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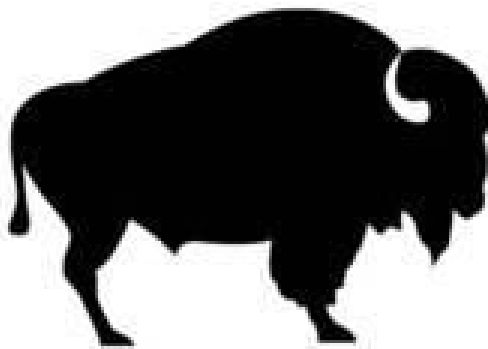
BANNERMAN LEARNING CENTER

FACULTY/STAFF/STUDENT/PARENT HANDBOOK

T • I • E • R

S • U • C • C • E • S • S

TRANSFORM • INSPIRE • EDUCATE • RETURN



MAIN OFFICE 904-336-4975

TRANSPORTATION 904-336-0016

SCHOOL HOURS 7:45 – 2:02 (T.I.E.R.)

SCHOOL HOURS 6:50 – 1:10 (SUCCESS)



BANNERMAN LEARNING CENTER

608 Mill Street, Green Cove Springs, FL 32043
Main Office: (904) 336-4975 Fax: (904) 336-4979
Fax: (904) 336-4977 (ESE) Fax: (904) 336-4978 (Administration)

Michael Elia, Principal
Martin Aftuck, Assistant Principal

Dear Students, Parents and Faculty,

Welcome to another exciting year at BLC! Bannerman has a rich and distinct history providing excellent service to the county. I can say without a shadow of a doubt we will continue to provide a structured program to correct behavior so students can return to their assigned school. BLC curriculum meets all state and county guidelines.

Faculty, you are expected to provide a structured learning environment conducive to rigorous instruction and curriculum within the T.I.E.R. program rules. Consequences will be applied with consistency in each classroom and across the campus. We are proud of the highly certified faculty here that ensures you will be successful.

Students, you are always expected to work to the best of your ability. All Clay students are capable and able to be successful. You should be humbled and focus on developing your independent skills needed to return to your home school or meet graduation requirements. As a learner it is your job to ask for assistance if you need it. The faculty and staff look forward to working with you at BLC.

Parents, communication at BLC is key to your student's success. You can expect a weekly sheet for students enrolled in the T.I.E.R. side and a daily point sheet for students enrolled in the Success Program. Please review these sheets with your student and encourage discussion concerning academics, behavior and attendance.

If at any time you have a question or a concern, please call the school at (904) 529-2100. We look forward to the challenges that will be presented this school year and hope that all of the students at BLC will be successful.

Cordially,

Mike Elia
Principal

FACULTY AND STAFF

PRINCIPAL.....MIKE ELIA
ASSISTANT PRINCIPAL.....MARTIN AFTUCK
PRINCIPAL'S SECRETARY..... RENEE TAYLOR
BRT/HEARINGSTRACY BURT
GUIDANCE COUNSELOR..... PAUL FERRARO
GUIDANCE SECRETARY.....JENNIFER NORRIS
SOCIAL WORKER.....JOAN KINGSTON
SAP COUNSELOR.....CHARQUISHA MCGRIFF
SCHOOL PSYCHOLOGIST.....CINDY GRAY
MENTAL HEALTH THERAPIST.....EMIL KNOWLES
SPEECH.....SHANNON BRIGHT
COMPUTER LAB.....TIM CLYATT
ENGLISH/READING.....REBEKAH SHIVELY
ENGLISH/INCLUSIVE.....JIM DUNLAP
ENGLISH.....JARUTHA SCOTT
E/BD.....CRAIG JOHNSON
MATH.....AMANDA FLACH
MATH.....MATTHEW URBANO
CULINARY/PARENTING.....THERESA BORING
PHYSICAL EDUCATION.....JACK RAFTERY
READING.....PHYLLIS MOSES
SCIENCE.....JOHN COLEMAN
SOCIAL STUDIES.....TYLER WRIGHT
VOCATIONAL TECHNOLOGY.....DAVID ROCHESTER
JR HIGH Alternative.....HOWARD JOHNSON
BRT.....KIM DUBIS
ESE BRT.....MICHELLE URBANO
E/BD.....JIM BLAKELY
IND/E/BD.....MARIANA BUMBUT
IND/E/BD.....BRETT COSTON
E/BD JR HIGH.....ERIN MCKENZIE
E/BD MATH.....CRAIG JOHNSON
E/BD.....SUSAN KAPAGHIAN
E/BD.....PATRICK HALL
IND.....
ESE.....AMY SOLIS
IND/ASD.....EMILY CAREY
ESE SECRETARY.....MONICA PADGETT
SCHOOL RESOURCE OFFICER.....CHRIS GARRISON
SCHOOL NURSE.....KELLY SCHNIREL
MEDIA ASSISTANT.....FELICIA JOHNSON
INSTRUCTIONAL AIDES/LAE/ISS

LUNAE BARJON
STEPHANIE COTTON
KENNY DETWYLER
YAKEEM GRINER
SHARI HARTWICK
SHANNON HEAD
TERESA INGRAM

LENA KIEDROWSKI

MARTY LANOUX
LORI MASON
ERMA MOSLEY
ROBIN SAFREED
TAMMY STELLY
COREY THOMPSON
ULYSSES TOBLER
CASEY WARNER
ALICIA WATTS
CARRIE WILLIAMS

CHILD CARE DIRECTOR.....ROBIN DEEL

CHILD CARE ASSISTANTS:

BECKY BLAND
COURTNEY DEEL
MISSY HATFIELD
RHONDA LESTER
CAROLYN SABERG
LAURA THACKER

HEAD CUSTODIAN.....JASON KENDALL
CUSTODIAN.....ANNIE SMITH
CUSTODIAN.....DAVID SHEALEY

THE SCHOOL BOARD OF CLAY COUNTY

“OUR MISSION”

Our mission is to work collaboratively with all stakeholders to provide a public education experience that is motivating, challenging and rewarding for all children. We will increase student achievement by providing students with learning opportunities that are rigorous, relevant and transcend beyond the boundaries of the school walls. We will ensure a working and learning environment built upon honesty, integrity and respect. Through these values, we will maximize student potential and promote individual responsibility.

BANNERMAN LEARNING CENTER

“OUR MISSION”

Bannerman Learning Center’s mission is to create a positive, safe and supportive environment that promotes excellence in teaching and learning. The unique potential of each individual is recognized and encouraged in a challenging and diverse setting. Through the growth and advancement of students and staff, knowledge and skills are gained to meet life’s challenges and develop active, responsible citizens for our society.

BANNERMAN PROGRAMS

Bannerman Learning Center offers four separate distinct programs. The BLC T.I.E.R. Program educates students who are placed here at the request of the home school or the School Board. These requests are based on Code of Conduct violations or conflicts within Juvenile Justice and the Judicial System.

The BLC T.I.E.R. Program was established to provide students a second chance through an assignment in a highly structured setting which will provide the guidance necessary to encourage students to stay in school. This program is designed to help students understand the serious nature of their actions and the need to modify behavior to insure their success at school and home.

The Teenage Parenting Program (TAPP) is a voluntary program for young mothers, fathers and pregnant students. The primary goal is to provide a setting for the student to develop an attitude of personal responsibility, improved parenting skills and self-esteem. Bannerman has three nurseries to serve the children of our teenage parents. Course selection is flexible to accommodate academic needs of the student parent.

The Emotional/Behavioral Disability and Autism Spectrum Disorder (E/BD/ASD/IND) is for ESE students grades six through twelve. An IEP Committee determines the type of class setting, length of program and services to be provided these students. These students have a wide range of backgrounds and are better served in a classroom with few distractions and more structured time on task. In addition, the after school program is an option for ESE students who need more intense structure.

The Alternative ESE Program is for ESE students in the school system that have level four violations of the Student Code of Conduct, Juvenile Justice or Judicial System involvement. Students may be placed at Bannerman until additional evaluations can be done to determine if the behavior is related to the handicapping condition or until adjudication takes place in court. Some students are placed at Bannerman for an extended period of time, which may be over one year. Long term placement is determined by an IEP Committee, or the Clay County School Board, depending upon the discipline violation committed by the student.

All students, no matter what program they are in, are reminded that EDUCATION is the key to success; they are encouraged to develop an understanding and appreciation of the rights of others, while accepting responsibility for the CHOICES they make.

ACADEMIC STUDIES

Bannerman is designed to meet the unique academic, social and emotional needs of students. The instruction is comparable to the offerings of the regular school program. Students are provided the opportunity to continue their academic work according to the Clay County and Florida Standards. Students are expected to work in each content area and fulfill all academic expectations. Students enter this program with the understanding that it is their responsibility to make full use of the opportunities available in order to maintain or improve their current level of academic performance. BLC will provide academic preparation and testing opportunities.

ACADEMIC PENALTIES FOR NON-ATTENDANCE

Florida Statutes regarding penalties for non-attendance.

1. Absence by a student for twenty (20) or more days during the school year shall create a strong presumption that the student has FAILED those subjects or courses in which she/he is enrolled during that period. For semester courses (10) days shall apply and for individual grading periods, (5) days shall apply. This may include all absences and tardies from school, excused or unexcused. Such presumption MAY be overcome by effort or performance which satisfies the TEACHER(S) involved, that such student should receive other than a failing grade.
2. If a student is continually sick and repeatedly absent from school, she/he must be under the supervision of the physician in order to receive an excuse from attendance. A physician's statement explaining your child's medical condition that justifies absences in excess of county guidelines must be submitted within five (5) school days. If this documentation is not received, further absences may be considered unexcused.
3. A review committee representing the administration, the instructional staff, and guidance, appointed by the principal, will review each such case individually and will make recommendations to the PRINCIPAL as to the disposition of the case.
4. Student appeals – students desiring to appeal their grades associated with non-attendance must be submitted in writing a request to the Principal. This appeal must be done within five school days following report card distribution.

Attendance

Research shows that student attendance is the single greatest factor contributing to the student's academic success. It also establishes a pattern for the work ethic that will follow. Students are expected to be in school each day. Parents are responsible by law for the attendance of students under the age of sixteen (16). Parents are expected to encourage their children to be in attendance daily. It is the responsibility of the absent student to make up missed class work. Each teacher will share their procedure for makeup work in their class. Statistics show that missing class will not result in A-B grades.

1. Parents have three (3) days to notify the school in writing, stating the dates and reasons for the student's absence. After three days, the absence will be unexcused.
2. Illnesses of three days or longer will require a doctor's statement. The school may, at any time, require a doctor's statement for students with questionable absences.
3. Students acquiring five (5) absences will be referred to the school Social Worker by the teacher.
4. Excused/unexcused absences – an absence from school under the following circumstances shall be considered excused:
 - a. With permission – the absence was with the knowledge and consent of the Principal of the school which the student attends.
 - b. Sickness, injury, or other insurmountable condition – attendance was impracticable or inadvisable on account of sickness or injury, or was impracticable because of some other stated insurmountable condition.
 - c. Absence of religious instruction or holiday. Details found CCSB Policy Section IV page 4, Section D, paragraph 1, subparagraph c.
 - d. Death in the family.

Students are to turn in excused notes to Guidance upon arrival to school. A note that is turned in more than three days after absence will not make the absence excused.

Teachers are required to take attendance for each class period on the computer. Our student attendance policy needs to be shared with students and implemented by all BLC personnel. Good attendance in class should be a major consideration for students earning an A or B. Please review academic penalties for non-attendance with students.

Administrators are responsible to assure that teachers and staff keep accurate daily attendance records. Record all student absences as excused (E), unexcused (U), out of school suspension (O), or other appropriate code.

School attendance can be followed by checking the student's interim reports and/or report cards or when in doubt, a parent/guardian can call the school to check on present or past attendance. The student's attendance is ultimately the parent and student's responsibility.

It is the responsibility of the teachers to report to the Principal or designee that a child may be exhibiting a pattern of non-attendance. Students with five or more unexcused absences in a month or ten unexcused absences in 90 calendar days must be referred to the school's attendance office and the school will attempt to set up a meeting with the parent or guardian to resolve the attendance problem.

If a student is under the age of 16, the Clay County School Social Worker will be asked to investigate. The School Board of Clay County, Florida expects that each child's right to attend school will be protected and that the Compulsory School Attendance Child Welfare Law will be vigorously enforced.

The following policies regarding attendance are in effect county-wide:

Schools will contact a parent or guardian, whenever possible, to notify them of an absence. Following an absence, a note must be received from the parent/guardian no later than the third day following return to school. Notes will not be accepted after the third day and the absences will be considered unexcused.

TARDIES

The administration and faculty at BLC view punctuality as an important aspect of the educational process. Students need to be in classrooms where interruptions are kept to a minimum. A doctor's statement, or parent personally bringing the student into school, will admit the student to class. A written note will not necessarily mean an excused tardy to school. Discipline for tardies will be progressive.

EARLY DISMISSAL

A student must bring a note to Guidance requesting dismissal. Notes must include the following information:

Reason for dismissal
Method of travel (drive, walk, etc.)
Name of person authorized to sign out student
Parent's phone numbers (home, work and cell)
Time of dismissal

If the parent/guardian is unable to come into Guidance to sign out the student, an attempt will be made to call the parent or guardian to authorize the early dismissal. During state testing days (i.e. EOC) parents must come to Guidance to sign out students. Students will not be allowed to check out prior to testing.

CLIMATE SURVEYS

Annually, every parent and student has the opportunity to evaluate the effectiveness of instructional employees by completing annual school improvement climate surveys. Additionally, parents and students may submit concerns or recommendations relative to performance directly to the school principal or supervisor. Results are reviewed by school administration and assist supervisors in recognizing performance or identifying growth opportunities.

CLINIC

All students are expected to return a signed Emergency Medical Card to the clinic nurse each year to update parent contact numbers and authorize other persons to be contacted when parents are not available. Any students who have a medical condition should have a letter on file in the clinic and guidance office.

MEDICATION

For each prescribed medication, the student's parent/guardian shall provide a written statement which shall grant the principal or designee the permission to assist in the administration of each prescribed medication to be provided during the school day, including those times when the student is away from school property on official school business. Parents will be responsible for delivery and retrieval of medications to the school nurse. No medications are to be transported via the school bus system.

All medications to be administered by school personnel shall be received and stored in original containers per state guidelines. Over the counter drugs must be in their sealed containers and delivered by the parent or guardian when received by school personnel. Prescription drugs must be in a pharmacy prescription bottle with student's name, name of drug, prescription number and current date, along with administration information. All medications must be counted when received. Self-administration of any medication by the student requires a form provided by the clinic nurse and signed by the doctor and parent. Herbal medications/preparations must be accompanied by a physician's (M.D. or D.D.) written and signed order.

There shall be no liability of civil damages as a result of the administration of such medication where the person administering such medication acts as an ordinarily reasonable, prudent person would have acted under the same or similar circumstances.

CODE OF STUDENT CONDUCT

All students, parents and teachers review a copy of the Clay County Code of Student Conduct on an annual basis. Special expulsion procedures regarding handicapped students are outlined in the Code. All students have orientation covering the Code of Student Conduct and other school rules at the beginning of each year or at student discipline hearing sessions. The Code of Conduct is the same for all Clay County students. The Clay County Code of Student Conduct can be accessed on the internet on the Clay County Website (www.oneclay.net/parents-students/#forms).

COMPUTERS

All students must have the Internet Agreement signed by parents before receiving permission to use a School Board computer. Failure to follow Internet Agreement will result in disciplinary action.

COMMUNICATION AND PHOTOGRAPHIC DEVICES

Taking photographs or videos by any means whatsoever while on school property or while on school transportation is prohibited. The only exceptions to this prohibition are:

Taking photos for reproduction in a school sponsored publication.

Taking photos during a school sponsored social event, sporting event, awards ceremony or other school sponsored activity or function at which photography is allowed and the photographs are images of activities which are reasonably considered to be part of the activity or event.

Taking photographs with the permission of the school administration. Publication on any internet site of any photographs, videos or images taken in violation of the prohibitions listed above is strictly prohibited, will be deemed disruptive to the order of the school and will be sufficient reason to impose disciplinary measures which may include, but not be limited to, in-school suspension, out of school suspension and recommendation for expulsion.

COUNSELING

If a child is placed at Bannerman for a violation of the Code of Conduct, especially drug involvement, she/he will be expected to attend counseling through the Family Education Counseling Program located on the Orange Park High School campus, Clay Behavioral Health Center located on Highway 220, Student Assistance Program (SAP) or through their private doctor. Exemption from counseling must be requested through the Superintendent's Office through Michael Wingate during hearing process.

DAILY SCHEDULE TIER

7:45 – 8:55	1 st Period
8:35 – 8:55	School wide reading
8:58 – 9:48	2 nd Period
9:51 – 10:41	3 rd Period
10:43 – 12:17	4 th Period (including lunch) School wide Math initiative
12:19 – 1:09	5 th Period
1:12 – 2:02	6 th Period

DAILY SCHEDULE SUCCESS

6:50 - 7:40	1st Period
7:45 - 8:35	2nd Period
8:35 - 8:55	School wide reading
8:58 - 9:48	3rd Period
9:51 - 10:41	4th Period
10:43 - 12:17	5th Period School wide Math initiative
11:15 - 11:45	Lunch
12:20 - 1:10	6th period

DRUG AND ALCOHOL OFFENDERS

Drugs and/or alcohol of any form are prohibited on school grounds at all times. Prescribed medication is kept in the clinic. Students caught with drugs, drug paraphernalia, controlled substances, model glue, alcohol or under the influence of any of these, will be subject to suspension and possible recommendation to the School Board for expulsion from the Clay County School system.

Students frequently exhibiting signs associated with drug use may be referred for drug screenings at the parent's expense.

Students who test positive from a drug screening may be recommended for expulsion. After 30 days, no student attending Bannerman Learning Center due to a drug related violation should test positive for drugs.

DISCIPLINE

By law, the Principal is charged with the responsibility of providing an educational atmosphere conducive to learning. To accomplish this objective, rules and regulations must be made and enforced. Our rules and regulations are based on Florida Statutes, State Board of Education policies, The School Board of Clay County policies, the Clay County Code of Student Conduct and BLC Administrative policies.

To enforce these rules and regulations, the Principal has designated an Assistant Principal to work with disruptive students in various areas. This Administrator is charged with the responsibility of making decisions regarding discipline that will be in the best interest of the individual student and the entire student body.

Florida Statute 1006.09 Authority of the Principal:

Subject to law and to the rules of the state board and the district school board, the principal in charge of the school or the principal's designee shall develop policies for delegating to any teacher or other member of the instructional staff or to any bus driver transporting students of the school responsibility for the control and direction of students.

Florida Statute 1003.32 Authority of Teacher; responsibility for control of students; school district duties:

Each teacher or other member of the staff of any school shall have such authority for the control and discipline of students as may be assigned to him or she by the principal or the principal's designated representative and shall keep good order in the classroom and in other places in which she/he is assigned.

DISCIPLINARY ACTION

Students will be in compliance with The School Board of Clay County Code of Student Conduct. In addition, students will follow classroom rules established by their teachers. Inappropriate behavior may bring the student before the School Board for expulsion.

Depending on the violation, students may be subject to arrest. Consequences for inappropriate behavior will result in one or more of the following (not necessarily in this order).

- Verbal or written warning
- Counseling and/or parent contact
- Detention or ISS (in school suspension/Work Detail)

- Corporal Punishment – Florida Law and The Clay County School Board authorizes the principal or designee to administer corporal punishment
- Suspension
- Recommendation for expulsion from The Clay County School Board system. Sometimes it becomes necessary to remove a student for the benefit of other students and the school environment. Expulsion may be as long as the remainder of the school year and one additional year. This is a serious punishment as is used only in severe disciplinary cases
- During suspension or recommendation for expulsion, the school is required to provide homework assignments to the student to be completed by him/her. The teacher shall determine to accept and grade the daily work or to give a “0” for the day’s work. Scheduled tests, exams or projects are due as determined by the teacher and the scheduled tests are graded
- This is the alternative school. Students who continue to ignore school rules may lose their privilege to attend school. Any student who continually chooses to ignore the opportunity for academic and social growth will be referred to the School Board for expulsion.

DRUGS AND ALCOHOL

All school personnel shall report immediately to the principal or principal’s designee any suspected unlawful use, possession, or sale by a student of any controlled substance, counterfeit controlled substance or alcoholic beverage. It is your responsibility to control and report this type of discussion within your classroom. Florida Statute 1006.09 states: Do not allow students to discuss drug use, alcohol use or sexual activity.

EARLY DISMISSAL

Students needing to check out of school before the close of the day must bring a note from his/her parent or guardian. The note should contain the date, time, and reason for leaving school, mode of transportation, person picking up the student, and a telephone number where we can verify the note. Be sure the note is signed by the parent or guardian and is taken to the Guidance Office upon arrival to school.

Students who are varying their manner of transportation to or from school must have a note in their possession prior to change. Phone calls for permission at the last minute are NOT permitted. Students may not request to ride home with a friend via school bus transportation.

ENROLLMENT

BLC T.I.E.R. students enrolled in Bannerman are NO LONGER members of their home school and are not permitted to participate in school activities, dances, athletic events, prom, grad night, graduation, etc. and are subject to arrest for trespassing. Each student entering BLC as well as his/her parent will sign a trespass warning to that effect. The school may grant permission for official business.

Teen parenting students are allowed and encouraged to participate with their home school in extracurricular activities such as prom, grad night and graduation. However, it is the student’s responsibility to initiate and follow up on these activities. Access to these activities can be made through the school internet page or with the assistance of Bannerman’s Guidance Counselor.

FACULTY DRESS

Each faculty and staff member is expected to dress appropriately according to the task at hand or special situations. Under no circumstances are stretch pants or leggings to be worn. Ladies are expected to wear professional apparel and gentlemen are to wear slacks and collared shirts. Appropriate shoes are required.

FIELD TRIPS

Any student going on a school sponsored trip must have written permission from his/her parents or guardians. Students on a school trip are expected to follow all school rules and are under the authority and supervision of Bannerman School and the Code of Conduct.

DRESS CODE

Clothing should reflect a **positive attitude** for success and should not be disruptive to the school environment. It should be within the acceptable standards of modesty and decency. Clothing that displays offensive, suggestive, indecent design, or associated with gangs, encourage the use of drugs, tobacco, alcohol, or violence, or that support discriminatory practices against a particular group **is not to be worn**.

T-Shirts

All students – male and female – will wear a blue crew neck T-Shirt. **NO** logos.
All students are to tuck in their shirts.

Pants

No gym shorts are to be worn as underwear or between underwear and jeans.
Regular blue or black denim jeans, no designs, embroidery or stressed marks
Worn at the natural waistline without any support.
Oversized pants will not be worn at BLC.
No athletic wear. No warm up suits.
Hem required, not cut or frayed, no holes.
Females may wear jean capris

Shoes

Tennis shoes are required. No variations from standard tennis shoe.

Jackets

No hoods on jackets or sweatshirts. During cold weather a jacket with buttons or zipper can be worn over the blue t-shirt – all other garments must be worn under the blue shirt and shirt will still be tucked in. Jackets can only be worn on campus when weather permits as determined by Administration (55 or colder).

Headwear

No hats, ball caps, bandanas, or other head coverings allowed.
Appropriate sun protection is allowed in shop or gym - see teacher.
No hair color (red, blue, purple, etc.) that Administration deem distracting.

Accessories

No backpacks
Necklace must be 18 inches or less.
No charms larger than quarter size. No removable grills.
No studded or spiked belts, necklaces, bands, or chains.
Earrings no larger than quarter size allowed. No large spikes or gauges
No other body piercing can be visible.
No large belt buckles.
Purses no larger than a piece of notebook paper.

Teen Parents

Pregnant girls must wear maternity clothing that meets the above dress code.
Backpacks will be emptied and stored in the nursery with their diaper bag.

School officials reserve the right to determine if the school dress code is being violated. If you question the appropriateness of wearing apparel don't wear it. Violators will be disciplined through the BLC Discipline Plan. Continuous violations will be considered as acts of willful disobedience, open defiance and insubordination. Time missed from class as a result of a dress code violation will be unexcused.

DRESS CODE COMPLIANCE

Compliance is expected. Parent signature indicates they will ensure compliance with dress code. Parents understand they may be required to bring appropriate clothing to BLC. Please be aware that pants that are not waist appropriate will be cinched with a plastic tie if necessary; any time missed from class as a result of dress code violation will be unexcused; and continuous violations will be considered willful disobedience and open defiance. Disciplinary action for non-compliance will occur.

Student Signature

Parent Signature

Date

GRADING

Teachers are expected to provide students with a syllabus explaining course expectations and grading system. Grades are given as follows:

Superior	90 – 100	A
Excellent	80 – 89	B
Good	70 – 79	C
Deficient	60 – 69	D
Failure	59 or below	F

GRADUATION

T.I.E.R. students enrolled in Bannerman their senior year will not be allowed to participate in graduation with their home school. This does not include TAPP students. Bannerman has a graduation ceremony for graduating seniors. Diplomas will indicate the home school (Clay High, Orange Park High, etc.)

Attendance for Graduation participation

Students with 20 or more excused/unexcused absences may not be eligible to walk at the Bannerman Graduation Ceremony.

HARASSMENT POLICY OF THE SCHOOL BOARD OF CLAY COUNTY

It is the policy of the School District of Clay County to maintain a learning environment that is free from harassment based on sex, race, color, sexual orientation, national origin, or disability as required by federal laws prohibiting discrimination by school districts receiving federal financial assistance.

It shall be a violation of District Policy for any student, teacher, administrator or other school personnel of this district to harass a student through conduct of a sexual nature, or regarding race, color, sexual orientation, national origin or disability as defined by this policy.

It shall also be a violation of District Policy for any teacher, administrator, or other school personnel of this district to tolerate sexual harassment or harassment based on race, color, sexual orientation, national origin, or disability by a student, teacher, administrator, or other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this policy, harassment of a student consists of verbal, written, or physical conduct relating to an individual's sex, race, color, sexual orientation, national origin, or disability when the harassing conduct is sufficiently severe, persistent, pervasive, and objectively offensive so that it can be said to deprive the victim of access to the educational opportunities or benefits provided by the school.

Reporting procedures for harassment/bullying: Students should report the complaint directly to a teacher, guidance counselor, or administrator. Students should tell their parents. For the complete policy see the Clay County Secondary Code of Student Conduct.

Employees shall not engage in harassment or discriminatory conduct against any student or parent or engage in harassment or discriminatory conduct against another employee which unreasonably interferes with the employee's performance of profession or work, responsibilities, or with orderly processes of education or which creates a hostile, intimidating, abusive or oppressive environment; and, further, each employee shall make reasonable effort that each student, parent, or employee is protected from such harassment or discrimination by others.

BULLYING

The incident is bullying if the incident includes systematically and chronically inflicting physical hurt or psychological distress on one or more students or employee that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's (student or school staff) school performance or participation.

Examples may include – student or staff spreads nasty rumors at school about another person, in conversation, in a note, or through cyberbullying to include e-mail, instant messaging or other forms of social media. Student or staff repeatedly teases another person in a mean way, calling him/her inappropriate names, making fun of his/her appearance, or the way she/he talks, dresses, or acts.

INDIVIDUAL AND GROUP COUNSELING SESSIONS

The program at Bannerman is an intensive design to channel the student focus on the following areas:

Attitude, decision-making skills, self-image and reputation, coping with anger and stress, drugs and alcohol, appropriate behavior, legal aspects and consequences, study skills, test-taking skills and getting and maintaining a job.

**A full time Student Assistance Program Counselor is available, as well as a full time school psychologist.

**A full time Behavior Resource Teacher, Guidance Counselor and Social Worker are available for individual students and groups.

LIQUID CONTAINERS

No liquid containers may be brought from home, unless they are sealed. Bus drivers will not allow open containers on their bus.

LOSS OF DRIVER'S LICENSE

To qualify for a Florida Driver's license a student must be in attendance for forty-five (45) days. To maintain the driver's license the student must stay in school. Excessive absences will result in cancellation of a driver's license.

LUNCH

During first period each teacher is responsible for taking a lunch count. The lunch count will be sent to Guidance through an e-mail to Mrs. Norris.

Bannerman provides lunch through the county lunch program. Lunches are delivered from Clay High School. All free and reduced lunch records transfer with the student. Students are responsible for ordering a lunch during 1st

period if they plan to eat a school lunch. Students with a balance in their lunch account at their home schools need to request in writing a transfer of funds to Bannerman Learning Center.

MEDIA CENTER

Students may go to the Media Center as a group with their teacher or individually when the Media Assistant is available and when the student reaches T.I.E.R. C. Computer use in the Media Center will be monitored by the Media Assistant and the teacher of the student. Be sure to have the proper authorization form from the parent if a student is to use the internet.

MAKEUP WORK

Work missed due to excused absences may be made up. It is the student's responsibility to contact guidance or the teacher(s) involved to get assignments. Work missed due to suspension may be requested as well.

Work missed due to unexcused absences (suspension is unexcused) is graded at the discretion of the teacher(s). Receiving the work is a state law, grading it is up to the teacher (as per the law).

Work is to be made up in a reasonable length of time. Usually one day for each day absent, when time permits. Please allow two days for work to be gathered and returned to the Guidance Office.

MEMORY BOOK

Bannerman will make a yearbook available to students at a nominal fee. Students interested in working on the yearbook should contact the memory book advisor.

PARKING

Faculty parking is the grass area and paved area on the south side of the school or the area on the west side by the E/BD portables. In addition, we have designated an area on the back side of the campus near the portables. Please do not park between the classrooms during the regular school year. TAPP students can park in area near guidance only.

PROPERTY INVENTORY

All faculty and staff are required to inventory classroom/area furniture and/or equipment. No furniture or equipment is to be moved unless permission is received from BLC's Property Manager.

RE-ADMITS

Notes explaining absences will be taken to Mrs. Norris. Please check FOCUS daily to see if student's absence is excused or unexcused.

RESTROOM/HALL PASSES

There will be no hall passes given to students during class. All students are encouraged to use the restroom during class changes or with teacher permission the 1st five minutes or last five minutes of class.

RETURNING TO HOME SCHOOL

Students are expected to earn their way back to their home school. Students may earn this by acceptable behavior in each of the categories listed in BLC T.I.E.R. Program.

SAFETY

It is our responsibility to keep all of our students safe from harm. Supervision is provided by all when it is transition time between classes and lunches. Supervision is at a minimum on the sidewalk when instruction takes place. Please, keep students in your classroom. Do not allow students outside without your supervision.

SEARCHES

Periodic random searches will be conducted by the Administration.

TEXTBOOKS

Bannerman uses the state adopted texts that all sending schools use. Textbooks are provided for all students and they are the responsibility of the student. Textbooks are very expensive and should be properly handled and protected. If you lose or damage a textbook, you will be expected to pay for it.

TRANSPORTATION

Transportation to and from school will be provided to all students by The School Board of Clay County. Any student transported at public expense is under the authority of the school and subject to disciplinary action. Students are prohibited from exiting at any stop other than their own. Notes requesting that a student may ride home with another student will not be honored; students must enter and exit their bus at their stop.

Violations of bus rules may result in a suspension or expulsion from the bus. Disciplinary students may not drive to school. Only parenting students are eligible for this privilege. TIER "D" students may be eligible to drive pending Administrative approval and valid reason for driving to school.

Students may not exit the campus in any other form of transportation other than a school bus without the permission from the office, which has received in writing and confirmed that there is a change in your exit from school.

VISITORS

According to School Board Policy, visitors are not allowed on school grounds without permission. Anyone found on school grounds without permission will be considered a trespasser. A person refusing to leave campus when asked may be subject to arrest. All visitors must be wearing a visitor's pass. All visitors must be screened via the Raptor System located in the Guidance Office.

WEAPONS

The zero-tolerance for weapons applies to all schools in Clay County. Students found in violation of this policy are subject to suspension, arrest and expulsion from school.

WIRELESS COMMUNICATION DEVICES

Students may possess a wireless communication device while the student is on school property or in attendance at a school function for after-hours usage.

Use of any photographic or image recording device, including but not limited to cell phones, wireless communication devices, video recorders or cameras of any kind or nature whatsoever (hereinafter referred to as "devices") on school board property during school hours, and before school and after school hours is strictly prohibited. Use of said devices while at any school sanctioned activity, bus ride or function, to record images of any activity other than those which are reasonably considered to be part of said activity or function is strictly prohibited. Publication on any internet site of any photographs, videos or images, the taking, recording or acquisition of which was in violation of the prohibitions set forth is strictly prohibited and will be deemed to be materially disruptive to the orderly processes of the school per se, and will be sufficient reason to impose disciplinary measures.

Please refer to your local school handbook for school policy within these guidelines.

Criminal penalties may result if a wireless communication device is used in a criminal act.
(F.S.934.215)

Student Signature

Parent Signature

T.A.P.P

TEENAGE PARENTING PROGRAM

Dear Parents,

Bannerman Learning Center welcomes you to our program. We all have the best interest of your child at heart and we want each day to run smoothly. The guidelines are listed below. If you have any suggestions or comments at any time, please let us know.

1. You must sign your baby "in" and "out" on a daily basis. There will be a daily attendance sheet in your child's nursery room. This is for your protection, so please try not to forget.
2. Only parents or other authorized persons are allowed in the center to pick up your child. They must go to the Guidance Office and the office will call the nursery to advise us of who is coming. Please tell friends to stay outside the nursery rooms.
3. You must have a signed pass to enter your child's nursery during class time or unless the CDC staff has called for you. Without a pass you could get a referral.
4. If you know in advance that you are going to be absent it is your responsibility to let your child's caregivers know. If your child has a doctor's appointment, please bring a note stating the nature of the problem and when your child may return to school.
5. Prescription medications are to be taken to the school nurse upon arrival and it is our responsibility to get a pass and come get your child and take him/her to the clinic to administer medication. It would help out if you inform the caregivers that your child is on a prescribed medication.
6. You must label all of your child's belongings. Items that must be labeled include diapers, diaper bag, wipes container, bottles, bottle tops, cups, caps, pacifiers, tags in clothing, blankets, toys, all baby food, spoons, bibs, ointments, etc.
7. If your child uses bottles, you must provide 2 clean dry empty labeled bottles for us to supply formula. If you are approved for the food program, then 1 bottle for the ride home. The food program supplies Enfamil Products. If your child is on a different formula please speak with your child's caregivers.
8. Babies and toddlers have accidents all the time that can soil their clothes, or get dirty during the day. Please bring in at least 2 extra changes of clothes for your child. It is important that you check your baby's diaper bag daily for soiled clothing.
9. You only have 5 minutes in the mornings to spend in the nursery before the bell rings, so pre-label everything at home. It would be wise to purchase a black sharpie for your diaper bags.
10. Please use polite manners and respect with each other and the center staff. No shouting, loud talking or use of profanity in the center. Keep all comments positive in front of the children.
11. For the health and safety of your child, do not place him/her in a crib with a bottle or cup. Do not put anything under the fire-beds. These are cribs that have to be moved immediately in case of a real emergency.

12. Please wipe off your feet outside before entering the center to help eliminate dirt/sand brought in that your child may crawl or walk in.
13. Each time your child receives his/her shots, make sure you get the 680 immunization record signed by the doctor that include an expiration date. Bring this to your child's caregiver so records can be updated.
14. Please make sure you have all of your belongings when leaving the nursery for the day as to not upset your baby with repeated comings and goings.
15. If you arrive at school at 9:30 a.m. we cannot order a lunch for your child. In that case, please be sure to bring a lunch for your child from home so she/he will not go hungry.
16. There are to be no technical devices left in your child's diaper bags such as cell phones, IPODS, MP3s, etc.

These are general rules of the Child Development Center. Individual classrooms may have additional suggestions unique to their classes.

Let's all work together on following these guidelines. Thank you for your cooperation. Please sign and date below.

Parent's Name _____ Child's Name _____ Date _____

CHILD DEVELOPMENT CENTER

Child care is provided for children four weeks to four years of age. There are three development classrooms staffed by competent qualified workers. A child's placement is determined by age and enrollment numbers. Parents must be in attendance to leave the child in the Child Development Center. Parents are allowed to visit their children at specified times only.

Children may not be left in the CDC before 7:00 a.m. After three consecutive absences, a note from a physician or school nurse is necessary for re-admission. A child who has an excess absence may be terminated from the program. If you choose our program, be here.

CHILD DEVELOPMENT CENTER RULES

1. Children may not be brought into the CDC before 7:00 a.m.
2. Parents may enter the CDD at designated times.
 - a. When dropping their child off in the morning (5 minutes).
 - b. When picking their child up for dismissal.
 - c. When giving medication.
 - d. When breast feeding their baby.
 - e. When taking the baby to parenting class or clinic appointments.
 - f. When called by CDC staff.
3. Parent must sign their child in on attendance sheet each morning and sign them out at dismissal time.
4. Parents must take their child to the clinic to administer medications and must have a signed pass from the health nurse to return to class.
5. All baby items brought from home must be labeled (at home) with the child's name. This includes all diapers, bottles, bottle caps, pacifiers and blankets.
6. Parents are not to open CDC doors to "peek" in to check on their babies.
7. For safety reasons, no student, other than the child's parent, is allowed to handle/hold babies while on school grounds.

ENROLLMENT PROCEDURES

In order to enroll in the TAPP Program, we prefer that you contact the Guidance Office at 904-529-2100 prior to enrollment. Things you will need:

1. A doctor's/clinic statement verifying pregnancy.
2. Transfer or withdrawal information from your previous school.
3. Shot and health records including physical for your baby.

MAKEUP WORK AFTER AN ABSENCE

Work missed due to excused absences may be made up. It is the student's responsibility to contact Guidance or the teacher(s) involved to get assignments.

Work missed due to unexcused absences (suspension is unexcused) is graded at the discretion of the teacher(s).

TAPP students, out on maternity leave, should make arrangements through Guidance to get make up work to complete before returning to school. Students should provide hospital homebound paperwork prior to delivery of their baby.

Work is to be made up in a reasonable length of time. Usually one day for each day absent, when time permits.

Please allow two days for work to be gathered and returned to the Guidance Office.

AUTOMOBILE RULES AND REGULATIONS

Driving a motor vehicle to school is a privilege. If a TAPP student is granted this privilege she/he must observe the following rules and regulations. Please read carefully.

1. I will maintain my vehicle in proper working order and all necessary paperwork available (lights, insurance, registration, etc.)
2. I will not give rides to any other students unless authorized.
3. I will park only in designated areas.
4. I will complete a BLC parking request form.

COUNSELING SERVICES

Educational, vocational, personal, social and economic counseling services are available for you daily. Confidentiality is maintained. Academic Counseling is accomplished the day of enrollment. Course selection is flexible and conducted based on the academic needs of the student parent. If courses are not available on site, CVA and Clay High School will be accessed to ensure accessibility.

GRADUATION

Teen parents may participate in the Graduation Ceremony at their home school or at Bannerman. Teen parents will receive diplomas from their home school. In order to participate in graduation ceremonies at either Bannerman or your home school, you must have no more than 20 excused/unexcused absences for the year. You may not be eligible to walk with 20 or more excused/unexcused absences.

HEALTH NURSE

The school health nurse is available daily. Clinic provisions are made for students who experience signs of active labor while at school.

MEDICATIONS

All rules regarding carrying and using medications apply to Teen Parents. Any search revealing tobacco products, across the counter medication, illegal drugs and drug paraphernalia will result in suspension or expulsion.

MEDICAL EXCUSES

Official bed rest is recognized when it is prescribed in writing by a physician for a specified period of time. The request must be submitted to the Guidance Office where a copy will be kept on file. You and your parents cannot prescribe or extend bed rest not prescribed or extended by a physician.

SOCIAL WORKERS

We have a full time Social Worker on campus to assist students. She can assist you with questions regarding housing, WIC, medical care, clothing and legal aide.

TAPP AND EXTRA CURRICULAR ACTIVITIES

Teen parenting students are allowed and encouraged to participate with their home school in extracurricular activities such as Prom, Grad Night and Graduation. However, it is the student's responsibility to initiate and follow up on these activities. Access to these activities can be made through the school internet page or with the assistance of Bannerman's Guidance Counselor.

SCHOOL BUS SERVICE GUIDELINES AND RULES FOR PASSENGERS FOR TAPP STUDENTS

Parent must be prepared to board the bus that will transport them to Bannerman Learning Center. Those teen parents that currently have children will be picked up and dropped off at their homes. TAPP students with babies need to notify transportation or their bus drivers when they are not going to be at school. The phone number to transportation is 904-284-6523.

Infants must be in federally approved carrier at all times when on the bus. If not secured in such a device, the parent and child will not be allowed to board the bus. Mothers will be required to strap the infant seat to the bus seat as directed by the infant seat manufacturer. Mothers will also be responsible for assuring that toddlers remain safely seated.

Those enrolled in the TAPP Program will be directed to sit in designated seats. Mothers and fathers must comply with the bus driver's instructions at all times. Bus safety rules apply to all passengers on the bus. Mothers are to stay with babies throughout the bus ride.

Because the driver is on a timed schedule, there will be no stopping along the route unless for an emergency. If an infant's diaper becomes soiled while in route to school, the mother will need to wait until the destination is reached before removing the child to change the diaper. All soiled diapers must be carried off the bus by the mother as soon as possible.

No breast feeding will be permitted on the school bus.

As with all transported students, the bus driver is not authorized to honk the horn or wait for students who are late getting to the bus stop. Be at the bus stop at least five minutes ahead of the scheduled pick up time. You must also stay awake during route. You are responsible to watch your child and keep them in a seat belt at all times. As a safety precaution, mothers of the baby are the only ones who need to carry a baby on the campus.

In order for the fathers of the babies or other relatives to pick up children from the nursery the following documentation must be provided:

Valid I.D.

On the baby's emergency card the father's name or other relative's name must be listed.

This will enable their name to appear on the pick-up list in Guidance.

TAPP students are the only students that may enter the nursery to pick up the child. Due to safety, the father, or other relatives, must either wait in Guidance or wait outside the nursery door.

ITEMS NEEDED BEFORE ENTERING THE DAY CARE

You must bring the following documents and/or information to Bannerman Learning Center before a baby can enter the nursery.

1. Current blue form "680" record of immunizations, signed by the doctor and including an expiration date.
2. Current yellow form "3040" well baby physical, signed by the doctor and including an expiration date.
3. Baby's birth certificate.
4. Mother and baby's Social Security cards.
5. Medicaid Card (if applicable).
6. Food stamp card with the 10-digit case number (if applicable).
7. Diapers, wet wipes, two sets of extra clothing labeled with your child's name. Pacifiers, three bottles with caps (labeled) and formula until your child is approved for the food system.

EXCEPTIONAL STUDENT EDUCATION

INSTRUCTION

ESE students placed at Bannerman Learning Center for Code of Conduct violations or felony charges through the State will receive instruction in an ESE classroom that provides variations in the instructional approach appropriate to the student's IEP.

CONDUCT

As a student at Bannerman Learning Center you are expected to conduct yourself as a lady or gentleman at all times and do your school work. Bannerman students are expected to comply with the rules of the Student Handbook, Code of Student Conduct and individual teachers.

E/BD PROGRAM

The E/BD Department provides an E/BD Handbook for all parents and students in the E/BD Program and review the book at the placement hearing so that the parents are aware of our "Success System".

VARYING EXCEPTIONALITIES PROGRAM

This program is provided for ESE students who violate the Code of Student Conduct with Level IV violations. Uninterrupted educational opportunities are provided for these students, as well as guidance in decision making and the effects of peer pressure. Students in this program are encouraged to work with the school's Student Assistant Program Counselor, provided by Clay County schools through Clay Behavioral Health Services while enrolled at Bannerman Learning Center.

ESE students are expected to comply with all the rules within this handbook. Non-compliance will result in disciplinary action and a possible change in their educational setting.

WEB RESOURCES FOR PARENTS AND STUDENTS

Bannerman Learning Center	www.oneclay.net/blc
The School Board of Clay County	www.oneclay.net
Florida Department of Education	www.fldoe.org
Bright Futures Scholarship Program	www.floridastudentfinancialaid.org/ssfad/bf www.florida.access.bridges.com
Federal Student Aid	www.fafsa.ed.gov
Florida Virtual Schools	www.flvs.net
Career & Technical	www.oneclay/cte/
Florida Standard Assessments	www.fsassessments.org
Parent and Student Online Resources	www.oneclay.net/parents-students
FOCUS	https://focus.oneclay.net/focus/

