

BAKER SCHOOL SECONDARY STUDENT HANDBOOK

2017-2018



1369 14th Street
Baker, Florida
32531

Main Office:	689-7279	Attendance Office:	689-7279
Guidance Office:	689-7226	Cafeteria:	689-7404
Nurse:	689-7225	Fax:	689-7416

Baker School Website
www.okaloosaschools.com/baker

*RECEIPT OF THE STUDENT HANDBOOK INDICATES KNOWLEDGE OF
BAKER SCHOOL RULES AND REGULATIONS*

OFFICE PHONE NUMBERS

Main Office 689-7279 Guidance 689-7226 Field House 689-7333
Attendance 689-7279 Cafeteria 689-7404 Clinic 689-7225
www.okaloosaschools.com/baker

OKALOOSA COUNTY SCHOOL DISTRICT VISION, MISSION, CORE VALUES STATEMENTS

VISION STATEMENT:

We inspire a lifelong passion for learning.

MISSION STATEMENT:

We prepare all students to achieve excellence by providing the highest quality education to empower each to become lifelong learners who positively impact their families, communities, and the world.

CORE VALUES:

- **Accountability:** We accept responsibility for ensuring student learning, for pursuit of excellence, and for holding high standards for all.
- **Citizenship:** We prepare all students to exercise the duties, rights, and privileges of being a citizen in a local community and global society.
- **Excellence:** We pursue the highest academic, extracurricular, and personal/professional standards through continuous reflection and improvement.
- **Integrity:** We embrace a culture in which individuals adhere to high moral standards and act honorably.
- **Personal Growth:** We promote the acquisition of knowledge, skills, and experience to develop individuals with the aspiration and perseverance to be lifelong learners.
- **Respect:** We show regard and consideration for all through a culture of dignity, diversity, and empathy.

BEFORE/AFTER SCHOOL HOURS

Students are not to be on campus on weekdays before 7:00 a.m. or after school, 3:00 p.m., or on weekends anytime unless directly involved in a supervised school-sponsored activity. Students who report to school before 7:30 a.m. will report to the cafeteria. Students staying after school for a supervised activity must report directly to that activity area and must leave upon the conclusion of that activity. Students found in areas other than the assigned area will be considered off limits.

ATHLETIC / EXTRA CURRICULAR ELIGIBILITY

High school students must maintain a 2.0 cumulative unweighted G.P.A. to participate in athletics. Middle school students must maintain a 2.0 unweighted G.P.A. the preceding semester to participate in athletics.

ATTENDANCE POLICY

To fully benefit from the instructional program, students are expected to attend school regularly, be on time for classes and satisfy all course requirements. Poor attendance or excessive tardiness may result in low or failing grades. If a student is not in attendance for ninety (90%) percent of the instructional time required for each course, the credit for the course may be withheld.

1. Immediately upon returning to school, students should report to the attendance desk located in the front office with a note from the parent or official agency giving dates of and reason for absence. Notes must be presented for verification of excused absences within five (5) days, including the day they return to school. The absence will be considered unexcused if the school does not receive verification for the absence within that time frame. The attendance office issues an admit slip to the student for presentation to each teacher whose class he or she missed. Each teacher will sign the admit slip.
2. Teachers shall allow up to five (5) days from the last date of absence for students to make up work. Only students who have presented teachers an excused admit slip will be allowed to make up work.
3. School attendance is the responsibility of the student and the parent. It is the responsibility of the student (and parent) to request make-up work from teachers and to complete and turn in the work within the allocated time.
4. Those students with a no class who are late for their first class must report to the attendance desk located in the front office, sign in and get a pass.
5. Students who arrive during first period are to report directly to the attendance desk located in the front office to sign in before reporting to class.

District Attendance Policy:

When a student accumulates a total of nine (9) excused or unexcused absences per semester, the student must have an excuse from a doctor or official agency (i.e. Department of Juvenile Justice, Department of Children and Families, etc.) for each subsequent absence.

- A. After the fifth, but before the eighth absence (excused or unexcused) per semester, the parent will be notified of the absences.
- B. After the ninth, (9th) absence (excused or unexcused) per semester, a letter will be sent to the parents notifying them of the necessity for a doctor's excuse or an excuse from an official agency. In addition, this letter will notify parents of the consequences of any additional absences.
- C. Prior to the fifteenth absence, the principal may review any absence caused by some insurmountable or extraordinary situation or event that placed an undue hardship on the student and notify the teachers that this student may make-up all work.
- D. After the fifteenth absence (excused or unexcused) per semester in any class period, no make-up work will be allowed for that class. An attendance committee meeting will be scheduled with the parent and student where a behavior expectation agreement may be initiated.
- E. After the fifteenth absence (excused or unexcused) per semester in any class period, the student's parent or legal guardian can appeal to the school's attendance review committee for permission to make up missed work.
- F. A student who is not in class for at least one-half of the class period shall be counted as absent.

Absences defined:

Excused absences are absences resulting from: 1) death in the family or any other bona fide family emergency; 2) illness or injury requiring medical or dental attention (physician's statement required); 3) appointments for medical or dental care (physician's statement required); 4) religious holidays-Pupils are permitted to be absent in observation of established religious holidays but they must be counted absent on all school records. Absences of a religious nature, preceded by prior parent notice, will not require written notification on the student's return to school. Religious holidays considered excused absences include Good Friday, Yom Kippur, Passover, Rosh Hashanah and Hanukkah. In addition to the recognized holidays, parents may request in writing five days prior to the absence for their child to be excused for other religious holidays; 5) certified disability documentation required to be excused for medical care or conditions related to the disability; 6) a written note from a parent or guardian explaining the student's absence.

Unexcused absences are absences resulting from: 1) unverified absence; 2) truancy; 3) suspension; 4) expulsion.

Students who are declared habitually truant will be reported to the School Board and the Department of Highway Safety and Motor Vehicles (DHSMV). The DHSMV may withhold the issuance of or suspend the driver's license of students who fail to attend school.

BELL SCHEDULES

REGULAR DAY

First Period	7:35 - 8:30
Second Period	8:35 - 9:25
Third Period	9:30 - 10:20
Fourth Period	10:25 - 11:15
HS Lunch	11:15 - 11:45
MS Fifth Period	11:20 - 12:10
HS Fifth Period	11:50 - 12:40
MS Lunch	12:10 - 12:40
Sixth Period	12:45 - 1:35
Seventh Period	1:40 - 2:30

ACTIVITY

1 ST Period	7:35-8:20
2 nd Period	8:25-9:05
3 rd Period	9:10-9:50
4 th Period	9:55-10:35
5 th Period	10:40-11:20
HS Lunch	11:20-11:50
MS 6 th Period	11:25-12:05
HS 6 th Period	11:55-12:35
MS Lunch	12:05-12:35
7 th Period	12:40-1:20
Activity	1:30-2:20
7 th Period	2:20-2:30

BOOK BAGS

To ensure safety and reduce classroom congestion, book bags or similar items **will not be allowed in the classroom/cafeteria**. All book bags should remain in student lockers until the end of the day. Any bag larger than an (8x10x4) is considered a book bag. Students with sports bags should make arrangements with their coach to properly store their bag.

BULLYING POLICY

Bullying means **systematically and chronically** inflicting physical hurt or psychological distress on one or more students or employees. The Okaloosa County School District Bullying Policy (4-43) may be viewed online at okaloosaschools.com at the Parents or Students link.

BUS NOTES

Students may only ride the bus that they are assigned. In order for a student to ride a bus that has not been assigned to them or to get off at a different stop **a written note signed by the parent with a contact number must be given to the front office before school for approval**. **If transportation arrangements change during the day changes may only be made in writing (email, fax, note) to the front office no later than by 1:30 PM.**

CAFETERIA

Students are asked to leave tables clean and conduct themselves in an orderly manner. All disposable items are to be discarded in trash receptacles. Students are not allowed to break into lunch lines or save places. All students are to report directly to the cafeteria and remain until the end of lunch. Food may not be removed from the cafeteria. Food/drinks are not to be consumed in any building other than the cafeteria. Students are not to bring book bags, sport bags, or any other items more than a single book to lunch. Current cost of lunch for secondary students is \$2.70 and extra milk is .65 cents. Prices are subject to change. Breakfast price is \$1.80. Prepaying for lunch must be done before school. Free and reduced lunch applications may be picked up in guidance or completed online.

CALENDAR

August 10, 2017.....First Day of School
September 4, 2017.....Labor Day Holiday
October 6, 2017.....End of First Grading Period
October 9 2017.....Student Holiday/Teacher Workday
November 10, 2017.....Veterans' Day Holiday
November 20-24, 2017.....Thanksgiving Holiday
December 19, 2017.....End of Second Grading Period
December 20, 2017 – January 2, 2018.....Winter Break
January 3, 2018..... Student Holiday/Teacher Workday
January 4, 2018First Day Back for Students after Break
January 15, 2018.....Martin Luther King, Jr. Holiday
February 19, 2018.....President Day Holiday
March 15, 2018.....End of Third Grading Period
March 16, 2018.....Student Holiday/Teacher Workday
March 19-23, 2018.....Spring Break
May 28, 2018Memorial Day Holiday
June 1, 2018.....End of Second Semester/Last Day for Students

CHANGE OF ADDRESS/TELEPHONE

Parents are asked to maintain an up-to-date address and telephone number in their child's school records. Notify the guidance department immediately if you have a change of address or telephone number during the school year. A "Student Information Sheet" will be sent home the first week of school for parents to list emergency contact information. Emergency contacts will only be used in an effort to contact parents. Please keep the "Student Information Sheet" up to date.

CHECKOUTS

Students are not permitted to leave the school grounds after their arrival on school campus until the end of the school day. However, students can be signed out through the attendance office by their parents or legal guardians. Failure to properly sign out will result in an unexcused absence and possible disciplinary action. Students will not be allowed to walk home and only students who drove themselves to school will be allowed to drive home with verification from parent. High School students with an abbreviated schedule must have proper identification when exiting the school. Photo identification will be required for all student checkouts. Students who check out must leave campus. Baker School is not an open campus. Therefore, students are not allowed to checkout for the sole purpose of lunch. Students may only checkout with a written note signed by the parent with a contact number. **Phone checkouts will not be allowed for any reason.**

COUNSELORS

School counselors are available to assist students with educational and personal issues. Appointments with counselors can be scheduled by contacting the guidance office. Students will be called from class for the appointment. Parents may contact counselors for assistance with testing and evaluations as well as appointments for related educational services. (689-7226)

DEBT BY STUDENTS

Secondary students who incur school debts due to lost or damaged textbooks, school uniforms, or other school issued materials will not be allowed to participate in extra-curricular activities until the debt is satisfied. A repayment plan can be arranged with administration.

DRESS CODE

Students shall wear appropriate clothing according to the School District of Okaloosa County's Dress Code. Refusing to change or a repeated dress code violation would be considered disobedience and will be dealt with according to discipline policies.

1. Appropriate clothing and footwear must be worn at all times. Clothing must be worn as designed. For example, both straps must be fastened and sides buttoned when overalls are worn. Pajama tops and bottoms, with or without pockets, or any similar attire are prohibited.
2. Minimum length of clothing should be approximately five (5) inches above the top of the kneecap. This includes shorts, skirts, and skorts. Shirts cannot be longer than the shorts, skirt or skort.
3. Shirts or blouses must be two (2) inches across the shoulder with no undergarments showing.
4. Midriff cannot be exposed. When arms are held straight out to the side, no midriff can be exposed.
5. Skin tight clothing, swimwear, low cut blouses or tops, clothing with cutouts, (including pants with holes above the 5 inch rule), or any other revealing garments are inappropriate for school. Leggings/jeggings/yoga pants are permitted as long as the upper garment meets the 5 inch rule or no curvature of the lower body is exposed when the arms are held straight out to the side. Leggings worn under pants with holes or cutouts above the 5 inch rule will not be permitted.
6. Garments bearing inappropriate slogans or pictures are not permitted. This includes clothing with alcohol, tobacco, drugs, violence, racial remarks, or sexual connotations.
7. Tops or T-shirts with low cut underarms(not to exceed 3 inches from the armpit area) are not allowed this applies to male and female students.
8. Jackets, sweaters, or other outer garments cannot cover illegal shirts, dresses, or blouses.
9. No bandanas, headdresses, hats, or headbands with animal ears **are to be worn or brought to school.**
10. Pants will be worn at the waist level. Sagging is not allowed. Undergarments should not be visible at any time. Students are prohibited, while on the grounds of a public school during the regular school day, from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment.
11. Shoes or sandals must be worn at all times. Due to safety concerns rubber/plastic flip flops and shower shoes are not permitted. Bedroom slippers are not permitted at any time.
12. Chains are not permitted. Including wallet chains.
13. Sunglasses may not be worn on the face or head inside the building.
14. Extremes in dress or appearance (including hair) are not appropriate for school. Such extremes in dress or appearance that cause a disruption of school functions are not allowed.
15. For the safety and protection of our students, body-piercing jewelry which includes nose rings and studs, with the exception of earrings worn in the ears, will not be allowed at school or while participating in any school activity.
16. Hair must be neat and clean at all times and must not interfere with student's vision. Beards or mustaches must be neat and no more than ¼ inch in length (Note: Students who voluntarily participate in extra curricular activities may be required to groom themselves in a more moderate fashion during the time that they are participating in the particular activity).

DRESS CODE – PHYSICAL EDUCATION

1. All students in Physical Education classes must dress out in appropriate attire.
2. Non-marking tennis shoes and socks of any color.
3. Jogging pants or sweats may be worn during the winter.

The following items are NOT allowed: boots, tank tops, sandals, platform shoes, etc.

4. Wearing of jewelry at PE is highly discouraged due to safety concerns.

EMERGENCY DRILLS

Fire and severe weather drills will be conducted throughout the school year. Detailed evacuation plans are posted inside the door of each classroom. A lockdown drill will be conducted at least once during the school year. Weather evacuations and lockdowns will be announced via the intercom. Fire evacuations will be signaled by a fire alarm.

EMERGENCY INFORMATION

IN CASE OF EMERGENCY, each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) names
2. Complete and up-to-date address
3. Home phone and parent(s) work phone
4. Emergency phone number of friend or relative. (These numbers will only be used in an effort to contact parents)
5. Physician's name and phone
6. Medical alert information.

FUNDRAISING

The principal must approve classroom or club fundraising projects, including posters and advertisements. No fundraisers other than those school sponsored will be allowed on campus. Students are not to sell items to other students during school hours.

HONORS CEREMONY (BAKER)

In an effort to recognize Baker Academic Scholars, honors ceremonies are scheduled within the last five weeks of the school year. All middle and high school grades are cumulative. Cumulative means all middle school grades accumulated and/or all high school credits accumulated through the first semester of the current school year. Students that maintain a cumulative 3.5 or higher may be eligible to participate in honors academic clubs. Please contact guidance for more information.

Middle School Honors Criteria (Cumulative GPA)

Middle school students taking year long high school classes will not receive weighted credit for the current school year for purposes of honor's recognition.

3.5-3.749- Honors

3.75-3.99- High Honors

4.0- and Higher- High Honors with Distinction

Presidential Award- 3.5 and higher for all three years of middle school

High School Honors Criteria (Cumulative GPA)

3.5-3.749- Honors

3.75-3.99- High Honors

3.75 (weighted) - and Higher- Anne T. Mitchell Award

HONOR GRADUATES

A statewide weighted grade point average will be used to calculate class rank and honors designations. Weighted GPA based on nineteen core credits:

A=5.0; B=4.0; C=3.0; D=2.0; F=0.0

Summa Cum Laude Magna Cum Laude Cum Laude

4.25 and above 4.0-4.24 3.75-3.99

HONORS CEREMONY (COUNTY)

The County Academic Honors Banquet will be held in May. Seniors will be recognized at a district ceremony, and underclassmen will be recognized at the respective school honors ceremonies. Students who meet the following criteria will qualify:

Grade 12: Students deemed Honor Graduates.

I.D. BADGES

All students will be issued an I.D. badge during the first few days of school. Students will be required to possess or wear the badge while on the BHS campus. Students will be required to produce their I.D. badge when requested to do so by Baker School staff. Badges will be required for a wide variety of student activities including but not limited to the following: checking in and out of school, checking out books, access to computers, buying student tickets to school events, guidance department or attendance office services, taking exams, etc. Failure to possess and produce I.D. badges when required will result in disciplinary action. The cost of replacement badges will be incurred by the students. I.D. badges are being implemented to increase student safety at Baker School.

ILLNESS OR INJURY AT SCHOOL

If a student becomes ill while at school, he/she should notify the teacher in charge. A pass will be issued to the clinic to make arrangements for the student's needs. In case of injury, students should report to the clinic and school personnel will contact parents. An up to date emergency telephone number must be kept on file. Special considerations for medical problems need to be handled through the clinic at 689-7225.

IMMUNIZATION

State law requires that every student who is admitted to public school must have evidence of a successful vaccination for Diphtheria, Tetanus, Whooping Cough / Polio, Rubella/Rubella, a Tuberculin Skin Test, and Hepatitis B Series. Students entering the 7th grade will be required to have an immunization health department verification card or a written waiver from the health dept. for the following vaccines prior to the first day of school: Hepatitis B Series, Tetanus-Diphtheria Booster, and 2nd Measles (MMR) Vaccine.

INSURANCE

A private provider will offer school insurance at the beginning of each school year. The cost is small compared to the potential cost of medical care and parents are encouraged to take advantage of this service. Students who are involved in sports are required to maintain an appropriate health insurance policy.

LOCKERS

Lockers are rented to students at the beginning of the school year. A rental fee of \$5.00 will be charged to keep the locks and lockers upgraded. Physical education lockers are also available for a rental fee of \$3.00. If a lock has to be replaced, the cost of a new lock is \$6.00 for a hanging lock and \$10.00 for a built-in lock. Students are not allowed to share lockers. The office must approve all lock changes. Personal locks may not be used. Although the school will investigate any reports of stolen property, it cannot be held responsible for items lost, damaged or taken from an unsecured locker. Lockers and other storage areas can be searched with reasonable suspicion (F.S. 232.256). Other storage areas may include but are not limited to automobiles, purses, book bags, jackets, lunch bags, pockets, etc. **DO NOT SHARE YOUR COMBINATION OR LOCKER WITH ANYONE.**

LOST AND FOUND

Lost and found clothing items will be available in the clinic. All other items will be located in the front office. Clothing items will be removed monthly and donated to local charities. Personal items should not be left unsecured in the PE locker rooms or any where else on campus.

LUNCHROOM

All students are to remain in the lunchroom unless prior arrangements are made with administration by the teacher.

MAKE-UP HOMEWORK POLICY

Students are expected to make up work missed upon returning to school from an excused absence. Parents may request homework assignments for students who will be absent for **more than 3 days** by contacting guidance at 689-7226. Parents may pick up assignments in the guidance office. Please allow no less than 24 hours for teachers to respond to requests for homework. The student is responsible for making all arrangements to make up work with his/her teachers. Students are allowed 5 days to make up work after an excused absence; the 5-day period begins the day the student returns to school. If a test was announced prior to the student's absence the student will be required to take the test on the assigned date or upon their return to school. Unexcused absences will result in a zero per assignment.

MEDICATIONS

If a student needs medication at school, the following requirements must be met. (All medications must be brought by a parent and given to the school nurse): Any student found in possession of any medication may be subject to disciplinary action.

Prescription Medications:

1. Must be delivered and picked up by the parent only.
2. Must be clearly identified as to the name and type of medication.
3. Must be in the original container.
4. Must carry a prescription label with the child's name, drug identity, dosage instructions, Doctor's name and prescription date.
5. The prescription must be current.
6. Administration of Medication in the School Form MIS 5183(rev. 6/92) must be completed by the parent and on file in the nurse's office.
7. Refrigeration is available.
8. The school nurse will give medication.

Non-Prescription Medications:

1. Must be delivered and picked up by the parent only.
2. Must be in original container (aspirin bottle, cough medicine bottle, etc.).

3. Must be clearly identified as to the name and type of medication and dosage instructions.
4. Administration of Medication in the School Form MIS 5183 (rev. 6/92) must be completed by the parent and on file in the nurse's office.
5. Cough drops, eye drops, etc. are considered to be a non-prescription medication.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences may be scheduled upon request. Parents may call the guidance office to schedule a conference. Allow 24 hours notice to notify teachers of the conference. (689-7226)

PASSES

Teachers will issue a written pass to every student who leaves the classroom to include student name, date, time, and destination and teacher signature. Students without a pass are subject to discipline. Students found in an area other than what their pass indicates or with an altered pass will be subject to discipline.

PROGRESS REPORTS

Progress reports will be sent home approximately mid way through each nine weeks on the following dates:

September 11, 2017	November 6, 2017
February 12, 2018	April 30, 2018

PROHIBITED ITEMS

Students should bring only those items to school that are required for class activities. Students who possess prohibited items will be disciplined accordingly. Prohibited items include: This list is not all-inclusive.

- | | |
|---|-------------------------------------|
| 1. Skateboards, Skates,
Scooter, Heal Skates etc. | 7. Permanent Markers |
| 2. Fireworks/Similar Items | 8. Laser Pointers |
| 3. Water Guns, Water Balloons | 9. Toys/Cards/Games |
| 4. Pocket Knives | 10. Gum/Candy |
| 5. Electronic/ Vapor Cigarettes | 11. Spinners/Fidget Cubes |
| 6. Electronic Devices, including but not limited to IPODs, MP3, IPAD, electronic readers, and cameras unless authorized by teacher and parent usage agreement completed. Baker School is not responsible for lost, damaged or stolen personal property.
(any photography must be pre-authorized by administration) | 12. Hats/Headbands with animal ears |

***While cell phones are allowed at school, their use and display is prohibited during school operational hours (7:30 AM-2:30 PM) including while being transported to and from school on the bus unless directly authorized by a school administrator. ** Confiscated items may require parental pickup.**

RELEASE OF RECORDS/STUDENT ACCESS

Parents may have access to their child or his/her records while at school unless legal documentation restricting access is on file at the school.

REPORT CARDS

Report cards are issued following the completion of each nine-week grading period. Please carefully review your child's progress and contact the school if you have questions. The grading system is as follows:

A.....90-100	D.....60-69
B.....80-89	F.....59 and Below
C.....70-79	

SCHEDULE CHANGE POLICY

Student class schedules are prepared based on the student's course requests from registration sheets. **NO** schedule changes will be made after the tenth day of each semester. Class changes will be made using the following criteria:

- Seniors, then Juniors, receive priority considerations.
- Students missing a requirement.
- Students repeating a course with previous earned credit.
- Students with too few or too many classes.
- Academic recommendation from the teacher.

After the first ten days, changes may be made only for the following reasons: class size, or master schedule constraints and academic recommendation from the teacher. (All changes dependant on availability within the master schedule.)

SCIENCE FAIR

A school level Science Fair determines entries into the District-wide Science Fair. Parents are encouraged to support this activity and to promote the interests of their children. Science Fair projects will be at the discretion of the teacher. Science Fair Honors will be recognized during respected honors ceremonies.

SCHOOL-BASED STAY AWAY AGREEMENT

The following restrictions will apply to all students placed on School-based Stay Away Agreements:

- Stay 100 feet away from student at all times during the school day or on school board property or at school related functions (i.e. all school buildings, grounds, bus stops, school vehicles, school contracted vehicles, or any other vehicle approved for school purposes; area of entrance/departure from school grounds, premises or events; and all school sponsored activities, events or trips; and walking routes to or from school for the purpose of attending school or school sponsored functions, events or trips).
- Refrain from talking to, emailing, phone calls, text messaging, sending messages to or in any other form of communication.
- Inform the school administration of changes to my schedule and extra-curricular activities.

SECTION 504 OF THE REHABILITATION ACT OF 1973

The following is a description of the rights granted by Federal Law to students with handicaps. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child participate in all school activities without discrimination solely on the basis of disability;
2. Have your child educated in facilities and receive services that are comparable to those provided to non-disabled students;
3. Have your child receive a free appropriate public education, which consists of regular or special education and related services designed to meet the educational needs of your child.
4. Have evaluation, educational and placement decisions made based on a variety of information sources, and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
5. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
6. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement (You and your child may take part in the hearing and be represented by counsel. Hearing requests must be made to your local district superintendent).
7. File a local grievance. Contact the District Office.

SELLING ITEMS

Students are not allowed to sell items from outside sources while on school grounds. Food items, even if part of a school fundraiser, may not be sold during school hours.

STUDENT BEHAVIOR EXPECTATION AGREEMENT GUIDELINES

The following guidelines are intended to provide continuity throughout the School District and to assist Principals in making decisions to issue Student Behavior Expectation Agreements:

1. When a student is assigned Out of School Suspension;
2. When a student commits violent offenses or other Zero Tolerance Policy Violations;
3. Chronic disciplinary violations under the school's Disciplinary Matrix; or
4. Upon student's return to a District school from an alternative school placement.

STUDENT EQUITY POLICY NOTIFICATION AGREEMENT

The Okaloosa County School System is proud of its tradition of excellence and the academic challenges it offers to students. The District and its employees are committed to offering a quality education to all students and work diligently to help students maximize their potential. As a student of the Okaloosa County School System, you are accountable for your behavior and will treat others with respect and dignity at all times. If you chose to violate the Equity Policy of the Okaloosa County School Board, you will be placed on a Student Equity Agreement and consequences will follow. **This Agreement does not void any other behavior contract or agreement that is currently in effect and violations of this agreement may also count as a step or serious violation of any other behavior contract or agreement that is currently in effect.**

TARDIES – PER SEMESTER

The location for after school detention will be announced later.

Tardiness to School (1st Period)

The school day begins promptly at 7:35 A.M., Monday through Friday. Students should be inside the school by 7:34 A.M. and inside their first period class before the 7:35 A.M. bell rings. Students who arrive at school after 7:35 A.M. must sign in with the Attendance/Tardy desk. After the first 25 minutes the student must check in and have a phone call from a parent or bring a note explaining the reason for the late arrival; otherwise, the student will be considered truant. **It is the student's responsibility to make every effort to be punctual to school daily. Tardiness to school results in a disruption to the classroom learning environment. Parents may excuse up to the first six (6) tardies to school. Parents, please be advised, to limit classroom disruptions, upon the 7th excused or unexcused tardy to school (per semester) your student will be assigned a discipline as follows:**

Penalty for Tardiness to School (1st Period)

- T1-6:** Warning; student is provided a tardy pass. For tardies 4, 5, and 6 parents will be contacted.
- T7-9:** Student will be assigned afterschool detention and parent will be contacted.
- T10-12:** Student will be assigned Saturday School and parent contacted.
- T13 and each subsequent tardy:**
Student will be assigned STP and parent contacted.

Tardiness between Classes (2nd-7th)

It is the student's responsibility to efficiently use the five minutes between classes to prepare himself/herself for his/her next class and to be there on time. After the tardy bell sounds, all students in the hall who do not have an authorized pass from a school official must sign-in at the Attendance/Tardy Desk. **Note: Tardiness will be accumulated for periods 2nd through 7th.**

Penalty for Tardiness between Classes (2nd-7th)

- T1-6:** Warning; student is provided a tardy pass. For tardies 4, 5, and 6 parents will be contacted.
- T7-9:** Student will be assigned afterschool detention and parent will be contacted.
- T10-12:** Student will be assigned Saturday School and parent contacted.
- T13 and each subsequent tardy:**
Student will be assigned STP and parent contacted.

TELEPHONE

The front office telephone is a business phone and is not to be used by students except for verified school related business. **Students must have permission to use office phone.** Students are not allowed to use the phone to make personal arrangements (such as requesting permission to go to another student's home after school). **All classroom phones are off limits to students.**

TEXTBOOKS

Textbooks are provided free on a loan basis. Students are responsible for returning the books in good condition. The student to whom that book was assigned must pay for any textbook that is damaged or lost. **Textbooks will not be permanently issued to students for take home use if debts**

from the proceeding years are not cleared. Textbooks are not to be left unsecured. Textbooks should remain covered throughout the year.

VALUABLES

Common sense is the best guide in determining whether or not to bring personal possessions to school. The school administrators and staff can't be responsible for valuables which students bring to school. It is also recommended that valuables not be left in student vehicles. **IT IS RECOMMENDED THAT STUDENTS LEAVE ALL VALUABLES, INCLUDING LARGE SUMS OF CASH, AT HOME. DO NOT SHARE LOCKERS OR COMBINATIONS WITH OTHERS AND DO NOT LEAVE VALUABLES UNSECURED.**

VEHICLES

Students are required to purchase parking decals to park on school grounds. The cost is \$15.00. When you return your decal at the end of each year the cost is reduced to \$12.00 for the following year. All student vehicles must be parked in the designated student parking lot adjacent to Buck Ward Road. See an administrator or SRO if no student parking is available when you arrive on campus. The Buck Ward Road entrance will be open from 6:00-8:00 am and from 2:00 pm until dark during school days. Drivers will need to use the 14th Street entrance between the hours of 8:30 am and 2:00 pm. **The student parking lot is off limits to students during the school day.** Students are not permitted to enter the parking lot without WRITTEN PERMISSION FROM AN ADMINISTRATOR OR SRO. Students must exit their vehicles/parking lot promptly after arriving in the morning and exit the parking lot promptly after school. Students may only park in student designated areas marked by white paint.

VISITORS

All visitors are required to report to the attendance desk in the front office immediately upon arrival on campus to sign in and receive a visitor's pass. Photo identification will be required to enter the school campus. Parents are welcome and are encouraged to visit the school. Classroom visits require prior arrangements. Students may not bring guests with them. **NO STUDENTS FROM OTHER SCHOOLS OR OTHER UNAUTHORIZED VISITORS ARE PERMITTED.**

WITHDRAWALS

Students withdrawing from Baker to move to another school must follow these procedures:

1. Parent or Guardian must contact the Guidance office, prior to withdrawal to complete withdrawal paperwork.
2. The student must pick up a withdrawal form from guidance, have teachers complete, and then return the form to the guidance office prior to leaving. The student will receive a copy of the paperwork that will be needed to register in another school.
3. The student must return all textbooks, uniforms, etc., and clear all debts prior to withdrawal.
4. Parents must request 24 hours in advance to hand carry records.

ZONING WAIVERS

Any student living outside the Baker School attendance zone (Santa Rosa, Crestview, Alabama, etc.) is required to submit a zoning waiver request through the Okaloosa County School District website. Due to the implementation of the state mandated class size amendments, zoning waivers will be strictly based on available space.

2017-2018 SECONDARY DISCIPLINARY ACTION CHART

This Disciplinary Action Chart compiled by the Administration signifies the most common infractions committed by students. Notice that repeat offenses are accompanied by a progression of more serious disciplinary response than the original violation.

PARENTS WILL BE NOTIFIED OF VIOLATIONS BY PHONE OR BY LETTER AND APPROPRIATE DUE PROCESS WILL FOLLOW IN AN ETHICAL, "GOOD FAITH" MANNER.

Every attempt will be made to follow the appropriate consequence regarding the chart below. The Administration does reserve the right to determine the punishment based on the seriousness of a particular infraction and the previous discipline record of the student who commits the offense.

VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
ALCOHOL/DRUGS: Possession or Use	Zero Tolerance- 10 day suspension (OSS), recommendation for alternative placement and/or expulsion per School Board Policy 4-33			
BOMB THREAT/USE SALE OR POSSESSION OF EXPLOSIVES	Zero Tolerance – Recommendation for Expulsion per School Board Policy 4-33			
BUS: Behavior	Warning; Detention; possible suspend bus privileges; 1-3 day STP	Suspend bus privileges; STP	Suspend bus privileges for extended period; Willful Disobedience	
BULLYING	Refer to Bullying Policy 4-43			
CHEATING	Teacher refers to office and makes parent contact	Teacher refers to office and makes parent contact; STP		
COMPUTER/ Electronic Media VIOLATION	Level of infraction will determine discipline level. OPTIONS: Suspension of electronic device privileges; Financial reimbursement; Recommendation for Alternative Placement.			
DESTRUCTION/ DEFACING OF SCHOOL PROPERTY: locker, book, vandalism, pranks	Detention; Saturday School, 1 – 10 days STP, 1 – 10 days STP coupled with OSS, Student Expectation Agreement, Financial reimbursement; possible recommendation for Alternative Placement			
DETENTION: Failure to attend	Detention or Saturday School	Saturday School/STP		
DISOBEDIENCE	Warning; Detention; STP; Saturday School	Detention; Saturday School, STP; Student Expectation Agreement	Detention; STP; OSS & STP, Student Expectation Agreement; Recommend for Alternative Placement	
VIOLATION OF ELECTRONIC DEVICE POLICY	Confiscation: (Pickup at end of school)	Confiscation (Parent Pickup)	Confiscation; Detention/ STP (Parent Pickup)	Treat as Disobedience
DISTRIBUTION OF ILLEGAL SUBSTANCE	Refer to School Board Policy 4-33/Contact Office of Student Services			
DISRUPTIVE OR INAPPROPRIATE BEHAVIOR	Warning; Detention; Saturday School; STP	Detention, STP; Saturday School; Student Expectation Agreement	Detention, STP, OSS & STP; Student Expectation Agreement , Recommend for Alternative Placement	
DRESS CODE VIOLATION	Verbal Warning: Required to change; Parent Contact	Required to change; After School Detention; STP; Parent contact; Suspension from Extra-curricular Per Policy	Treat as Disobedience	
EXTORTION	Warning; Detention; Saturday School; STP; Possible Expulsion			

FIGHTING/BATTERY	STP; OSS coupled with STP, Student Expectation Agreement ; recommendation for Alternative Placement; Possible expulsion			
FIRE ALARM	5-10 days OSS	Recommendation for Alternative Placement		
FORGED NOTES	Verbal Warning; Detention	STP	STP coupled with OSS; Student Expectation Agreement	
HARRASSMENT/ EQUITY POLICY VIOLATION	Warning; Detention; STP; Equity office referral; Recommendation for Alternative Placement			
LEAVING SCHOOL GROUNDS	STP	STP; Student Expectation Agreement; Possible Loss of Campus Privileges		
MINOR ALTERCATION	Warning	STP; Detention	STP; Student Expectation Agreement	
OFF-LIMITS VIOLATION	Warning; Detention	STP; Saturday School	STP; Student Expectation Agreement	
PROFANITY	Detention	STP; Saturday School	STP, Student Expectation Agreement	
PROFANITY: Directed at Staff	STP (1-5 days), STP coupled with OSS (1-5 days), Student Expectation, Saturday School Agreement, Saturday School, Recommend for Student Expectation Alternative Placement Agreement.			
TARDY (Per Semester)	1 - 6 to 1 st Period-warning 1 - 6 to All Other Periods --warning	7 -9 to 1 st Period- Detention 7-9 to All Other Periods—Detention	10—12 to 1 st Period- Detention; Saturday School 10-12 to All Other Periods- Detention; Saturday School	13 & beyond- Saturday School, STP, Student Expectation Agreement, Recommend for Alt. Placement
THEFT	Return of property; Restitution; STP	STP; STP coupled with OSS; Recommend Alternative Placement, Student Expectation Agreement		
TOBACCO/ ELECTRONIC SMOKING DEVICES: Chewing, smoking or possession of product	Refer to School Board Policy 4-33			
THREAT: Verbal/Written/ Electronic	Warning; Detention; Saturday School; STP; STP coupled with OSS; Behavior Expectation Agreement, Alt. Placement, Possible Recommendation for Expulsion			
WEAPONS	Refer to School Board Policy 4-33/Contact Office of Student Services			

- Per School Board Policy, a student will receive “zeros” or no credit in academic subjects during periods of Out of School suspension. Any student who is under suspension or expulsion from the Okaloosa County School System shall not be allowed to attend a school sponsored activity or function, nor be allowed on school property for the duration of the suspension or expulsion.
- Students assigned STP shall not be allowed to attend a school sponsored activity or function, nor be allowed on school property after school hours on the dates of STP.
- The administration may place a student on a Behavior Contract for chronic misbehavior or if the severity of the incident warrants a contract.
- The administration may recommend a student for alternative placement at another educational institution for chronic misbehavior or a severe isolated offense that warrants such action. Once a student displays chronic misbehavior, a formal disciplinary meeting will be held. The formal disciplinary meeting will evaluate the student’s attendance, current discipline record as well as history and academic status.