19
3 <sup>rd</sup> Period	10:24 - 11:11
4 <sup>th</sup> Period or Lunch	11:16 - 1:21
A Lunch	11:16 - 11:41
B Lunch	11:41 - 12:06
C Lunch	12:06 - 12:31
D Lunch	12:31 - 12:56
E Lunch	12:56 - 1:21
5 <sup>th</sup> Period	1:26 - 2:13
6 <sup>th</sup> Period	2:18 - 3:05
Pep Rally	3:10 - 3:40

### BANNEKER BOOK BAG POLICY

Only clear or mesh book bags will be allowed at Banneker High School.

## BUILDING CLEANLINESS

Each student is responsible for maintaining a clean school. Please leave each area cleaner than you found it. It is not someone else's responsibility to clean up after you!

## CELL PHONES/LASERS

Students shall not use, display, or turn on a cellular telephone, lasers or other personal electronic communication device during the school day, on school property, on school system operated vehicles, or during an emergency drill or evacuation. The school day begins when a student enters the building before school. Students found with such devices in the "on" position, in use, displayed or visible during the school day, shall have the item confiscated and given to a school administrator. The confiscated item will be returned only to a parent or guardian before or after school after 24-hours on the first offense and may be picked up at the end of the school year for the second offense. Repeated offenses will result in additional disciplinary action. Banneker High School WILL NOT be responsible for cell phones that have been lost or stolen during confiscation.

## CANCELLATION OF SCHOOL

In the event of severe weather or other emergencies, official information about school closing will be broadcast on radio station WSB-AM 750 and TV station WSB-TV. Parents should be aware that severe weather or other emergencies sometime cause school to be canceled during the school day and are asked to have a plan in place for such emergencies. Parents are asked to refrain from calling the school on such occasions.

## COMMUNICATION FROM SCHOOL TO HOME

Banneker High School recognizes that effective communication between the school and the home is essential to the successful operation of educational programs. We recognize that the delivery of information to the home is a responsibility that must be shared by the school personnel and students. Students will be expected to transmit written notes, progress reports, report cards and other documents intended for communication between the school and home. School personnel will be responsible for making reasonable efforts in this process; however, school personnel will not be held responsible for student problems which develop from the refusal of students to transmit messages from the school to the home.

## COMPUTER USAGE

The computer and its systems are for the use of students, faculty, and staff. The School System's Electronic Network

(EN) is to be used solely in support of the School System's educational mission. All computer work and Internet use must be curriculum related ONLY. All other uses are strictly prohibited. Computer systems around the world have access to the EN; therefore, the School System cannot control the information available on the EN. Some of the information that can be accessed on the EN may be inaccurate, defamatory, obscene, profane, sexually explicit, threatening, racially offensive or otherwise objectionable. Parents should be aware that such materials are on the EN and should caution their children not to access such materials.

Unauthorized use of the EN or any failure to comply with the local and system wide provisions will be grounds for loss of EN access and other disciplinary and/or legal action. Students are prohibited from:

1. Unauthorized/unsupervised access to the EN;
2. Unsupervised use of computers;
3. Giving their password to another person;
4. Attempting to log in using another person's password;
5. Using the computer for non-curriculum related activities;
6. Shelling out to EN directories;
7. Accessing chat rooms on the Internet;
8. Using e-mail unless under direct supervision of a teacher;
9. Adding software of any kind to a computer or the network;
10. Abusing copyright rules;
11. Intentionally wasting limited resources such as paper and printer cartridges;
12. Loading/retrieving files from personal diskettes/CD's;
13. Accessing inappropriate material from the EN;
14. Computer vandalism; creating viruses, interfering with the performance of the system, harming or attempting to harm or cause damage to the EN, hardware, software, or data.
15. Use of personal computers at school.

The Electronic Network, all computer hardware and software are the property of the Fulton County School System. Use of this property is a privilege that may be discontinued at any time. All infractions must be reported to the appropriate administrator, and consequences may include suspension and criminal prosecution.

**A Computer Usage Agreement must be signed by each student and parent/guardian indicating that the parties who have signed have read the Terms and Conditions carefully and understand their significance. These agreements will be on file with each grade-level administrator.**

## DRESS CODE

Students are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and modesty, as well as a sense of pride in them and in the school. Dress will not distract unreasonably the attention of others or cause disruption or interference with the educational program or with the orderly operation of the school. Extremes in dress will not be permitted. Violation of the dress code will result in the student being sent to

the office. The student will be given a change of clothes or sent home. Students are required to return clothes at the end of the school day. Failure to do so will result in a fee assessment and/or hold notice. More severe consequences will result for repeat offenders.

The required standards of dress are as follows:

1. Students will wear shoes. Tennis shoes and hard sole shoes are appropriate. Flip flops, shower shoes, skate shoes, and house slippers are not permitted.
2. Shorts and skirts will be allowed if they contain no spandex, are hemmed, and not excessively tight. Shorts and skirts cannot be shorter than mid-thigh. Track shorts are unacceptable.
3. Tights worn as pants are not allowed.
4. Bare midriffs, bare backs, see through blouses, blouses with excessively low necklines, halter-tops and halter dresses are not permitted.
5. HATS, CAPS, and WAVECAPS, or other similar headgear MAY NOT BE WORN INSIDE OF THE BUILDING.
6. No towels, wash cloths, or handkerchiefs shall be worn or carried at school. Students who wear particular head garments because of a religious practice must seek approval from the principal.
7. BANDANNAS are strictly prohibited.
8. Tank tops, cut-off tops, spaghetti straps, and any other sleeveless shirts are unacceptable.
9. Shirts MUST be buttoned and TUCKED IN PANTS at the waist. Pants must be supported by a belt.
10. Clothing that displays obscene language, profanity, and lewd signs or images is unacceptable. The advertisement of tobacco, alcohol, drugs, promiscuity, gangs, or any other illegal activity is STRICTLY, STRICTLY prohibited and will not be tolerated on school premises.
11. Clothing that is tight, revealing, or could become a distraction is unacceptable.
12. The administration reserves the right to make all decisions concerning appropriate dress.

## FEES/FINES/CHARGES

The following sanctions may be taken against a student who fails or refuses to pay for lost or damaged school property, textbooks, library books, or media material at the replacement cost:

1. Refusal to issue any additional school property, library book, or media center material until restitution is made
2. Withholding on all grade cards, transcripts, diplomas, or certificates of progress until restitution is made
3. Participation in graduation ceremony, awards ceremonies, or extra-curricular activities.

## Procedures For Check Writing

All payments made out to Banneker High School must be in the form of cash, cashier's check or a money order. Personal checks will not be accepted.

## ELECTRONIC MEDIA PLAYERS/GAMES

Uses of electronic media players and/or headphones are not allowed during school hours (8:30AM to 3:40PM). If otherwise visible, the item will be confiscated and the item will be returned only to a parent or guardian before or after school after 24-hours on the first offense, and may be picked up at the end of the school year for the second offense. Repeated offenses will result in additional disciplinary action.

## FIRE/EMERGENCY DRILLS

Evacuation routes are posted in each classroom. Students should remain with their class and follow instructions from the teacher at all times. Books should be left in the classrooms. Students should exit the building in an orderly, quiet manner, report to their designated zone, and remain clear of the building until the signal is given to return to class.

## HALL PASSES

During school hours a student must have a school-sanctioned hall pass signed by a teacher, counselor, or administrator when out of any class. Media passes during lunch are issued by teachers and are required during lunchtime. Do not ask to go to your locker during class time. Abuse of hall pass is being out of the classroom for more than 10 minutes, which is considered a class cut.

## HEALTH SERVICES

Students who become ill or need to see a counselor or administrator during a time he/she is assigned to be in class should report to class FIRST, obtain permission to be excused, and get a school-sanctioned hall pass. If a student is too ill to report to the office, he/she should have another student or teacher notify the office at once in order that appropriate attention may be given to the student. A student's parents will be called to pick the student up if the student is unable to return to class.

## ID CARDS

Each student will be issued an ID card at the beginning of the school year. These cards can and will be used for a variety of activities and functions. Each student is asked to keep his/her ID card at all times for identification and should be shown to any employee upon request.

## IMMUNIZATION

According to Georgia Law (Georgia Code 20-1-771), every student MUST have a current Georgia Certificate of Immunization, on a form provided by the Department of Human Resources, in order to attend school. Georgia law also requires that students new to Georgia have a current Certificate of Eye, Ear, and Dental examinations on file. Physicians or local health centers have the necessary certificates. Take any immunization records you have with you when you visit your physician or the health center. Families wishing to use the health department should contact their neighborhood health center to schedule an appointment for the screening.

## INSURANCE

Student insurance is available and may be purchased by the students at the school. This is strictly accident

insurance and is sponsored by a company approved by the school system. Banneker International Charter School and Fulton County Schools do not provide insurance of any kind; it is offered to the student as a service only. Any insurance is between the student and company. The plan covers accidental injuries incurred to and from school and during school hours. A 24 hour plan for on or off campus coverage of accidents is also offered. All students are encouraged to have the insurance coverage particularly those who are not presently covered by other accident policies. An additional premium is required for interscholastic football coverage. All students participating in athletics must have the basic insurance coverage or a waiver signed by the parents stating the student has personal coverage. Insurance is encouraged for students participating in PE, lab, or dance classes.

## LOCKERS

Lockers are available for student convenience for \$10.00 per year. For security and liability reasons students cannot share lockers with another student. Students should report any problem with their locker to the main office. School authorities may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant. Searches of specific lockers or locker areas may be conducted as needed. Students are asked not to write or paint on the lockers or affix pictures or stickers that will damage the paint. Searches will include use of drug dogs as needed or randomly throughout the school year.

## LOST AND FOUND

Lost and found items should be turned in to the main office. Students may check with the main office personnel for lost or missing items. Stolen items should be reported to the School Resource Officer immediately, excluding items that are prohibited from the campus, i.e., hats and all electronic devices, including cell phones. Students are encouraged to leave all valuables at home.

## LUNCH

Students must report to the cafeteria during their assigned lunch.

No food or drink is permitted in classrooms at any time for any reason. Students are responsible for keeping the cafeteria and designated areas clean. Students may not be in the hallways, gymnasium, auditorium lobby, front entrance, or outside the front entrance during lunch. Students are not allowed to leave campus at lunch or any other time during the school day without checking out. Students must dispose of all trash before going to class.

## MEDICATION

Any student taking prescribed or over-the-counter medication or having special medical needs must notify the clinic. The school DOES NOT dispense any medication. Parents must complete the proper authorization forms in order for the school to administer medication to students. Any prescribed or over-the-counter medication brought to school must be left in the clinic. The forms are available in the office. Students with asthma are allowed to carry inhalers for self-administration while at school or a school-sponsored event upon completion of the proper request form.

## MESSAGES TO STUDENTS

An administrator will deliver emergency messages to the students during school hours. Emergency messages will generally be limited to notification of death, serious illness, or family crisis. Delivery of personal messages, food, flowers, balloons, etc., to students is not permitted during the school day.

## MOMENT OF QUIET REFLECTION/PLEDGE

Each day will begin with the Pledge to the Flag and moment of quiet reflection. All students and employees are expected to stop and remain silent during the Pledge and moment of quiet reflection.

## PERSONAL PROPERTY AT SCHOOL

Students are responsible for their own property, including textbooks, coats, book bags, band instruments and other articles of value. It is recommended that all personal property be labeled and locked in student lockers or kept with students at all times. The school is not responsible for lost or stolen items or money. Unclaimed clothing is donated to charity at the end of the school year. Textbooks that are damaged or not returned must be paid for by the student to whom they were issued. Please do not bring valuable items or large amounts of cash to school.

## PUBLIC DISPLAY OF AFFECTION

Public displays of affection will not be permitted in the classrooms, halls, or on school grounds. Repeated offenses will result in disciplinary action.

## SELLING OF ITEMS

Selling of food, candy, gum, or other items for personal profit is not permitted. Confiscated items will become property of the school and will not be returned to the student or parent. Only school-sponsored activities, pre-approved by the administration, are allowed.

## SIGNS

Signs may be posted in the building for school-related activities, sports announcements, and student elections only. All signs, flyers, and posters must be approved by the Principal or his designee PRIOR to posting.

## TELEPHONES

Telephones in the main office or attendance window are not to be used by students for any reason without an administrator's approval. Please make family/personal plans and arrangements before and after school. Do not ask the office personnel to use the office phones.

## TEXTBOOKS

Textbooks will be issued to students in each class for which a text has been adopted by the Fulton County Board of Education. In some classes, texts will be available during class time or on a checkout basis. School textbooks are the property of the State of Georgia; students are responsible for protecting textbooks from loss, theft and damage once a book has been issued to them. Full replacement cost will be charged for lost, stolen, or

damaged textbooks. **Report cards will not be distributed until book fee(s) are paid.**

## VISITORS DURING SCHOOL

Parents of currently enrolled students are welcome. If they wish to make classroom visitations, arrangements must be made through the main office 2 school days in advance. Students are not permitted to bring friends or guests to school with them at any time.

Prospective students may make an appointment with the Counseling Center for school information or tours.

Students not enrolled at Banneker High School are not to be on campus while classes are in session. This includes but is not limited to lunch periods.

# TRANSPORTATION

## MOTOR VEHICLES

School personnel have the authority to regulate the operation of motor vehicles on school property. Any violation of rules may result in the revocation of a student's parking permit or other disciplinary measures that are deemed necessary. Students may maintain their driving privileges by obeying and following the rules and regulations below:

1. Prior to receiving parking permits, students must show proof of a valid driver's license, insurance card, tag receipt, and complete an application for student parking.
2. Parking permits will be issued as a first priority to seniors and juniors. Remaining spaces will go to sophomores on a first-come, first-served basis after Labor Day. No parking permits will be issued to freshmen. **Mr. Kemp, Administrative Assistant**, will be responsible for the issuance of all parking permits.
3. All vehicles parked on school grounds must be registered, and the parking permit must be displayed on the rear, lower window on the driver's side. The parking permit must be clearly visible. In the event of tinted windows and alternative location must be approved by the School Resource Officer.
4. In the event a student drives/purchases a new vehicle or switches vehicles, it shall be the student's responsibility to notify the School Resource Officer with the new tag number and tag receipt so that it can be properly recorded. Students who sell their vehicle must present their previous decal, even if torn, in order to be issued another permit.
5. Students found buying, selling, or exchanging permits with other students will have their parking permits revoked and no parking fees will be refunded.
6. Students with parking permits must park only in the designated student lot unless authorized by

school personnel. Unauthorized vehicles will be towed (minimum \$50 charge/first offense).

7. Loitering or visitation in the parking lot before or after school hours is prohibited. Upon parking their cars, students must leave the parking lot immediately and enter the school. The school is not responsible for any vehicle or its contents while parked on school property.
8. The speed limit is 10 mph on school grounds. No reckless driving on the school grounds will be permitted. Students are expected to comply with all State of Georgia Traffic Rules and Road Safety Rules while on school property.
9. The interiors of student vehicles may be inspected whenever a school authority has reasonable grounds or suspicion that illegal or unauthorized materials are contained inside. Such inspections may be conducted without notice, without student consent, and without a search warrant.
10. Temporary permits for juniors and seniors will only be issued for emergencies by the School Resource Officer. Temporary permits will not be issued to freshman or sophomores.
11. It is recommended that students use the bus service in case of inclement weather.
12. Students leaving campus alone will result in loss of parking privileges.
13. Students leaving campus without permission and transporting other students off campus in a vehicle will lose parking privileges on the first offense.
14. To apply for a learner's or driver's license, a Georgia DDS Certificate of Attendance form must be signed and notarized from your school. It is only valid for 30 days. All applicants under the age of 18 not enrolled in school must provide a GED diploma, high school diploma, or an attendance form from your local Board of Education if you are enrolled in an approved home school program. The Certificate of Attendance form is available in the front office. You should allow at least 48-hours for attendance information to be checked and, if approved, signed & notarized.

**BANNEKER HIGH SCHOOL RESERVES THE RIGHT TO EITHER DENY OR CANCEL ANY STUDENT'S PARKING PRIVILEGE. PERMITS MAY BE REVOKED FOR THE FOLLOWING REASONS:**

1. Disciplinary infractions
2. Excessive Absences
3. Excessive Tardies
4. Less than adequate academic performance

## FULTON COUNTY BUS TRANSPORTATION

Students are to conduct themselves properly while riding the school bus. Eating, shouting, hanging out of the windows, and throwing things affect the safety of other students. The bus driver has the same authority that a teacher has in a classroom. The school bus is an extension of the school and failure to abide by the rules will result in disciplinary action. Students who are referred to the

office for disciplinary action may be denied the privilege of bus transportation.

If a student must ride a local route bus other than his/her own, a written request from a parent/guardian must be presented to **Jason Ross, Assistant Principal** prior to the start of the school day. The request should include the reason for the change and a phone number for parental/guardian verification. If a parent/guardian cannot be reached for verification, the request will be denied. Requests for bus changes should be limited to emergency or special circumstance situations. Requests can only be accepted for changes involving one or two days. Requests for bus changes involving more than two days must be made through the Fulton County Transportation Office (770-552-6350).

## FULTON COUNTY SWEEP BUS

Sweep buses are provided by Fulton County Transportation Monday through Thursday for students who need to remain after school for additional help from teachers, detention, or practice/participation in extra-curricular activities. Based on need and number of students, sweep buses will be available. All students must remain under the supervision of their teacher, coach or sponsor until the sweep bus arrives. Other students must remain under the supervision of the teacher or wait in the cafeteria. Students must obtain a Sweep Bus Pass from their teacher, coach or sponsor in order to ride the sweep bus or find their own transportation. Schedules for drop-off points are available in the main office.

## FRESHMAN ACADEMY

### MISSION

The mission of the Banneker High School Freshman Academy is to facilitate a smooth transition from middle school to high school by creating a freshman class with a sense of community in which each freshman is motivated, informed and involved.

### GOALS

The goals of the academy are to:

1. reduce the number of freshman retentions by 10%
2. reduce the number of discipline referrals for freshmen
3. nurture a high level of freshman involvement in school activities
4. partner with parents in helping students succeed
5. teach the skills that students need to be successful in high school
6. lay a strong academic foundation for students' subsequent years in high school

### INTERDISCIPLINARY TEAMS

The academy will adopt an interdisciplinary team approach where all students are grouped together and

share the same core teachers. For example, a group of students will have the same literature, math, biology and American Government teachers. This model affords teachers, counselors and administrators the opportunity to develop a comprehensive perspective on what a freshman needs to either exceed or meet academic, behavioral and social standards and expectations. The team approach should increase attendance rates and will allow students to create meaningful relationships with a larger number of students in their grade level.

### SUPPLY LIST

Academy students must have the following supplies:

- 1 three-ring binder with pockets
- 5 divider tabs
- College ruled loose leaf paper
- Blue or black ink pens and pencils
- Highlighters of any color
- 1 Scientific Calculator (TI-30 X2)

### ADVISEMENT

Freshmen will meet with their advisement teachers once a week to review their academic and behavioral progress and learn how to monitor and measure their rates of success.

Furthermore, the advisement program will give counselors, administrators and social workers the opportunity to meet with students who are experiencing similar challenges socially, emotionally, academically and behaviorally. These educators along with the advisement teacher serve as mentors for a manageable group of students.

Advisement will also mimic a course in which students will be guided to:

1. Develop a comprehensive education and career plan based on his/her academic performance and interests.
2. Begin to explore post-secondary options.
3. Develop a five-year academic plan.
4. Learn and utilize study and organizational skills.

Parents will be required to attend advisement meetings/open house every three to six weeks where they will hear directly from his/her teen regarding academic performance.

### CLASSROOM EXPECTATIONS

Students are expected to come to class prepared with materials and ready to participate daily. Students must help maintain an orderly environment and must be responsible for his/her own actions. Freshman must respect each other, all adults and the classroom environment by keeping it clean and making it easy for all students to learn comfortably without fear of being ridiculed. Students should support each other to do their very best at all times.

### ACADEMIC INTERVENTIONS

During the course of the school year, some students will have academic difficulties. It is the Freshman Academy's goal to identify these students and intervene to insure their academic success.

All students in the Freshman Academy will be on an academic team. After the first three weeks of a given semester, the teachers that head the teams will identify struggling students and assign mandatory study hall for specific subjects that will be held during the school day. Students must use this time to redo assignments, complete assignments, study for assessments, or relearn material. These students may also be required to meet their teacher for After-School Tutorials until they are passing. Participation in athletic programs will be determined by a student's academic performance on a weekly basis.

Additionally, students who don't experience success after participating in tutorials and/or study hall will meet with the Academy Counselor to help maximize their learning potential. The goal is to place students in groups that will meet at least once every other week throughout the rest of the semester. During these group meetings, students will discuss the issues they are having with their classes. The Academy Counselor will teach them different strategies to insure their academic success.

Students are expected to follow the classroom expectations and all school rules at all times. Students will be reminded of the expectations and given every opportunity to correct their own behavior; however, students will be removed from the classroom and/or will receive a discipline referral at the time of any violation to the behavioral expectations outlined by Fulton County Board of Education, Banneker High School and the Freshman Academy.

The sequence below is a guide for how students' discipline will be dealt with:

- 1<sup>st</sup> offense ..... Verbal Warning/Reminder
- 2<sup>nd</sup> offense ..... Student/Teacher Conference  
Parent Notification
- 3<sup>rd</sup> offense ..... Discipline Referral  
Administrative Consequence
- 4<sup>th</sup> offense ..... Behavioral Intervention  
Parent Conference

## BEHAVIOR INTERVENTIONS

### FRESHMAN ACADEMY DISCIPLINE CYCLE

BEHAVIOR	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	4 <sup>TH</sup> OFFENSE	5 <sup>TH</sup> OFFENSE	6 <sup>TH</sup> OFFENSE
Tardy	1 day of Silent Lunch	2 days of Administrative Detention	1 week of Silent Lunch	1 day of OSS	2 days of OSS	5 days of OSS and Tribunal Referral
Skipping	Make up the class afterschool for a week	2 days of ISS and make up class for a week	2 days of OSS	5 Days of OSS	5 days of OSS and 5 days of ISS	10 days of OSS and Tribunal Referral
Insubordination/ Disrespect	1-5 Days of Detention with the teacher	2 days of ISS	3 days of OSS	5 days of OSS	10 days of OSS and Tribunal Referral	
Verbal Altercations	3 days of OSS and Mediation	5 days of OSS and Mediation w/ Parents	10 days of OSS and Tribunal Referral			
Physical Altercations	10 days of OSS and Charges filed with appropriate court	10 days of OSS and Charges filed with appropriate court and Tribunal Referral				
Electronic Devices	Confiscation of device to administrator/ Parent has to pick up	Confiscated and returned at May 2010				
Refusing to relinquish electronic devices	5 days of OSS and mandatory parent conference	5 days of OSS and mandatory parent conference	5 days of OSS and mandatory parent conference	5 days of OSS and mandatory parent conference	5 days of OSS and mandatory parent conference	5 days of OSS and mandatory parent conference
Leaving campus without permission	5 days of OSS	10 days of OSS	10 days of OSS and Tribunal Referral			

BEHAVIOR	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	4 <sup>TH</sup> OFFENSE	5 <sup>TH</sup> OFFENSE	6 <sup>TH</sup> OFFENSE
Class/School Disruption	1-5 days if teacher assigned detention and Parent conference	2 days of ISS and Parent conference	2 days of OSS	5 days of OSS	8 days of OSS	10 days of OSS and Tribunal Referral

A full description is in a previous section of this handbook.

## DEFINITION OF BEHAVIORS

1. Tardy - students are tardy to class if they are not in their seats prepared to work when the tardy bell rings.
2. Skipping - students are skipping if they report to class more than 10 minutes late or if they are

using a hall pass for more than 10 minutes even with the teacher's permission.

3. Insubordination - failure to follow a directive issued by any adult
4. Disrespectful behavior - yelling, cursing, talking back, inappropriate hand gestures or ANY inappropriate or threatening behavior towards a teacher, administrator or any FCBOE personnel.
5. Verbal Altercations - arguing, cursing or any loud and offensive conversation that disrupts the classroom or the school environment.
6. Physical Altercation - fighting, horse playing, wrestling, "15 seconds" or anything similar
7. Electronic Devices - iPods, cell phones, mp3-4 players or any device that requires a battery or electricity is prohibited. If any of these items are brought to school and are lost or stolen, Baneker High School will not investigate its disappearance nor reimburse students for stolen confiscated items.
8. Leaving Campus without Permission - students must remain on campus from the moment they step on the campus in the morning, even if they arrive prior to 8:40am, until school is dismissed at 3:40pm.
9. Drugs/Alcohol - all students must adhere to the Code of Conduct set forth by the Fulton County Board of Education.
10. Dress Code - all students must adhere to the Dress Code policy as outlined by Baneker High School.

## STUDENT RESPONSIBILITIES

### FULTON COUNTY BOARD OF EDUCATION CODE OF CONDUCT

A well-disciplined school promotes the ideal of each student working toward self-management and controlling his or her own actions. At the same time, the school recognizes that adult intervention is both desirable and necessary.

As socializing institutions, schools have the goal of helping each student to learn appropriate behavior as he or she develops into a mature member of society. Many discipline problems can be minimized through prevention. Problem behavior should be handled quickly and decisively as teachers and administrators intervene and restore a supportive learning atmosphere. To maintain a positive school climate, the Board, the Superintendent, and/or their designees have established this code of conduct governing student behavior and discipline. Compliance with these requirements is mandatory. Parents and students will annually receive a summary of these discipline guidelines outlining standards of conduct, means of reporting misconduct, and possible disciplinary sanctions.

The following code provisions apply to student behavior AT ANY TIME while on school property, engaging in or attending a school-sponsored event, while using the school technology resources or, in some cases, off-campus (see Rule 19). The decision to charge a student for violation of this Code of Conduct shall be made by the administration of the local school.

**Disciplinary Consequences:** The decision to charge a student for violation of this Code of Conduct shall be made by the administration of the local school. If the local school administration is uncertain as to the interpretation of the Code of Conduct they are to contact the Office of Student Discipline.

Once it has been determined that a rule(s) was violated, the administrator will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of the particular student and will take into account the student's discipline history, the age of the student and other relevant factors. Disciplinary hearings or informal hearings may result in assignment to an alternative school, long-term suspension, expulsion, or permanent expulsion from all Fulton County schools. In addition to discipline, behaviors may also be reported to law enforcement at the District's discretion and as required by law, including O.C.G.A. §§ 20-2-1184 and 19-7-5. Major offenses including, but not limited to drug and weapons offenses, can lead to schools being named as an

Unsafe School according to the provisions of State Board Rule 160-4-8-.16.

Schools may recommend or the District hearing officer/tribunal may determine that students attend the alternative school during their suspension/expulsion. Upon this recommendation or determination, students may attend alternative school pursuant to a contract. If students violate the terms of their contracts, they may forfeit the opportunity to attend the alternative school during the remainder of their suspension/expulsion. Students may request a review of their dismissal from the alternative school by the Director of the Office of Student Discipline. Students may receive further discipline, in addition to the reinstatement of their suspension/expulsion.

**Rule 1. Disruption and Interference with School - A student shall not:**

1. Occupy any school building, gymnasium, school grounds, properties or part thereof with intent to deprive others of its use, or where the effect thereof is to deprive others of its use.
2. Block the entrance or exit of any school building or property or corridor or room thereof as to deprive others of access thereto.
3. Prevent or attempt to prevent the convening or continued functioning of any school, class, activity or lawful meeting or assembly on the school campus.
4. Prevent a student from attending class or school activity.
5. Except under the direct instruction of the principal, block normal pedestrian or vehicular traffic on a school campus or adjacent grounds;
6. Continuously and intentionally make noise or act in any other manner so as to interfere seriously with the school employee's ability to perform his/her duties.
7. Use, display, or turn on a pocket pager, cellular telephone or other personal electronic communication device on school property, except for middle and high school students who may use such devices on school grounds before or after the regular school day (school begins when a student enters the building before school). No such devices may be used at any time on school system operated vehicles, or during an emergency grill or evacuation. These limits on the use of personal communication devices do not apply to students whose special needs require the use of such a device to enhance speech or hearing. Students who are found with such devices in the "on" position, in use, or displayed except as permits above, shall have the device confiscated by the school administrator. The school administrator should contact the parents to notify them that they have ten business days in which to produce a proof of purchase or lease. All items that are not claimed by a parent through presentation of proof of purchase or lease are to be delivered directly to the office of school police. See Rule 18 for specific rules relating to use of electronic equipment and other items while on the school bus.
8. In any other matter, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, false statements, or any other

conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful mission, process, or function.

9. Refuse to identify himself/herself upon request of any teacher, principal, Superintendent, school bus driver, or other authorized school personnel;
10. Threaten to plant a bomb or falsely inform others that a bomb or other explosive has been planted;
11. Knowingly make false calls to emergency services The local school resource officer must be notified of such incidents;
12. knowingly make or report false fire alarms The local school resource officer must be notified of such incidents or;
13. falsify, misrepresent, omit, or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.;
14. Urge, encourage, or counsel other students to violate any of the preceding paragraphs of this rule.

**Rule 2. Damage, Alteration, or Theft of School Property** - student shall not cause or attempt to cause damage to school property; alter or attempt to alter school property; steal or attempt to steal school property; or possess or distribute school property without appropriate school/school system authorization. (Severity of consequences may be based upon value of property at issue).

**Rule 3. Damage, Alteration, or Theft of Private Property** - A student shall not cause or attempt to cause damage to private property; alter or attempt to alter private property; steal or attempt to steal private property; or possess or distribute private property without appropriate authorization.

**Rule 4. (Physical or Verbal) Assault or Battery or Abusive Language to a School Employee** - A student shall not (i) intentionally make physical contact which causes physical harm to a school employee unless such physical harm was in defense of himself or herself; (ii) intentionally make physical contact of an insulting or provoking nature with a school employee; (iii) attempt to cause physical injury, threaten bodily harm, or behave in such a way as could reasonably cause physical injury to a school employee; or (iv) use in such employee's presence opprobrious or abusive words, or obscene language, pictures or gestures tending to cause a breach of the peace.

**Rule 5. (Physical or Verbal) Assault or Battery or Abusive Language to any Person** - A student shall not (i) intentionally make physical contact which causes physical harm to another person; (ii) intentionally make physical contact of an insulting or provoking nature with another person; (iii) attempt to cause physical injury, threaten bodily harm, or behave in such a way as could reasonably cause physical injury to any person; or (iv) use opprobrious or abusive words, or obscene language, pictures or gestures tending to cause a breach of the peace.

**Rule 6. Threats, Harassment, Bullying, Disrespectful Conduct and Acts of Bigotry** - Any student found to have harassed or bullied another individual may be subject to administrative reassignment which may impact the student's course schedule or school of attendance. Any

alleged victim of such offense may request to have his/her schedule changed, subject to the principal's approval. See also Policy JBCD, Transfers and Withdrawals, for more information about transfer options for victims of violent offenses. See Policy JAA, Equal Educational Opportunities for Students, for more information regarding harassment.

1. No student shall threaten, verbally or written, expressed or implied, or conspire to cause bodily injury to any student, school employee or non-school employee while on school property, at school-sponsored events or while using school technology resources
2. No student shall engage in verbal or written harassment or abuse of or toward another student or students or school system employees or other adults which on school property, at school sponsored events, or while using school technology resources. Harassment is defined as a pattern of intentional, substantial, and unreasonable verbal or written conduct that is initiated, maintained, or repeated after being given notice that the conduct is inappropriate.
3. Bullying: A student shall not willfully attempt or threaten to inflict injury on another person, when accompanied by an apparent present ability to do so or shall not intentionally exhibit a display of force such as would give the victim reason to fear or expect immediate bodily harm on school property, at school-sponsored events, or while using school technology resources. (Except as otherwise required by law, any student in grades six through 12 who commits the offense of bullying for the third time during a school year shall be assigned to an alternative school program in addition to any other disciplinary action deemed appropriate. See Rule 18, below, for specific rules relating to acts of bullying while on the school bus.)
4. A student shall not exhibit disrespectful, rude or discourteous behavior or language toward an employee, student or other person while on school property, at school-sponsored events, or while using school technology resources.
5. A student shall not insult, intimidate, or harass any person by committing any act of bigotry (directed toward another person's race, ethnic heritage, national origin, religion, age, sex, or disability) that, under the circumstances, would tend to cause substantial disruption of the educational setting or school activity. Prohibited acts of bigotry include verbal harassment, such as racial, sexual, or ethnic slurs, derogatory comments, insults, and jokes; physical harassment, such as offensive touching; and visual harassment, such as racially, sexually, or ethnically offensive posters, graffiti, drawings, clothing, or gestures that, under the circumstances, would tend to cause substantial disruption of the educational setting or school activity.

**Rule 7. Sexual Harassment** - A student shall not harass another person through unwelcome conduct or communication of a sexual nature. Prohibited acts of sexual harassment include verbal harassment, such as sexual jokes or comments about an individual or his/her physical characteristics; physical harassment such as unwanted touching; visual harassment such as the display of sexually suggestive objects or pictures; or requests or

demands for sexual involvement, accompanied by implied or explicit threats. The local school resource officer must be notified of such incidents. Any student found to have harassed another individual may be subject to administrative reassignment which may impact the student's course schedule or school of attendance. Any alleged victim of such offense may request to have his/her schedule changed, subject to the principal's approval. See also Policy JBCD, Transfers and Withdrawals, for more information about transfer options for victims of violent offenses. See also Policy JAA, Equal Educational Opportunities for Students, for more information regarding harassment.)

**Rule 8. Weapons and Dangerous Instruments Curriculum Display of a Weapon** - Any individual wishing to bring a weapon or look-alike weapon to school or use a Category I or II type weapon for the purposes of a curriculum display or as an educational tool must have prior permission. Specifically, the individual must have verbal approval of the teacher in whose class the weapon will be displayed, as well as prior written permission from the principal which includes a description of the weapon(s) authorized and the time period during which the weapon(s) may be on campus. Transport of the weapon or look-alike weapon to and from the school must be by the approved parent, guardian or other approved individual 21 years of age. The transporting individual should remove the weapon from the school immediately upon completion of the educational session. When necessary, the teacher or school administration will store the weapon or look-alike weapon in a secure location when it is not being used in the above classroom activities. The weapon must be unloaded and must not contain any explosive material.

Prohibition: A student shall not possess, handle, transmit, or cause to be transmitted; use or threaten to use; sell, attempt to sell, or conspire to sell a weapon, either concealed or open to view, on school property. All weapons shall be confiscated and given to the local school resource officer or other law enforcement agencies as appropriate. The disposition of confiscated weapons shall be determined by the Superintendent or his/her designated school official, in conjunction with law enforcement. The possession of any weapon in violation of O.C.G.A. § 16-11-127.1 will trigger the reporting requirements of O.C.G.A. § 20-2-1184. The incidents will be reported to the police, the Area Superintendent, and the Office of Student Discipline. The Director of Student Discipline will notify the district attorney. NOTE: The definition of "weapon" for purposes of this Code of Conduct is one that includes, but is not limited to, the following items:

**Category I Weapon:** Any loaded or unloaded firearm. A firearm includes any weapon which will or is designed to or may readily be converted to expel a projectile by action of an explosive (e.g., pistol, starter gun, revolver, rifle, shotgun the frame or receiver of any weapon described above; any explosive, incendiary, or poison gas, which includes a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device; any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into any destructive device described in the

two immediately preceding examples, and from which a destructive device may be readily assembled.

**Category II Weapon:** Any pellet gun, paint pellet gun, or BB gun, antique firearm, or any similar weapon that does not meet the definition of a Category I weapon; any Bowie, Dirk, machete, switchblade knife, ballistic knife, any other knife having a blade of two or more inches; any razor blade (e.g., straight, regular, retractable, etc.); box cutter; any defensive device (e.g., stun-gun, laser); any bludgeon (e.g., billy club, PR-24, night stick, blackjack, club); mace, pepper gas or like substances, (mere possession of pepper gas or like substances is not a violation of this Code of Conduct unless the administration determines that the student brought it to school with the intent to harm another), any firearm muffler or firearm silencer; "look-alike" bomb; any "martial arts" device (e.g., Chinese Star, nunchakus, dart, etc.) miscellaneous devices such as swords, sword/knife canes, ice picks, chains, bow and arrows, brass/metal knuckles, objects placed on fingers, in hands, or on fists or knuckles to provide a "loaded fist," etc. or any tool or instrument which the school administration could reasonably conclude as being used as a weapon or intended by the student to be used as a weapon and thus a violation of the intent of this Code of Conduct.

**Category III Weapon:** Any knife or instrument having a blade of less than two inches, any "look-alike" firearm, or plastic disposable razor or sling shot.

**Rule 9. Alcohol and Other Drugs/Psychoactive Substances** - Offenses are cumulative in Elementary school and Grades 6-12.

- A. No student shall possess, consume, transmit, store, or be under any degree of influence of alcoholic beverages and/or illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, or any other substance listed under the Georgia Controlled Substances Act or any substance believed by the student to be alcohol or an illegal drug. Legal intoxication is not required for violation of this Code of Conduct.
- B. No student shall possess, transmit, store, buy, sell, or otherwise distribute or possess with intent to sell any drug-related paraphernalia.
- C. No student shall falsely present or identify a substance to be alcohol or an illegal drug.
- D. No student shall buy, sell, or otherwise distribute or possess with intent to distribute or attempt to buy, sell, or otherwise distribute or possess with intent to distribute alcoholic beverages, illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act, or any substance falsely identified as such, or is believed by the purchaser to be an alcoholic beverage or illegal drug, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act.
- E. No student shall sniff or be under the influence of inhalants and/or other substances.
- F. Over-The-Counter Medication: Possession of all over-the-counter medication on school property must be pursuant to written parent authorization and adherence to local school rules. A student is

prohibited from selling, distributing, or possessing with intent to distribute any over-the-counter medication. Over the counter medications specifically include, but are not limited to, stimulants (i.e., diet pills, caffeine pills, etc.), nicotine replacement therapies such as nicotine gum and candy, nicotine lozenges, nicotine patches, nicotine inhalers, nicotine nasal sprays and the like.

- G. Prescription Drugs: No student shall be in possession of prescription medication not prescribed for the student. All prescription medication prescribed for a student must be in compliance with written parent authorization and adherence to local school rules. In addition, a student shall not sell, distribute, or possess with intent to distribute any prescribed medication on school property. If the prescription drug is a controlled substance under the Georgia Controlled Substances Act, the student shall be found to have violated the appropriate portions of Paragraphs A through E above.

**Rule 10. Disregard of School Rules; State, Federal and/or Local Laws; Directions or Commands** - A student shall not fail to comply with school rules; state, federal and/or local laws; or reasonable directions or commands of teachers, student teachers, substitute teachers, school assistants, administrators, school bus drivers or other authorized school personnel or engage in willful and persistent violations of the student code of conduct.

**Rule 11. Unexcused Absences** - A student shall not be tardy or absent from school in which he/she is enrolled without bringing a satisfactory excuse signed by his/her parent or guardian within three days giving the reason for the absence or tardiness. Personal sickness, death in the immediate family or extremely bad weather may be considered satisfactory reasons for the absence or tardiness. A student shall be absent from any class or other required school function during required school hours except with written permission of the teacher, principal or other duly authorized school official. No student shall encourage, urge or counsel other students to violate this rule.

It should be noted that OCGA § 20-2-690.1 states that any parent, guardian, or other person residing in this state who has control or charge of a child or children that accrues five unexcused absences during one school year will be deemed to have violated this Code section and shall be guilty of a misdemeanor and subject to fines, imprisonment, community services, or any combination of these penalties.

**Rule 12. Dress and Grooming** - Students in the school system are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and safety. All students shall dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. Extremes in dress will not be permitted. Designated dress involving school activities approved by the principal shall be acceptable. The principal or other duly authorized school official shall determine whether any particular mode of dress or grooming results in a violation of the spirit and/or the intent of this rule.

**Rule 13. Tobacco Use** - A student shall not possess, use, handle, or transmit cigarettes, lighters, matches, or related tobacco products of any kind, including cigarette wrapping paper or containers for such products. First offenders will be required to attend a tobacco use

program provided by the local school. Failure to attend this program will result in further disciplinary action.

**Rule 14. Gambling** - A student shall not gamble or solicit others to gamble. Participating in a raffle or bingo game sponsored by a school-related support group as a PTA or booster club will not violate this rule when the student is accompanied by his or her parent or guardian or by another parent who has permission in writing from the student's parent or guardian to supervise that student at the fund raiser.

**Rule 15. Sexual Misconduct/Sexual Offenses** - A student shall not perform an act of lewd exposure or lewd caress or indecent fondling/touching of the student's own body or the body of another person, or any act of sexual intercourse.

**Rule 16. Bullying** - A student shall not willfully attempt or threaten to inflict injury on another person, when accompanied by an apparent present ability to do so or shall not intentionally exhibit a display of force such as would give the victim reason to fear or expect immediate bodily harm.

Except as otherwise required by law, any student in grades six through 12 who commits the offense of bullying for the third time during a school year shall be assigned to an alternative school program in addition to any other disciplinary action deemed appropriate.

**Rule 17. Disrespectful Conduct Toward Employees, Students and/or Others** - A student shall not exhibit disrespectful, rude or discourteous behavior or language toward an employee, student or other person: (a) on the school grounds at any time; (b) off the school grounds at a school activity, function or event; or (c) under the jurisdiction of school system transportation.

**Rule 18. School Bus Disciplinary Rules**

1. Students shall be prohibited from using items during the operation of a school bus in a manner which might interfere with the school bus communications equipment or the school bus driver's operation of the bus. These items include but are not limited to cell phones; pagers;

audible radios; tape or compact disc players without headphones; mirrors; lasers, or flash cameras;

2. If a student is found to have engaged in bullying or in physical assault or battery of another person on the school bus, a meeting shall be scheduled involving the parent or guardian of the student and appropriate school district officials to form a school bus behavior contract for the student. Such contract shall provide for progressive age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Contract provisions may include but shall not be limited to assigned seating, ongoing parental involvement, and suspension from riding the bus. This paragraph does not in any way limit or restrict the school system's ability to take additional action, including imposing disciplinary sanctions through and including permanent expulsion from the school system, as a result of the student's behavior.

**Rule 19. Off-Campus Conduct** - Students shall be disciplined for engaging in off-campus conduct that affects the safety and welfare of the school, staff, and/or students or that has a direct effect on the discipline or educational environment of the school. Off-campus misconduct for which a student shall be disciplined includes, but is not limited to, any off-campus conduct that 1) is prohibited by the Georgia or United States criminal codes; 2) is punishable as a felony or would be punishable as a felony if committed by an adult; and 3) is conduct for which a student has been arrested, indicted, adjudicated to have committed, or convicted.

**Rule 20. Encouraging Violations of Code of Conduct** - Students shall not incite, urge, encourage, advise, or counsel other students to violate any Rule of this Code of Conduct.

Code: AD = Administrative Detention  
 ISS = In school Suspension  
 OSS = Out of School Suspension  
 PC = Mandatory Parent Conference

**BANNEKER HIGH SCHOOL DISCIPLINARY CYCLE**

OFFENSE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
DISRUPTIVE BEHAVIOR IN CLASS	1 - 3 days ISS/OSS	2 - 3 days ISS/OSS	5 days ISS/OSS	7 OSS	10 OSS
DISRUPTIVE BEHAVIOR ON BUS	5 days off bus	10 days off bus	20 days off bus	40 days off of bus	Bus privileges revoked for school year
WRESTLING, SCUFFLING, OR HORSEPLAY	1 ISS/OSS	2 ISS/OSS	5 ISS/OSS	7 OSS	10 OSS
POSSESSION OF A CELLULAR PHONE	Confiscation w/parent pick up	Confiscation w/parent pick up	Confiscation (Return last day of sch.)	Confiscation NO Return	Confiscation NO Return
FAILURE TO IDENTIFY SELF	2 ISS/OSS	4 ISS/OSS	6 ISS/OSS	8 ISS/OSS	10 ISS/OSS
THEFT OR POSSESSION OF STOLEN SCHOOL OR PERSONAL PROPERTY	5 OSS and Restitution	10 OSS and Restitution	Tribunal Referral 10 OSS	Tribunal Referral 10 OSS	Tribunal Referral 10 OSS
VANDALISM/DESTRUCTION OF SCHOOL PROPERTY	5 OSS and Restitution	10 OSS and Restitution	Tribunal Referral 10 OSS	Tribunal Referral 10 OSS	Tribunal Referral 10 OSS
VANDALISM/DESTRUCTION OF PERSONAL PROPERTY	5 OSS and Restitution	10 OSS and Restitution	Tribunal Referral 10 OSS	Tribunal Referral 10 OSS	Tribunal Referral 10 OSS
PHYSICAL (BATTERY) /VERBAL ABUSE TO A	5 - 10 OSS and	Tribunal Referral	Tribunal Referral	Tribunal Referral	Tribunal Referral

OFFENSE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
SCHOOL EMPLOYEE	possible Tribunal	10 OSS	10 OSS	10 OSS	10 OSS
SEVERE VERBAL/PHYSICAL CONFRONTATION WITH STUDENT	5- 10 OSS and/or SAVTE	10 OSS	Tribunal Referral 10 OSS	Tribunal Referral 10 OSS	Tribunal Referral 10 OSS
ASSAULT, BATTERY, OR FIGHTING A STUDENT	5 - 10 OSS and SAVTE	10 OSS/ SAVTE	10 OSS/ SAVTE	Tribunal Referral 10 OSS	Tribunal Referral 10 OSS
ABUSIVE/OBSCENE LANGUAGE, PICTURES, GESTURES, OR ACTS TO A STUDENT	1 ISS/OSS/	3 ISS/OSS	5 ISS/OSS	8 ISS/OSS	10 ISS/OSS
BIGOTRY, HAZING, THREATS, HARASSMENT, BULLYING, DISRESPECTFUL CONDUCT, OR INTIMIDATION	5 ISS/OSS	7 ISS/OSS	10 ISS/OSS	Tribunal Referral 10 OSS	Tribunal Referral 10 OSS
INSUBORDINATION/BLATANT DISRESPECT CONDUCT, OR INTIMIDATION	3 ISS/OSS	5 ISS/OSS	8 ISS/OSS	10 OSS	Tribunal Referral 10 OSS
BLATANT DEFIANCE OF SCHOOL REQUEST	3 ISS/OSS	5 ISS/OSS	8 ISS/OSS	10 OSS	Tribunal Referral 10 OSS
SEXUAL HARASSMENT	5 OSS/PC	10 OSS/PC	Tribunal Referral 10 OSS	Tribunal Referral 10 OSS	Tribunal Referral 10 OSS
POSSESSION OF A DANGEROUS WEAPON WITH OR WITHOUT INTENT TO HARM	10 OSS/PC/ Tribunal Referral	10 OSS/PC/ Tribunal Referral	10 OSS/PC/ Tribunal Referral	10 OSS/PC/ Tribunal Referral	10 OSS/PC/ Tribunal Referral
POSSESSION OR USE OF DRUGS, ALCOHOL OR DRUG PARAPHERNALIA	5 OSS and INSIGHT Program	10 OSS/ PC/Possible Tribunal	Tribunal Referral 10 OSS	Tribunal Referral 10 OSS	Tribunal Referral 10 OSS
FAILURE TO FOLLOW DIRECTIONS OR SCHOOL RULES	1 AD/ISS/OSS	3 ISS/OSS	3 - 5 ISS/OSS	5 - 10 OSS	5 - 10 OSS
FLAGRANT, DISRESPECTFUL, OBSCENE, INAPPROPRIATE LANGUAGE, GESTURES AND/OR ACTS TOWARD AN EMPLOYEE OR ABOUT AN EMPLOYEE	1 - 3 ISS/OSS	3-5 ISS/OSS	6 ISS/OSS	8 OSS	10 OSS/ Tribunal Referral
LEAVING CAMPUS WITHOUT PERMISSION	3 OSS	5 OSS	8 OSS	10 OSS	10 OSS / Tribunal Referral
CUTTING/LEAVING CLASS WITHOUT PERMISSION	2 OSS/PC	4 ISS/ OSS	6 OSS	8 OSS	10 OSS
UNEXCUSED TARDY TO CLASS	1 AD	1 AD/ ISS	1 ISS	2 ISS/OSS	PC/ 3 ISS/OSS
DRESS CODE VIOLATION	1 AD	1 OSS	3 OSS	5 OSS	10 OSS
POSSESSION OR USE OF TOBACCO OR TOBACCO PRODUCTS (LIGHTER)	2 OSS	3 OSS	5 OSS	8 OSS	10 OSS
GAMBLING	2 OSS	4 OSS	6 OSS	8 OSS	10 OSS
SEXUAL MISCONDUCT/OFFENSES	5 OSS/ Tribunal	10 OSS / Tribunal	10/OSS Tribunal	10 OSS/ Tribunal	10 OSS/ Tribunal
TECHNOLOGY/COMPUTER TAMPERING OR MISUSE	3 OSS	6 OSS	8 OSS	10 OSS/ Tribunal	10 OSS/ Tribunal
SCHOOL BUS MAJOR DISCIPLINARY RULES VIOLATIONS	10 day bus suspension	20 day bus suspension	40 day bus suspension	60 day bus suspension	Bus privileges revoked
OFF-CAMPUS CONDUCT AND/OR ENCOURAGING VIOLATIONS OF CODE OF CONDUCT	Violation determines consequence	Violation determines consequence	Violation determines consequence	Violation determines consequence	Violation determines consequence

(IEP), or Section 504 plan, the removal from class must be consistent with state and federal regulations.

## TEACHER REMOVAL OF STUDENTS (TROS)

Based on Georgia Law O.C.G.A. §20-2-738 a teacher may remove from class a student who repeatedly or substantially interferes with the teacher's ability to conduct instructional activities or when the student poses an immediate threat to the safety of the student's classmates or the teacher. The student's behavior must be a violation of the student code of conduct. Also, if the removal is based upon repeated or substantial interference with instruction, the teacher must have previously reported the student to the school administration using the Fulton County Report of Student Conduct (RSC) form. For a student with an active Individualized Education Plan

Once a school administrator confirms with the teacher that a removal is in effect, the administrator will tell the student the grounds for his/her removal from class and give the student the opportunity to admit or deny and explain the Code of Conduct rule violations that are the grounds for the removal. At this point the administrator has the responsibility to find a temporary alternate placement for the student until the Placement Review Committee (PRC) made up of three certificated personnel convenes to determine whether to return the student to the referring teacher's classroom or not return the student to the referring teacher's classroom and refer the student

to the school administrator for appropriate permanent alternate placement for his educational experience.

If the decision of the PRC is to return the student to the referring teacher's classroom, the administrator will facilitate this return and may assign the student discipline or support services for any Code of Conduct violations which occurred. If the decision is not to return the student to the referring teacher's classroom, the administrator shall determine and implement appropriate placement for the student and may assign discipline and support services. Alternate placement for the student may include, but is not limited to, the following: placement in another appropriate classroom, in-school suspension, out-of-school suspension of not more than ten days, an alternative education program, another placement consistent with local board policy, or any combination of these and return the student to the class from which he/she was removed upon completion of any disciplinary or placement action taken.

It should be noted that the local Superintendent fully supports the authority of principals and teachers in the Fulton County School System to remove a student from the classroom pursuant to OCGA § 20-2-738.

## PRIVATE DETENTION

Teachers may require students to remain after school for misconduct by assigning a private detention. Teachers must give students written notification at least 24-hours PRIOR to the assignment of a private detention. Failure to attend Private Detention will result in Restricted Lunch.

## OUT-OF-SCHOOL SUSPENSION (OSS)

Students suspended out of school are prohibited from the school campus and may not participate in extra-curricular activities during the time of suspension. They may make up work, but it is the student's responsibility to initiate make-up activities. A parent/guardian is required to come to school for an exit or reentry conference when a student is assigned OSS.

While assigned to OSS:

- Students may not attend any Bancker functions during the school day or after hours (athletic, performing arts, social, etc.) and may not be on FCBE property during the suspension without the written permission of the assigning administrator.
- Students found in violation to the above regulation will receive further disciplinary action.
- Students returning from OSS, must report directly to Room 106 upon arrival at school before attending classes.

## DISCIPLINARY TRIBUNAL

In accordance with Fulton County Board of Education Policy, students who commit the following offenses will automatically be referred to the Disciplinary Tribunal for an expulsion hearing: a bomb threat; distribution, sale, attempted sale or chronic use of alcohol, controlled substances, counterfeit drugs or controlled paraphernalia; assault or battery of a school employee; assault or battery of another student with the discretion of the administrator; intentionally causing damage to school or

personal property; set a fire or attempting to set a fire; possession of a deadly weapon; use of dangerous weapons to threaten, intimidate or injure, repeated disregard of directions, bullying, threatening bodily harm, pulling a fire alarm.

## SEARCHES

School authorities may search a student, student lockers, or student vehicles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. A student's failure to permit searches and seizures will be considered grounds for consequences, which may include involving the local police agencies in emergency situations as determined by the school administration. Searches will include use of drug dogs as needed or randomly throughout the school year.

**Personal Searches:** Student's person and/or personal effects may be searched when a school authority has reasonable grounds for suspecting that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present when feasible. If the school official has reasonable grounds for suspecting that the student has on his or her person an item immediately dangerous to the student or to others, the student will be isolated, police notified and appropriate disciplinary action administered.

**Automobile Searches:** Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student vehicles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable grounds for suspecting that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. Searches will include use of drug dogs as needed or randomly throughout the school year.

**Locker Searches:** Student lockers are school property and remain under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant. Searches of specific lockers or locker areas may be conducted as needed. Searches will include use of drug dogs as needed or randomly throughout the school year.

## THE SCHOOL SAFETY AND JUVENILE REFORM ACT OF 1994

**School Safety Zone:** A School Safety Zone is defined as in, on, or within 1,000 feet of any property owned or leased by the school board.

**Knives:** Fulton County Schools policy prohibits the possession of any type of knife on the school campus. If the blade of the knife is less than two inches in length, the incident can be handled through the local school administration. If the knife blade is more than two inches in length, the knife is considered to be a weapon under the law and possible expulsion and/or arrest will result. Any type of switchblade knife is considered a weapon.

**Code Section 16-11-127/1 - Carrying A Weapon At School Or School Functions:** It is a felony to be in possession of a weapon on school property or within a school safety zone. It is a designated felony for a juvenile (under 17 years of age) found guilty under this statute. A designated felony calls for a mandatory five year sentence and the juvenile will automatically serve a minimum of twelve months in the juvenile detention facility and serve the remainder of the sentence on probation.

**Code Section 20-12-1180 - Loitering At Or Disrupting Schools:** Under this law, it is illegal to remain upon a campus or within a school safety zone when there is no legitimate need or cause to remain. Smoking, "hanging out" with friends, and other related activities are not considered legitimate needs under the law. Violation of this law is a misdemeanor of a high and aggravated nature and will be strictly enforced by Fulton County Schools.

## **WEAPONS, DRUGS AND GANG ACTIVITY**

The Fulton County School System takes seriously its responsibility to educate its students in safe drug-free schools where they are free from fear of harm or intimidation by a few. Therefore, weapons, drugs and gang activity will not be tolerated in Fulton County Schools. Students who violate Board of Education rules or State laws related to these offenses will be suspended or expelled from school. Violators will also be reported to the police and may be charged with a felony and arrested. These rules apply to all students at school or school-sponsored activities including field trips, and on buses, athletic fields, stadiums, parking lots, official school bus stops, and any other sites used for school-sponsored activities.

Violations and consequences include:

Students found with a DEADLY WEAPON - pistols, knives with 2 inch or longer blade, pellet guns, martial arts weapons, razors, etc. - on their body or in their book bag, purse, locker or car while on school property face expulsion from school and will be reported to police. Violators may be charged with a felony, which can result in a fine of up to \$5,000 and/or one to five years in jail.

Students found selling or distributing ILLEGAL DRUGS face expulsion from school. Those found in possession of or using illegal drugs will be suspended or expelled from school and will be reported to the police.

Any student who engages in an ACTIVITY that threatens, intimidates or physically harms another student faces possible expulsion from school and the filing of charges with the police. Be advised that if this activity is gang related, additional criminal charges may be filed under the Georgia Street Gang Terrorism and Prevention Act. This includes hazing or initiations that could cause bodily harm.

The most serious discipline violations may result in more severe suspension from school and/or referral to the Disciplinary Tribunal at any time. Examples include:

1. Possession of a deadly weapon
2. Use of any weapon, mace, or pepper gas;
3. Verbal or physical assault of staff members;
4. Student assault on another student;
5. Substantial damage to personal property;
6. Continuous disregard of school rules;
7. Dangerous acts;
8. Possession/use of drugs and/or alcohol;

9. Sale, attempted sale, or distribution of alcohol, controlled substances, counterfeit drugs, or paraphernalia;
10. Theft, attempted theft, and/or possession of stolen property valued over \$50.00
11. Bomb threat
12. Arson

## **NOTIFICATION OF TITLE IX GRIEVANCE PROCEDURE FOR STUDENTS**

It is the policy of Fulton County Board of Education not to discriminate on the basis of sex in its educational programs, activities, or employment as required by Title IX of the 1972 Education Amendments. As a student of the Fulton County Board of Education, you are protected from sex discrimination in the following areas:

1. Admissions to most schools
2. Access to enrollment in courses
3. Access to and use of school facilities
4. Counseling and guidance materials, and practices
5. Vocational education
6. Physical education
7. Competitive athletics
8. Graduation requirements
9. Student rules, regulations, and benefits
10. Treatment as a married and/or pregnant student
11. Health services
12. School-sponsored extra-curricular activities
13. Most other aid, benefits, or services.

If you believe that you have been discriminated against on the basis of sex, you may make a claim that your rights have been denied. This claim or grievance may be filed within 10 days of the alleged act by contacting your school principal, the local Title IX Coordinator, who has a copy of the grievance procedure. You may also obtain help from the Office of Affirmative Action/EEO, 3121 Norman Berry Drive, East Point, Ga. 30344, (404-669-8155). You will be asked to write down the activities, policies, or procedures you believe are discriminatory. Once you have filed your grievance, you will be asked to meet with those persons who would be involved in correcting the policies, procedures, or programs that you believe are discriminatory. If there is agreement that you are discriminated against, corrective action will be taken to restore your rights. If there is not agreement, you may appeal the grievance to the Superintendent and the Fulton County Board of Education.

You may also file a complaint of illegal discrimination with the Office for Civil Rights, U.S. Department of Education, 101 Marietta Tower, Room 2702, Atlanta, Ga. 30323, at the same time you file the grievance, during or after use of the grievance process, or without using the grievance process at all. If you file your Title IX complaint with the Office of Civil Rights, you must file it in writing no later than 180 days after the occurrence of the alleged discriminatory act.

In preparing your grievance, you should give thought to the following:

1. The exact nature of the grievance - how you believe you may have been discriminated against, and any persons you may believe may be responsible;
2. The date, time, and place of the grievance;

3. The names of witnesses or persons who have knowledge about the grievance;
4. The actions that could be taken to correct the grievance.

If you wish to discuss your rights under Title IX, to obtain a copy of the full Title IX grievance procedures, or to obtain help in filing a grievance, contact the Office of Affirmative Action/EEO, 3121 Norman Berry Drive, East Point, Ga. 30344 (404-669-8155).

## “PARENTS’ RIGHT TO KNOW”

In compliance with the requirements of the *No Child Left Behind* statute, Fulton County Schools informs parents that you may request information about the professional qualifications of your student’s teacher(s). The following information may be requested:

- whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- the college major and any graduate certification or degree held by the teacher;
- whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child’s teacher’s qualification, please contact the principal at 404.847.1980.

## SEXUAL HARASSMENT

If a student feels that he/she has been a victim of sexual harassment or bullying, he/she should report the incident to his/her counselor or administrator.

## EXTRA-CURRICULAR ACTIVITIES

### CLUBS/ORGANIZATIONS

Abstinence STAR	Advanced Mixed Chorus
Beta Club	Close Up
Concert Band	Debate Team
Elite Sisterhood	FBLA
FCCLA	Fellowship of Christian Athletes (FCA)
Hovercraft Team	JROTC Color Guard
JROTC Rifle Team	JROTC Raider Team
Marching Band	Pearls of Baneker
National Honor Society	SECME
Orchestra	Stunt Team
SADD	Women of Destiny
Spanish Club	Stunt Team
Student Council	
Yearbook	

As a student at Baneker High School, your participation in extra-curricular activities is very important to the spirit and climate of the school. Likewise, colleges desire well-rounded applicants - those who balance academic performance with extra-curricular activities. Too much

involvement in extra-curricular activities can infringe on time needed for academics. It is the student’s responsibility to realize his/her capability to strike an equitable balance.

## ATHLETIC ACTIVITIES

Baseball	Varsity, JV
Basketball (boys & girls)	Varsity, JV,
Cheerleading	Varsity, JV,
Cross Country (boys & girls)	Varsity, JV
Football	Varsity, JV,
Golf (boys & girls)	Varsity
Softball (girls)	Varsity, JV
Tennis (boys & girls)	Varsity, JV
Track & Field (boys & girls)	Varsity
Volleyball (girls)	Varsity, JV
Wrestling	Varsity, JV

## STUDENT GOVERNMENT

Your student council is charged with the responsibility to be the voice of the students, foster school spirit, and help plan projects that will engage students in positive social/community activities. We encourage you to get involved - you will enjoy school more and benefit from extra-curricular activities.

## ELIGIBILITY FOR PARTICIPATION IN ATHLETICS

Students participating in any interscholastic competition sanctioned by the Georgia High School Association must also meet the eligibility requirements of that body. Baneker High School athletes must meet the following eligibility requirements, rules, and guidelines:

1. A student must have passed at least 5 out of 6 courses during the previous semester before participation. Summer school is considered an extension of spring semester. A student may be eligible for designated activities for a maximum of four years after entering the 9<sup>th</sup> grade.
2. Must be on track toward graduation:
  - a. 9<sup>th</sup> graders must have been passed, not placed from the 8<sup>th</sup> grade to the 9<sup>th</sup> grade the previous year
  - b. 10<sup>th</sup> graders must have passed 5 Carnegie units
  - c. 11<sup>th</sup> graders must have passed 10 Carnegie units
  - d. 12<sup>th</sup> graders must have passed 16 Carnegie units
3. A student who wishes to participate, practice, or tryout in a designated activity is required to have on file the following:
  - a. The required GHSA physical examination form
  - b. A notarized waiver form from the parent/ guardian stipulating that the family will provide insurance for the student or the student must purchase school insurance
  - c. The required permission/emergency form
4. To participate in an after-school contest or practice, students must be present at least two or more full periods and have approval by the appropriate coach. Students on a school-sponsored field trip are considered present for the periods absent.

# Who?.....What?.....Where?

Assistant Principal	Ms. Macquelyn Brown, Main Office
Assistant Principal	Mr. Kwame Carr, Main Office
Assistant Principal	Mr. Jason Ross, Main Office
Athletics	Mr. Devon Jones
Bookkeeping	Ms. Smiley James, Main Office
Bus Change Request (local routes only)	Mr. Jason Ross, Main Office
Certificate of Attendance	Ms. Cynthia Arnold, Attendance Office
College Visitation Forms	Counseling Center
Counselor - Freshman Academy	Mr. Erick Lawrence, Counseling Center
Counselor - 10 <sup>th</sup> Grade	Ms. Harper, Ms. Hinton, Ms. Jackson, Counseling Center
Counselor - 11 <sup>th</sup> Grade	Ms. Ava Butler, Counseling Center
Counselor - 12 <sup>th</sup> Grade	Ms. Malongo Mukenge, Counseling Center
Counselor - Chair	Ms. Geralyn Harper, Counseling Center
Fees/Fines/Hold Notices	Mr. Jason Ross, Main Office
Graduation Coach	Ms. Elishia Hinton, Room 518
Library Fines	Ms. Kathy Parham, Media Center
Lockers	Mr. Nicolas Kemp, Room 441
Lost and Found	Ms. Cynthia Arnold, Attendance Clerk
Lunch Cards	Mr. Gordon Williams, Cafeteria
Medication/Illness	Ms. Barbara Jackson, Main Office
Off-Campus Permits/Checkouts	Ms. Neva McCrary Attendance Clerk
Parent Connect	Ms. Cynthia Arnold, Attendance Clerk
Parking Permits	Mr. Jason Ross, Main Office
Principal	William Bradley, Main Office
PTSA President	TBD
Social Worker	Mr. Masakela Brown, Counseling Center
Student Government	Ms. Angela Wentz, Room 455
Transportation	Mr. Jason Ross, Main Office
Transcript Requests	Ms. Troy Brunson, Counseling Center
Webmaster	Mr. Kevin Daniel, Room 213
Work Permits	Counseling Center