

ABNER S. BAKER CENTRAL SCHOOL
PARENT/STUDENT HANDBOOK

~ For a complete school handbook and district policies please see the district web-site at: morgan.k12.co.us ~

MISSION STATEMENT

The mission of Morgan County School District Re-3 is to
inspire creative thinking, high achievement, and lifelong learning.

Baker Central Mission Statement

Our mission is to inspire students to value their education and become successful citizens of a global society.

ABSENCES

The following attendance procedures apply to Baker Central School and help the school accomplish the desired attendance goal of 95%:

1. Daily attendance will be taken in the classroom.
2. Any notes for student absences should be brought promptly to the office.
3. *If a student is absent, it is essential that parents telephone the school office by 9:00 a.m. at 867-8422, ext. 44611 or you can send an email to kanderson@morgan.k12.co.us. If the office does not receive a call by 9:00 a.m., the office will contact the parent/guardian regarding the student's absence from school.* If the office is unable to reach a parent/guardian, a note explaining the student absence is necessary. Written excuses must include date(s) absence, reason for absence, and parent/guardian signature. If there is no phone call or written note from a parent/guardian excusing the student absence, it will be recorded as unexcused or truant.
4. A parent/guardian has three (3) days from the date of the occurrence to validate the absence. If the absence remains un-validated, the absence will remain unexcused or truant.
5. Students must attend school to participate in any school activity on the same day.

ABSENCE CATEGORIES

EXCUSED

Absences will be recorded as excused for a student who is ill, injured, or suffering from a mental or emotional disability with notification by the parent or guardian. Other absences will be excused if pre-arranged with the teacher and approved by the school administrator, and may include things like: 1) doctor appointments, 2) funerals and 3) court. Though excused, the absence becomes part of the child's cumulative record. Elementary children are not counted absent when attending school-sponsored activities.

In the event a child needs to be dismissed during school hours, please contact the school office explaining the reason for the dismissal and the time that child is to be released. Parents and guardians are strongly encouraged to schedule appointments and trips after regular school hours or on days when children are not in school.

If excused absences become excessive, ten (10) in a school year, parents or guardians will be notified by school staff to express concern. Such notifications may be accompanied by requests for conferences aimed at improving the student's attendance and completion of missed schoolwork.

UNEXCUSED

Absences not covered above or not approved by the school will be recorded as unexcused. Students who are suspended out-of-school or expelled shall be considered unexcused. Parents or guardians will be notified by mail, telephone, or personal contact by a staff member when any student has four (4) unexcused absences within one month or ten (10) in a school year. Parents or guardians may be requested by school staff or administrators to meet with them to develop problem-solving strategies directed towards improved attendance and the accomplishment of learning objectives.

MAKE-UP WORK

1. Teachers may prepare work for a student who is going to miss three or more days of school. It is highly recommended the parents request the work ahead of time. This will allow the teacher time to gather assignments for students before they leave. Please give the teacher and the school office notice as soon as reasonably possible, about extended absences for your student.
2. Make up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, this work will receive only partial credit, which is the consequence for an unexcused absence.

ALCOHOL, TOBACCO AND, DRUGS

There is "zero tolerance" (Zero Tolerance definition: Behavior that is unacceptable under all circumstances at school or school activities and will result in disciplinary action.) for students who either possess or consume alcohol or drugs or possess drug paraphernalia at school, on school grounds, or at school activities. We cooperate with the police in enforcing all state and local laws. Whenever a student violates school and/or district policies relative to alcohol and drug use, expect very serious repercussions. Law enforcement officials will be contacted in any drug possession or use at school.

There is "zero tolerance" (Zero Tolerance definition: Behavior that is unacceptable under all circumstances at school or school activities and will result in disciplinary action) for students using or in possession of tobacco products or paraphernalia will be suspended and face other possible consequences. Possession and the use of tobacco products are illegal for people under the age of 18. Paraphernalia includes but not necessarily limited to matches, pipes, lighters, and tobacco storage devices.

ATTENDANCE

Attendance is the responsibility of the student, the parents, and the school. The importance of regular, daily attendance as a basis for academic achievement cannot be over-emphasized. Absences have a negative effect upon instructional continuity, regardless of any attempts to make up work. The regular contact of the student with one another in the classroom and the student's participation in a well-planned instructional activity under the tutelage of a teacher are vital.

BAKER RULES

As Baker students, we pledge to Be responsible with a positive Attitude, using Kindness, Effort, and Respect.

BEHAVIOR EXPECTATIONS AND PBS

Positive Behavior Support (PBS) is having an encouraging influence on behavior at Baker Central School. PBS is a proactive systems approach for creating and maintaining safe and effective learning environments in schools and ensuring that all students have the social/emotional skills needed to ensure their success at school and beyond. Our pledge, "As Baker Students, we pledge to Be responsible with a positive Attitude, using Kindness, Effort and Respect" reminds all of us the importance of proper behavior in school.



"Be responsible with a positive Attitude, using Kindness, Effort and Respect"

		SETTING									
		All Settings	Hallways *	Playground	Cafeteria	Library/Computer Lab	Assembly	Classroom	Bathroom	Before/After School	Bus
Expectation	Be Responsible	Keep hands and feet to yourself. Be accountable for your behavior. Be trustworthy.	Go directly to class. Walk in a single file line. Walk quietly.	Wear appropriate outdoor clothing. Follow the rules on the game chart. Put away equipment. Line up as soon as the bell rings.	Pay for lunches before school. Clean up after yourself. Stay in line and move to your assigned area.	Return materials on time. Take care of equipment and books. Use a quiet voice.	Sit flat on the floor. Focus attention on the speaker or performer.	Be on time to class. Complete assignments and turn in on time. Put away materials you use. Organize yourself. (locker, trapper, etc.) Come to class prepared. Fill out your daily planner.	Clean up after yourself. Flush.	Before: Stay in the play area until bell rings. Line up and walk in single file when the bell rings. After: Leave school grounds as soon as possible. Before and After: Use sidewalks and crosswalks. Walk bite on and off school grounds.	Line up single file in bus line. Sit in seat. Use a quiet voice. Be silent at railroad crossings. Gather belongings before exiting the bus.
	Attitude	When someone asks something of you, respond positively. Speaking nicely or not at all.	Hands folded in front of you, even when carrying school items. Walk in a single file line quietly while facing forward. Stay on the right side of the hall.	Know and follow the rules. Have fun.	Speak quietly and use good manners. Clean up after yourself.	Follow directions and complete school work.	Sit with legs crossed, listen, pay attention, and keep hands to yourself.	Follow directions and complete school work.	Wait your turn, wash your hands, leave it better than the way you found it.	Use the correct side of the building to enter and exit. Treat others with respect.	Stay seated on the bus, quiet voices, respond positively to bus driver.
	Kindness	Treat others the way you want to be treated.	Smile and good attitude when spoken to by an adult.	Share equipment and games. Include others as much as possible. Be fair when playing. Use nice words.	Use good table manners and quiet voices, be respectful to lunch duty monitor and cooks, please & thank you go a LONG way	Be patient and quiet when looking for books and waiting in line to check out books.	Polite to speaker/performer by giving full attention and following assembly etiquette.	Help other students when appropriate, treat teacher and other students the way you want to be treated.	Wait patiently and respect privacy as well as respect the facility.	Before: Wait patiently in line, sometimes holding the door. Watch out for your locker neighbors & take turns. After: Leave school properly after the bell rings in an orderly fashion.	Sit by people you normally don't sit by, offer someone to sit with you. Say please and thank you to other students and bus driver.
	Effort	Do the best you can in everything you do.	Work to be an example to your classmates and schoolmates by following hallway rules.	Have fun in whatever you do during recess - no matter what the game or activity.	Try new foods and give full effort to have the best table manners.	Learn all you can about how to use the library and computer resources to help you be a good student.	Give full attention to speaker/performer and take away at least 1 thing from the assembly.	Do your best in all classroom activities and push yourself to do even better the next time.	Everything that goes in the toilet goes in the toilet, everything that goes in the trash, goes in the trash.	Before: Get to school by the first bell, get to your locker and to class. After: Have afterschool plans made in advance and take all homework with you.	Show bus driver and other students your best effort of proper bus behavior.
	Respect	Respect yourself, your school and others	Hands folded in front of you, even when carrying school items, keep quiet, stay in line.	Follow recess teacher's directions, take turns, follow playground rules.	Talk in a low voice. Only take food you will eat. Listen to cooks, custodians, and lunch supervisor.	Use quiet voice. Follow teacher/librarian's directions.	Sit "criss-crossed" on your bottom. Stay quiet.	Listen to adults. Follow directions.	Keep hands and feet to yourself. Take care of "your business". Keep the facilities clean.	Stay on the sidewalks.	Listen to bus driver. Treat bus like it is your own vehicle.

* Use handrails in stairwell.

August 9, 2007

BICYCLES

When students ride their bicycles to school they should use the bike rack on the south side of the school building. It is recommended that a bike lock be used. Students are required to walk their bike on school property and use the crosswalks when crossing the street. Bicycles are not allowed in the bus lane area due to safety concerns. NO BICYCLE RIDING IS PERMITTED ON SCHOOL GROUNDS DURING SCHOOL HOURS.

BUILDING ACCOUNTABILITY COMMITTEE (BAC)/ PARENT-TEACHER ORGANIZATION (PTO)

Baker Central School has an active BAC/PTO (Building Accountability Committee/Parent-Teacher Organization). The BAC/PTO exists in order to promote a close relationship between parents and staff of the school. Our BAC/PTO serves the school in various ways, including:

- Promoting and organizing a community volunteer network for the school.
- Serving as a branch of our school accountability process.
- Hosting/helping with various school functions (ei. Teacher Appreciation Day, school carnival, etc....).
- Organizing our school's after-school enrichment program.
- Providing additional educational opportunities for our students.
- Raising funds for school equipment, projects, and programs.

Currently, the BAC/PTO meets on a monthly basis, with work groups meeting as needed. These meetings will be published in the Baker Newsletter, and interested parents are encouraged to attend. Parents and other community members are also encouraged to phone if they would like a particular item to be discussed at a BAC/PTO meeting.

Special programs you might enjoy contributing your time and talent to:

- Volunteer Teacher Assistants – assisting teachers in preparing materials.
- Resource persons for special units of study.
- After-School Enrichment program – we are always looking for volunteers.
- Hospitality – serve at school functions.

If one of the above interests you, please contact the school or one of this year's P.T.O. officers. WE WANT YOU TO BE INVOLVED IN THE LIFE OF YOUR SCHOOL!

BULLYING

Please refer to the district bully policy located at morgan.k12.co.us and in the last section of the handbook.

There is "zero tolerance" (Zero Tolerance definition: Behavior that is unacceptable under all circumstances at school or school activities and will result in disciplinary action) for students who bully other students at school. Bullying is defined as "being cruel, overbearing, or intimidating to smaller or weaker people". Multiple days suspension may be assigned.

Abner S. Baker Central School will not tolerate "Bully Behavior". The textbook definition of bullying is: A person is being bullied or victimized when he/she is exposed repeatedly and over time, to negative actions on the part of one or more persons. This a partial list of bully behaviors. It is by no means to be a complete list:

1. Shoving or pushing in a way to cause harm, (intending to cause harm)
2. Name calling, words like: queer, homo, lesbian, bitch, whore, slut, fag, racial slurs and others intended to cause harm.
3. Verbal threats, things like: "You watch your back" or "I'll get you after school."
4. Physical abuse, hitting, kicking, and punching of people who cannot or will not fight back.
5. Rumor spreading, "messenger behavior" or spreading information in order to promote conflict and bully behavior. Any notes or rumor spreading that contains sexual words will also be considered sexual harassment. Students who receive their second discipline referral for this issue will attend an educational workshop. Parents may be asked to attend also.
6. Note writing and slam books, writing statements that are untrue or intended to hurt others and cause conflict.

BUS DISCIPLINE

Proper student control on buses is essential to the safety and well-being of all bus riders. Unruly riders cannot be tolerated and shall be dealt with in the following manner:

- First Offense - Notification of parent and principal
- Second Offense - Parent - Transportation Supervisor Conference and one day exclusion from riding.
- Third Offense - Suspension from transportation on school buses and a conference
- More than three offenses - Possible permanently excluded from riding on buses.

CANDY, GUM, SNACKS

Due to gum being found on carpet, lunch trays and tables students are not permitted to chew, eat, and distribute gum, candy, sunflower seeds, pop, and other similar items. This is an effort to keep carpets, furniture, lockers, and facilities presentable and clean. Items in possession by students may be confiscated by staff. Teachers may permit students to have such items for special classroom activities.

CLASSROOM VISITATION/PARENT CONFERENCES

Parents are encouraged to visit classes. Visitations not only provide an opportunity to observe a particular classroom or group situation, but also present an opportunity for parents to observe their student's work habits and personal interaction with classmates and teachers.

Conferences between parents and staff members can be very helpful in promoting understanding of educational goals and objectives. These visits can resolve problems and misunderstandings that may arise, as well as help students at home, and update parents regarding student progress. Scheduled conferences are held near the end of the first and third grading periods each year. Additional conferences will be arranged at the request of either parents or teachers. Parents are encouraged to confer with staff members.

All visitors to Baker Central are required to sign in with office personnel upon entering the building.

CRITICAL INCIDENT PROCEDURES

In the event of a safety/security threat inside or outside the building, the Fort Morgan Police Department has assisted the school in establishing safety procedures. Students will be taken to secure areas until the school office is notified by the police department that everything is safe. In the event of a safety or security threat, please do not call the school or attempt to pick up your children.

CODE OF CONDUCT

Building administrators may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles or during a school-sponsored activity. Suspension or expulsion shall be mandatory for serious violations in a school building or on school property.

1. Participation in gang-related behavior.
2. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
3. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
4. Causing or attempting to cause physical injury to another person except in self-defense.
5. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of an act which would be third degree assault.
6. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
7. Violation of district policy or building regulations.
8. Violation of the district's policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or school district, in accordance with state law.
9. Violation of the district's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
10. Violation of the district's smoking and use of tobacco policy.
11. Violation of the district's policy on sexual harassment.
12. Throwing objects, outside of supervised school activities, that can cause bodily injury or damage property.
13. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
14. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that cause disruption of the school program or provoke violence.
15. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
16. Lying or giving false information, either verbally or in writing, to a school employee.
17. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
18. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
19. Behavior while in any school, on school grounds, in a school vehicle or during any school-sponsored activity which is detrimental to the welfare, safety or morals of other students or school employees.
20. Repeated interference with the school's ability to provide positive, safe educational opportunities to other students.

DETENTION

One of the discipline tools at Abner S. Baker Central School is a detention system. Students may earn detention time for violating school or pod rules. Detention is served in the pod areas with assigned staff members. Students that ride the bus are allowed 24 hour notice before serving. Any student failing to serve detention time will have 30 minutes of additional time added to his/her total. In addition, parents will be expected to shadow their child during class period that detention was given. Students with more than 150 minutes of detention will be placed in Student Attitude Adjustment Center (SAAC) or referred to the Advance Program.

PARENT NOTIFICATION

1. Possible teacher calls to the parent/guardian.
2. Student calls to his/her parent/guardian.
3. Detention receipt

DISCIPLINE

Because we believe it is important to maintain a non-threatening, safe learning environment, students will not be allowed to:

1. Commit any act or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership in or affiliation in a gang.
2. Use any speech or commit any act that shows any interest in gangs or gang activity – this includes, but is not limited to:
 - a. soliciting others for membership in any gangs
 - b. requesting any person to pay for “protection” or otherwise intimidating or threatening any person
 - c. commit any illegal act or violation of school district policies
 - d. talk another person into hurting another classmate
3. Carry or use any laser pointer or any other laser device
4. Display any tattoos, brands and carvings on school property
5. Display any body piercing while on school property or at school events. Exotic body piercing is considered to be piercing of any body part other than the ear. Pierced ears may be restricted if they become disruptive to the educational environment or a matter of safety.

DRESS CODE

All students are to wear clothing that is clean, safe, and in good repair. It should not detract or disrupt from the instructional procedure of the school. Clothing which bears inappropriate words or pictures is prohibited. Caps or hats are not to be worn in the building and may be confiscated. Clothing must cover all under garments completely, and must not be transparent. Shoes must be worn at all times in the classrooms and hallways. Shorts are recommended to have at least a 5 inch inseam. **Abner S. Baker Central School** will become involved only if the above standards are not met. Clothes that are clearly **PROHIBITED** at **Abner S. Baker Central School** are as follows:

1. Clothing that promotes gangs (such items include but are not limited to: bandannas, sagging pants, eight ball t-shirts, slogans such as East Side, West Side, Homies, and Homeboys).
2. Clothing that promotes drugs, alcohol, tobacco, sex, or inappropriate gestures.
3. Clothing that promotes violence, i.e. guns or death, South Park shirts, ICP shirts, etc.
4. Loose clothing such as basketball-type tank-tops, spaghetti strap tops or pants that sag down (please use belts), sweatpants, sleepwear, etc.
5. Clothing that exposes or reveals the torso area or low cut shorts or skirts.
6. Clothing with frayed, torn edges, i.e. cutoffs or sleeveless garments torn or cut.
7. Spandex or Lycra shorts.
8. Wearing sunglasses.
9. Clothes with holes or cut-outs or transparent clothing that reveals undergarments.
10. Wallet chains are not allowed. No chain-type jewelry is allowed.
11. Caps or hats, head coverings are not allowed to be worn inside the building.
12. Jewelry and accessories that include studded bracelets, collars, dog collars and chains.
13. Sleeveless tops that are snug around the shoulder and have at least a 3" wide shoulder strap is acceptable.
14. No pajamas, slippers or sleepwear.
15. Students will be asked to change or turn inside-out any clothing that is found to be offensive by an adult.
16. Students are not allowed to wear clothing with the intended design as outerwear such as jackets, coats, windbreakers and hooded sweatshirts, i.e. hoodies that are “oversized” athletic hoodies are not allowed in the classroom. Hoodies that are considered a part of an “outfit” are deemed permissible upon approval from teacher/administrator. Any clothing that can be used to hide contraband creates a safety hazard. Coats, sweaters, etc., are to be kept in their lockers. If students are cold, sweaters and/or crew neck sweatshirts can be worn.
17. Students are not to spray paint or otherwise color their hair any **unnatural color**. Hair that is dyed a natural color will be acceptable. Hair dyed green, blue, etc. will not be acceptable. Also “designs” cut into hair may be considered as disruptive to the learning environment of other students. Incidents will be evaluated individually by administration.

DROPPING OFF/PICKING UP STUDENTS

Please drop the students off on the playground side (eastside) of the building. Students who arrive on early buses will be supervised by school personnel. Students should not arrive at school before 7:15 a.m. If a student must arrive early due to special circumstances, parents are asked to contact the school. Students will enter through the north and south entrance doors. In case of inclement weather the cafeteria doors will be open.

ELECTRONIC DEVICES

MP3 players, pagers, games, laser pointers and other electronic equipment are NOT recommended at school, this includes field trips also. Cell phones – while cell phones are sometimes needed for safety concerns, cell phones need to be kept in lockers or back packs and are to be turned off. Cell phones and MP3 players are not to be used during school hours or on school grounds. Staff members are to confiscate prohibited equipment. The first time a student has had electronic equipment confiscated it will be returned at the end of the day. The second infraction will lead to the equipment being returned only to a parent/guardian. If a third infraction of this rule occurs, the school will retain the equipment for the remainder of the year or until the student withdraws from Abner S. Baker Central School. If an appropriate educational need exists for a student(s) to bring such electronic device to school, the student must receive advance administrative approval. Such devices are easy to lose, damage, or have stolen. **ABNER S. BAKER CENTRAL SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN DEVICES.**

EMERGENCIES AND DRILLS

Regular emergency drills are required by law and are an important safety precaution. It is essential that when the fire alarm sounds or the alarm for the tornado drill sounds, the students obey promptly and listen to their teachers for the procedure they need to follow.

EMERGENCY CONTACTS

At registration, school personnel will ask you to provide the names and phone numbers of emergency contact people. We will need for you to provide two emergency contact people other than parents, so that we will be able to reach someone in case of an emergency. If a student's emergency contact information changes during the school year, parents need to contact the school office with the new contact information.

ENGLISH LANGUAGE LEARNER PROGRAMMING

Abner S. Baker Central School offers an English Language Learner (ELL) program for limited English speaking students. We provide an environment for non-English students to learn English. The ELL Staff helps provide accommodation/assistance for ELL students in their content classes.

FIGHTING

Fighting is inappropriate in the school setting and there is "zero tolerance" (Zero Tolerance definition: Behavior that is unacceptable under all circumstances at school or school activities and will result in disciplinary action.) for fighting on campus or at school sponsored activities. If a student is involved in a fight with the intent to physically harm another, he/she will be suspended from school for up to three days. If students are fighting, "we were only playing" will not be allowed as an excuse by students. Multiple days of out-of-school suspension may be assigned as discipline. Students who encourage fighting by other students will be assigned the same level of discipline as the students who fight.

GANG BEHAVIOR

Gangs are a public perception and real danger to schools. In the promotion of safe schools, the RE-3 Board of Education has established a policy of "zero tolerance." (Zero Tolerance definition: Behavior that is unacceptable under all circumstances at school or school activities and will result in disciplinary action.) Abner S. Baker Central School has the following guidelines.

Once a student has been identified with gang behavior, actions or items they will meet with administration. A "cease and desist" form will be completed and sent home. A second offense will result in a minimum of 3 days suspension from Abner S. Baker Central School. Any gang type behavior beyond the second warning will result in a 5 day suspension with a mandatory hearing with the Superintendent of schools.

GRADING SYSTEM

Teachers and the pods will establish and clearly communicate the grading scale to be used at the start of the school year. Parents must be notified in advance and before a student can receive a failing grade, and the grades will be permanently recorded in the student's record.

GRADING SCALE

The grading scale is interpreted as follows:

1	A	90% - 100%	outstanding, high quality work
2	B	80% - 89%	good, commendable achievement
3	C	70% - 79%	average, satisfactory achievement
4	D	60% - 69%	below average, minimum achievement
5	F	below 60%	failure, inadequate work

HEALTH SERVICES

If a student should become ill or injured at school, he/she is to report to the nurse's office after informing the teacher. Students must not leave the building without authorization because of illness. If deemed necessary the parents will be notified.

HOLIDAY CELEBRATIONS

Parents bringing treats to classrooms, please bring store bought treats only.

HOMEWORK

Homework is assigned when individual or class needs can best be met through its use. Doing homework promptly and completely teaches responsibility. Such assignments might include:

- Work which completes daily assignments or long-term projects.
- Assignments to encourage students to pursue individual interests or to develop specific abilities.
- Additional assignments designed to help students work up to their abilities.
- Make up work due to absence. (It is the student's responsibility to obtain missed work.)

IN-SCHOOL SUSPENSION

In-school suspension is the temporary exclusion of a student from the classroom and all school activities. During the period of his/her suspension, the student is not allowed to participate in any school activities, school functions, or participate in the regular classroom. During the school day, the student will be detained in a supervised classroom. The guidelines under the SAAC program will be in effect. Removal of a student from 1 class, school, and/or school activities by an administrator for 24 hours or more, in-school suspensions will be served in the SAAC room.

LEAVING SCHOOL GROUNDS

If a student must leave the campus anytime during school hours, including lunch, the parent/guardian must go to the office and sign out the student. If a student does not sign out, regardless if the absence is excused by the parent/guardian, the absence will be counted as unexcused. Parents are

encouraged to sign students out during non-academic time (lunch or specials classes) whenever possible. It is the student's responsibility to check with teachers to get the work they will be missing.

Students attend school for 7 hours per day. The morning session is from 8:00 – 11:30 and the afternoon session is from 11:30 – 3:10. If a student attends two hours in the morning, the student is counted present for the morning. If a student attends two hours in the afternoon, the student is counted present for the afternoon. Less than two hours attendance, either in the morning or afternoon session will be counted as an absence for that session.

LEGAL CUSTODY OF STUDENTS

A legal document is required to support any questions of custody between divorced or separated parents. Unless the principal is informed by court document, either natural parent is considered to have the right to request early dismissal of a student, access to school records, and other parental rights. Parents are responsible for providing Baker Central School with the latest court documents relating to parental custody of the student and/or other guardians.

LIBRARY MEDIA

Our library media program offers a rich collection of award-winning books, videos, CD-ROMs, magazines, and other reference materials that support the curriculum and personal interests of the students. Emphasis is placed on helping our students to become information literate as well as instilling an appreciation for good books.

LOST AND FOUND

Lost and Found articles are taken to the Lost and Found Box, smaller items to the school office. Students should check there periodically for lost items. Parents are asked to please have clothing and other possessions labeled to avoid delay in their return. All lost and found items are turned over monthly and annually to a charity.

LOST CHILDREN PROCEDURE

LOST/MISSING CHILDREN FROM THE PREMISES:

The plan of action includes the following:

- A. The staff member in charge of the missing child will immediately notify the office.
- B. Staff not supervising children will immediately do a quick check of the premises.
- C. The parents/guardians of the child will immediately be notified.
- D. Prompt action will be taken to notify the local authorities (police, etc.).
- E. The District Administration Office will be notified.
- F. The Department of Human Services will be notified.

LOST/MISSING CHILDREN WHILE ON A FIELD TRIP:

The plan of action includes the following:

- A. The group leader will notify the supervisor in charge and a staff member not supervising children will do a quick check of the premises.
- B. The supervisor will immediately contact the local authorities (tour guides, security guards, etc.) to help locate the child.
- C. The supervisor will next confirm the safety of the rest of the children.
- D. The supervisor will notify the school so parents/guardians and the District Administration Office can be informed to the situation.

MASH (MANDATORY AFTER SCHOOL HELP)

MASH is an afterschool program held from 3:15 to 4:00 on Tuesday, Wednesday and Thursday. The purpose is MASH is to provide those students who have missing assignments or low grades an opportunity, under the supervision of a certified teacher, to work on those missing assignments or receive direct instruction to improve their grades. Students are assigned to MASH by the teachers in each individual pod. Students are notified by their teachers that they will be in MASH and the phone dialer is utilized to call parents/guardians and inform them. Parents should make transportation arrangements for their student who is assigned to MASH.

MEDICAL RESTRICTIONS

If a student is restricted from participating in school activities for medical reasons, written notification from the physician must be provided by the parent/guardian. This will enable the school to follow the appropriate restrictions specified by the physician for the appropriate length of time.

MIDTERM REPORTS AND REPORT CARD DISTRIBUTION

		Distribute Midterm Reports	Distribute Report Cards
1 st Qtr	August 20-October 18	September 20	October 17 & 22
2 nd Qtr	October 21-December 20	November 15	January 10
3 rd Qtr	January 7 – March 14	February 11 & 13	March 20
4 th Qtr	March 17-May 29	April 17	May 29

PARENT / TEACHER CONFERENCE DATES

Day	Date	Time
Thursday	October 17, 2013	3:30 P.M. – 7:00 P.M.
Tuesday	October 22, 2013	3:30 P.M. – 7:00 P.M.
Tuesday	February 11, 2014	3:30 P.M. – 7:00 P.M.
Thursday	February 13, 2013	3:30 P.M. – 7:00 P.M.

PERSONAL BELONGINGS

It is unwise for students to have extra money at school or **items of personal and sentimental value**. All designated school money collections are conducted the first thing in the morning. Excess money in the possession of students can create unnecessary problems. Radios, tape recorders, headsets, electronic games, pagers, cell phones, skateboards, roller blades, gum, balls and toys are not permitted at school. **The school is not responsible for the recovery of money or personal items which do not belong at school.**

PUBLIC DISPLAY OF AFFECTION

Public display of affection such as hugging, holding hands and kissing, etc., are not allowed on school grounds.

RIGHT TO SEARCHES

The principal or his/her designee may search a student or a student's personal possessions on school grounds or during a school activity held off school premises if there is reasonable cause for believing that the student is concealing materials the possession of which is prohibited by Board policy or which are otherwise detrimental to the health, safety or welfare of other students or school personnel.

Regarding searches:

- Searches shall be made in the presence of an adult witness of the same sex as the student in question.
- Searches of the person of a student shall be limited to:
 - Searches of pockets, including the student's exterior clothing.
 - Any object in the possession of the student, including but not limited to a purse, briefcase, backpack, or coat.
 - No strip search can be carried out by any employee.
- Student desks, lockers, etc... can be searched when the person conducting the search has reasonable suspicion.
- Anything found during such a search which is dangerous to others or prohibited at the school shall be seized by school personnel. At this point it can be used as evidence in a suspension or expulsion hearing, or it may be turned over to law enforcement personnel.

SCHOOL ADMINISTRATION

The **Principal or Dean of Students** is always available to hear student, parent, or community concerns. We believe that seeing the principal is positive. One reason students come to the principal's office is to receive a "Pat on the Back", recognition for a job well done.

SCHOOL COUNSELOR

Guidance services are available for all students. This includes assistance with educational planning, career information, study skills, help with home, school and/or social concerns, or any questions that you would like to discuss.

SCHOOL SCHEDULE:

7:45 -	1 st bell to enter school (to lockers and homeroom teacher)
7:52 -	Tardy Bell (all students should be in class)
7:55 -	Announcements / Pledge of Allegiance / Baker Pledge
8:00 -	Specials classes / Academic classes begin
10:45-12:50 -	Lunch / Lunch Recess (40 min. – Lunch schedule is dependent on master schedule/rotation)
3:10 -	School Dismissal

SCHOOL SUPPLY LIST

Quantity	School Supply Item
1	Trapper keeper that zips (no bigger than 6 ¼" wide by 10 ½" deep-actual locker opening)
2	Package of pencils (mechanical allowed)
1	Package of Notebook Dividers with Pockets
1	Pencil or Zipper Bag for pencils (must fit in notebook)
1	Box colored pencils or markers
2	Packages of lined notebook paper – 200 sheets (replace as needed)
4-5	Spiral notebooks with perforated edges – 70-100 sheets
2	Boxes of Kleenex

3	Book Covers (extra-large size)
1	1 ½ to 2 inch binder with loose leaf paper (200 sheets) for writing class.

Optional/Additional Items

Quantity	School Supply Item
2	Colored checking pens (red)
1-2	Boxes of Kleenex
1	Pack Dry erase markers (at least 2 markers)
1	Pair of scissors
3	Glue sticks
5-6	Pocket Folders
1	Flash Drive

Other supplies may be requested by homeroom teachers. Students also need to have pencils and paper throughout the school year.

SEXUAL HARASSMENT

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.

A learning environment that is free from sexual harassment shall be maintained. It shall be a violation of policy for any staff member to harass students, for students to harass other students, or students to harass any staff member.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidation, hostile or offensive educational environment.

Sexual harassment as defined above may include but is not limited to:

1. Sex-oriented verbal "kidding", abuse or harassment
2. Pressure for sexual activity
3. Repeated remarks to a person with sexual or demeaning implications unwelcome touching, such as patting, pinching or constant brushing against another's body
4. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns

All matters involving sexual harassment complaints shall remain confidential to the extent possible. Filing of a grievance or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect grades.

SKATEBOARDS

Skateboards are not permitted on school grounds.

SPECIAL EDUCATION

Programs are provided for children with special needs, as provided by the IDEA (Individual with Disability Education Act). Parents or teachers may refer students for evaluation to determine whether the child's needs are sufficient to qualify for placement in these special programs. Parent permission is required for such placement. Services available include: speech therapy, resource room, hearing, vision, and physical therapy.

"SPECIALS" COURSES

'Specials' are classes that the students have the opportunity to participate in daily. The Baker School process for removing students from "specials" is the discretion of the administration with regard to progressive discipline of students. "Specials" teachers have the same expectations and rules as the classroom teachers.

Each pod has different times they participate in 'Specials' time each semester. Class lengths are as follows:

Art (1 class per week)	70 minutes
Music (2 classes per week)	35 minutes
Physical Education (4 classes per week)	35 minutes
Computers (2 classes per week)	35 minutes

** If a student chooses to participate in Band or Orchestra, they will only have 2 PE classes per week, and they will have 2 band/orchestra classes each week as part of their specials classes. **

Physical Education

Tennis shoes are required for P.E. All shoes must be tied. No Skater shoes or Soap shoes allowed. If students are not able to participate in P.E. they must have a note from parents/doctor explaining the circumstances.

STRANGERS

Parents are encouraged to tell their child not to talk to or take things (including rides) from people they do not know. Encourage your child to report to parents and/or teachers anyone who attempts to talk to them, follow them, or offer rides or "goodies" of some kind. Please also tell your children to yell and run if anyone they don't know tries to touch them.

Instruct your child to:

1. Never accept rides or gifts from strangers.
2. Always report to a teacher, police officer, bus driver, or parent any strangers seen loitering on foot or in a car near schools, playgrounds, or other places where children gather.
3. Always try to secure the license number of the car. Write it down or scratch it on the road with a stick or on the sidewalk with a stone.
4. Seek help from a Helping Hand Home or a police officer.

You may want to remind your child and check periodically to see if he/she:

1. Takes the most direct route to and from school.
2. Goes immediately home after dismissed from school.
3. Obeys traffic and safety regulations established for both walking and bicycle riding.
4. Use crosswalks.

STUDENT ATTITUDE ADJUSTMENT CENTER (SAAC)

Student Attitude Adjustment Center is the temporary exclusion of a student from classes and all school activities. During the period of his/her detention or suspension, the student will not be allowed to attend or participate in any school activities. During the school day the student will be detained in a supervised classroom. The student has been suspended from the regular daily school activities for violating school rules and policies. The student is expected to take this opportunity to do school work that will be of benefit to them. The following guidelines will be in effect:

THE CONDITIONS, WHICH MUST BE FOLLOWED, ARE LISTED BELOW:

1. The student is to report promptly to the SAAC Room when called down. NO detours to ANY other part of the building.
2. NO UNNECESSARY TALKING to other students.
3. Profanity and/or vulgar language are not allowed in SAAC Room as well as anywhere else on Campus. Violation of this rule will equate into more SAAC time.
4. Raise hand before speaking AT ALL TIMES.
5. The student must stay seated and work on your "Day Packet(s)".
6. No SNACKING, SLEEPING OR WHINING!
7. Students are not allowed to participate in or attend ANY extra-curricular activities while in SAAC.
8. Failure to follow these rules will result in being sent to the Principal or Assistant Principal. If a student is sent home, a parent/principal meeting must be held before the student is allowed back into the classroom.

COMMUNITY SERVICE

Service work within the school is utilized as a disciplinary tool. Students are assigned responsibilities related to building cleanliness or improvement that offer the opportunity to produce a positive result for the student's effort.

PARENT NOTIFICATION

1. Possible teacher/administrator call to the parent/guardian
2. Letter sent home through the postal service about the concern
3. Possible contact from the Administration or Counselor

STUDENT AWARDS

Straight A's: Awarded at the end of each semester and the culmination of two years in the building.
Bulldog Pride Awards : Awarded at the end of each semester.

STUDENT LOCKERS

Lockers are provided for the storage of student's books and other equipment needed in school; no radios, stereos, etc., are to be kept in the lockers. In order to ensure protection of your property it is necessary that the student must keep his/her locker combination private. Each student is responsible for the care of the locker assigned to him or her. Students may not keep their belongings in any other locker. Valuables should not be left in lockers! The school is not responsible for lost or stolen items. Lockers are leased by the student and are the property of the school. Lockers may be subject to examination by school personnel at any time. Damage to lockers will be reimbursed to the school as such occurs or at the end of the school. Please, no rolling backpacks, as they do not fit into the lockers.

The school personnel recommend students periodically clean their lockers to eliminate excess attire and papers.

STUDENT TEXTBOOKS/SCHOOL PROPERTY

When cases of misuse or mistreatment of books occur, students will be assessed a fine. Students are to pay replacement costs for lost books. We urge students to exercise care in handling their books. We recommend that all textbooks are to be covered with paper.

Please contact the office regarding the loss of textbooks, library books, workbooks, musical instruments, music or other items belonging to the school. A replacement fee will be charged, if lost. In the event of damaged property, a repair fee may be required

SUBSTITUTE TEACHERS

Substitute teachers are to be treated with the same respect as your regular classroom teacher. Any student who doesn't treat a substitute with respect will earn a discipline referral.

TARDY POLICY

Any student tardy to school will be assigned a 20 minute detention the following day to be served in the SAAC room after school. The student will be notified upon arriving at school and the student and parents will have that evening to discuss the tardy and arrange transportation for the following day. Failure to attend will add additional time in detention and/or all day SAAC.

TRUANCY

According to Colorado law, a child who has attained the age of six years and is under the age of seventeen years must be enrolled in school. A child within this age range who has four unexcused absences from a public school in any one month or ten unexcused absences from public school during any school year will be considered habitually truant. Students who fall into this category may be turned over to the District's legal counsel for subsequent consequences. This law is referred to as the Colorado Compulsory School Attendance Law.

A student shall be considered truant when absent without a parent/guardian excuse, signed or verbal, or if the student leaves school or a class without permission from the teacher or administrator in charge.

VANDALISM

Vandalism to Abner S. Baker Central School is intolerable. Perpetrators will be prosecuted. When there is any destruction of school property/equipment, the individual(s) will pay for all damages and be suspended from school.

WEB SITE

The Fort Morgan School District RE-3 website can be found at www.morgan.k12.co.us. You may find helpful information out about what's for lunch to what sporting events are going on.

ZERO TOLERANCE POLICY

This policy refers to behavior that is unacceptable under all circumstances at school or school activities and which will result in disciplinary action. As part of the Safe Schools Act, it is critical that our students and staff feel safe at school. No verbal or physical threats towards students or staff will be tolerated at Abner Baker School. Some examples of a verbal or physical threat are a student saying to a classmate that they are "going to kill them", or pretending that they are shooting or stabbing someone. These examples are considered to be serious threats, and may result in suspension or expulsion from school. Any student who is threatened in this manner is encouraged to report the threat to a school adult immediately.