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# **Baker Virtual Academy (BVA) Student Handbook**



*K–12 Online Program of Baker School District 5J*

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## Welcome to Baker Virtual Academy

Welcome to Baker Virtual Academy (BVA)! We are proud to offer a flexible and engaging online learning option for students in grades K–12. As a program of Baker School District 5J, BVA provides rigorous academic opportunities while upholding the values and expectations of our district’s middle and high schools.

Our goal is to support every student in reaching their full potential while honoring community, inspiring growth, and building futures.

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## Mission, Vision & Core Values

**Mission:** *Reach, Teach, Prosper* – We empower learners with the tools, knowledge, and integrity to build a successful future.

**Vision:** *Honoring Community, Inspiring Growth, Building Futures*

### Baker School District Community Core Values:

- Respect
  - Kindness
  - Integrity
  - Excellence
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## Staff

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Baker Virtual Academy (BVA)

Baker School District 5J

2725 7th Street

Baker City, Oregon 97814

(541) 524-2310

## Portrait of a Successful BVA Learner

Students who thrive at BVA are:

- **Self-Motivated:** Able to take initiative and complete work consistently.
- **Organized:** Keep track of schedules, deadlines, and responsibilities.
- **Tech-Savvy:** Comfortable navigating online platforms and using digital tools.
- **Resilient:** Willing to problem-solve, ask questions, and persevere through challenges.

**Parent/Guardian Partnership:** Success in online learning requires active involvement from both parents and guardians. Parents/guardians provide structure, encouragement, and accountability, ensuring students stay engaged and supported.

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## Enrollment & Participation

- **Eligibility:** BVA is open to all K–12 students residing within Baker School District 5J and beyond, subject to state and district enrollment policies.
- **Enrollment Limits:** Due to staffing and program capacity, enrollment may be capped each year. Waitlists may be established.
- **Participation in Baker Schools:** BVA students may have the opportunity to participate in select Baker High School (BHS) and Baker Middle School (BMS) electives, activities, and athletics, provided they meet enrollment, attendance, behavioral, and eligibility requirements.
- **Academic Plans:** Students who are credit-deficient (grades 9–12) must work with a counselor to create an individualized Academic Plan for on-time graduation.

## Attendance

- **Daily Attendance:** Attendance is tracked based on **time logged into the learning platform, completion of assignments, and teacher contact.**
- Check your plan  
*Each morning, open the BVA platform to review your daily to-dos, live sessions, and deadlines.*

- Log in with your student account  
*Make sure you're signed in to the correct BVA account on your device. Keep your device clock on Pacific Time.*
- Join required live sessions  
*Attend any scheduled homeroom, small-group, or class meetings (video or phone). Participation counts toward attendance.*
- Do active work in your courses  
*Complete lessons, watch assigned instructional videos, take quizzes/tests, post to class discussions, submit assignments, or meet 1:1 with a teacher/tutor. Aim for steady progress in each assigned course every school day.*
- Accumulate engaged learning minutes  
*The platform records your engaged minutes while you are actively working (not idle). Minutes completed 12:00 a.m.–11:59 p.m. PT count for that school day.*
- Submit/turn in your work  
*Click "Submit/Turn in" wherever required so your activity and minutes sync to the teacher gradebook/attendance.*
- Respond to teacher messages  
*If your teacher reaches out with a check-in, reply the same day. Teacher contact and 1:1 help time count as engagement.*
- Log out cleanly  
*Close lessons and log out so your minutes save properly.*

**State Requirement:** Oregon law requires students to maintain regular attendance. BVA follows Baker School District 5J attendance policies.

***Engagement: Students must log in and demonstrate academic progress weekly. Lack of engagement may result in intervention, parent meetings, or withdrawal from the program.***

Except when exempt by Oregon law, all students age 6-18 who have not completed the 12th grade are required to attend a school full-time during the entire school term. All students five years of age who have been enrolled in a public school are required to attend regularly (Policy JEA). State laws require the attendance of students from 6-18 years of age. Exceptions must be approved by the district school board unless a student has graduated from high school before age 18.

Students are required to provide written verbal excuse from his/her parent or guardian when absent from school. If it is necessary for a student to remain indoors after an illness, parent verification is requested.

Regular attendance shall be required for all students in accordance with the regulations of Baker School District and Oregon State Laws 339.010 to 339.030. Absence from school or class will be considered “excused” under the following circumstances:

- A: Sick, student and/or family member (Doctor note may be required)
  - B. Students Medical/Dentist appt. (Doctor’s note may be required)
  - C. Death/Funeral
  - D. Religious Purposes
  - E. Emergency situation that requires a student’s absence
  - F. Pre-arranged absences, per administrator discretion
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## Academic Expectations

- **Work Completion:** Students are expected to complete assignments on time. Teachers regularly monitor progress and provide feedback.
  - **Communication:** Students must check their email/messages within the platform daily. Teachers will communicate with both students and parents.
  - **Testing & Assessments:** Students are required to participate in all state and district assessments. In-person attendance may be required for state testing, benchmark assessments, or district exams.
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## Use of Artificial Intelligence (AI) in Schoolwork

Baker Virtual Academy recognizes that Artificial Intelligence (AI) tools are becoming more common in education. While AI can be a helpful resource for learning, research, and idea generation, students are expected to submit work that reflects their own thinking and effort.

Using AI to complete assignments, tests, or projects without teacher permission is considered plagiarism and a violation of academic integrity. Students who plagiarize by submitting AI-generated work as their own will fail the assignment and may face additional disciplinary consequences according to Baker School District 5J policy.

Students may use AI tools when:

- Directed by a teacher for specific assignments.
- As a support for brainstorming, practice, or study (with teacher awareness).

Students **may not** use AI tools to:

- Generate full assignments or essays that are submitted as their own work.
- Bypass learning expectations, assessments, or plagiarism rules.

Teachers will provide guidance on appropriate use. Students are responsible for maintaining honesty in their work.

## Technology Requirements

- **Device & Internet:** Students must have access to a reliable device and an internet connection. BVA provides district-issued technology to enrolled students.
- **Tech Support:** Families can contact the district technology department for troubleshooting and support.
- **Responsible Use:** Students must follow Baker School District's Acceptable Use Policy (AUP) when using district technology.

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## Student Services

- **Special Education & 504 Plans:** BVA supports students with disabilities in compliance with IDEA and Section 504. Services are provided in collaboration with the district's special education department.
- **English Language Learners (ELL):** ELL students receive appropriate supports and accommodations.
- **Counseling Services:** BVA provides academic, social-emotional, and college/career counseling aligned with Baker School District 5J.

## Special Education Services



Students receiving special education services will need an **IEP meeting with their home school team** to ensure the plan is aligned with the online platform and designed to meet the individual needs of the student. Case management remains with the student's **home school**, and Case Managers are responsible for monitoring progress, coordinating services, and providing required supports for BVA students.

## **Parental Decision to Consider Private Placement for Students**

Baker School District 5J has no obligation to pay for academic programs, emotional or health treatment programs and/or any treatment facilities that are not considered part of Baker School District 5J. Parents may determine a need for private placement of their students; however, Baker School District 5J is not responsible for payment of such placement without prior approval from the Superintendent of the school district and a determination that the student's needs cannot be met within the Baker School District 5J system. Parents must contact the building principal at least ten days to determine the need for a private placement in order to provide adequate time for the building principal to evaluate and address the concerns, placement, and option for educational opportunities.

Placement for a Special Education student will be discussed and approved at his/her Individual Education Plan (IEP) meeting. The IEP team will determine placement for students receiving specifically designed instruction.

## **Code of Conduct**

BVA students are expected to demonstrate **respect, kindness, integrity, and excellence** in all interactions—online and in person. This includes:

- Respectful online communication with staff and peers.
- Academic honesty in all coursework.
- Following district policies regarding bullying, harassment, and appropriate technology use.

Violations of district policy may result in disciplinary action consistent with Baker School District 5J's student code of conduct.

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## **Extracurricular Opportunities**

### **Participation in Extracurricular Activities**

BVA students are encouraged to participate in extracurricular activities offered through Baker

School District 5J, including athletics, clubs, and school events. Eligibility for participation is determined by district guidelines and OSAA requirements.

### **Middle School Activities**

BVA students in grades 6–8 may participate in activities and events hosted by Baker Middle School. This includes dances and other middle school–sponsored events. These activities are intended for Baker Middle School students and their middle school–aged guests.

### **High School Activities**

BVA students in grades 9–12 may participate in activities and events hosted by Baker High School. This includes athletics, clubs, and school dances. These events are intended for Baker High School students and their high school–aged guests.

### ***Eligibility Requirements for BVA Students***

***To attend either middle school or high school activities, BVA students must be in good standing, which means:***

- *Maintaining at least 80% attendance,*
- *Having no failing grades,*
- *Staying on track in their courses, and*
- *Meeting the behavioral expectations of the hosting school.*

### ***Dance Guidelines***

- *Guest passes must be submitted and approved at least 7 school days prior to the dance.*
  - *All BHS and BMS dances follow a **No Return Policy**: once a student leaves the event, reentry is not permitted.*  
*Students violating dance rules will receive one warning; further violations will result in removal from the event.*
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### **Cell Phone Policy**

When accessing a class in a school building **\_New state law prohibits phones from being used during school.** Every student will be assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each student’s responsibility to bring their Pouch with them to school every day and keep it in good working condition.

### **DAILY PROCESS**

As students **arrive at school**, they will:

- 1) Turn their phone off
- 2) Place their phone inside their pouch and secure it in the locked mode.
  - a) Staff will meet students upon arrival at the main entrances where students will be expected to put their phone in their pouch
- 3) Store their pouch in their backpack or locker for the day.
  - a) Students who stay on campus for lunch **will not have access to their cell phone.**
  - b) Students who leave campus for lunch will be allowed to open the YONDR pouch before leaving campus and must return the phone to the pouch when they arrive back to the building.

At the end of the day, students will unlock their pouch, remove their phone, and put their pouch in their backpack. **Students must bring their pouch to school with them each day.**

\*\*\*Students arriving late or leaving early will pouch/unpouch their phones in the BHS Main Office upon check-in/out..

## **VIOLATIONS**

### **Pouch Damage / Lost Pouch / Using Phone During School**

If a student damages their pouch or is caught using their phone, Administration will collect the student's phone and call home.

Repercussions for unauthorized phone use will include:

- **1st Offense - Parent Pickup of Pouch and Device(s)**
- **2nd Offense - Lunch Detention & Parent Pickup of Pouch and Device(s)**
- **3rd Offense - Lunch Detention & Phone Stays Home or is Checked in at Office Daily (backpack check included)**

Examples of pouch damage include:

- Bent pin
- Ripped fabric
- Deep scratches on the lock exterior + green ring
- Intentional pen marks on the inside/outside of the pouch
- Pin and button not fully recessing due to pin damage

**Replacement pouch cost is \$30**

### **Forgotten Pouches**

If a student forgets their pouch, **their phone will be stored in the Main Office.** The phone will be

returned to the student for lunch and at dismissal. If a student consistently forgets their pouch, it is considered lost.

## Graduation Requirements

BVA follows **Oregon Department of Education graduation requirements** as well as Baker School District 5J policies. Students must complete the required credits, demonstrate essential skills, and meet personalized learning requirements.

**Credits:** are the units by which academic progress is measured. One credit ordinarily represents an entire year's work in a course (1.00 credit = 1.00 unit). Students earn .50 credit by passing a one-semester course. Students may lose credits earned if they are in violation of attendance standards.

**Calendar:** The school year is divided into two semesters. Credit is awarded on the basis of the semester grade. Only final semester grades are recorded on the student's permanent record.

### Graduation Requirements:

#### BVA/Oregon Diploma

Academic Area	Credits
<b>Required</b>	
English Language Arts	4.0
Mathematics	3.0*
Science	3.0
Social Science	3.0
Physical Education	1.0
Health Education	1.0
Applied Arts (Second Language, Art, Career & Technical)	3.0
Career Planning	0.5
Financial Planning	0.5
Electives	5.0
<b>Total Credits</b>	<b>24.0</b>

\*Credits must be at Algebra 1(a) or higher

### Alternative Diplomas

The **modified diploma** is for students who have demonstrated the inability to meet the full set of academic content standards even with reasonable accommodations, but who fulfill all state requirements and all applicable local school district requirements as described in district school board policies.

#### Modified Diploma

Academic Area	Credits
<b>Required</b>	
English Language Arts	3.0

Mathematics	2.0*
Science	2.0
Social Science	2.0
Physical Education	1.0
Health Education	1.0
Applied Arts (Second Language, Art, Career & Technical)	1.0
Career Planning	0.5
Financial Planning	0.5
Electives	12.0
<b>Total Credits</b>	<b>24.0</b>

\*Credits must be at Algebra 1(a) or higher

### **Modified Diploma Eligibility:**

- Student has a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers inherent in the students; or
- A documented history of a medical condition that creates a barrier to achievement.
- Students who earn a modified diploma are not able to immediately attend a four year university but may apply to a community college as well as receive financial aid. They also meet the criteria for most military branches.

The **Extended Diploma** is for students who have demonstrated the inability to meet the full set of academic content standards for a high school diploma with reasonable modifications and accommodations as evidence through their IEP may be eligible for a BHS Extended Diploma.

The IEP team will determine whether the student meets any of the following criteria:

- Has a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers; or
- Has a documented history of a medical condition that creates a barrier to achievement; and
- Participate in an alternate assessment beginning no later than grade six and lasting for two or more assessment cycles; or
- Has a serious injury or illness that occurs after grade eight, that changes the student's ability to participate in grade level activities and that results in the student participating in alternate assessments.

### **Graduation (Commencement) Exercises**

All students who have successfully completed graduation requirements and are eligible to receive a high school diploma have the opportunity to participate in the graduation ceremony held in the spring. Students who have not successfully completed all graduation requirements are not eligible to participate in graduation exercises. Only those students who are in good standing may participate in the graduation ceremony.

- All seniors must have cleared all Baker High School debts to be eligible to participate in the graduation ceremony.

- Any student who misrepresents credit received or fails to obtain prior approval regarding non-Baker High School credit may not be eligible to participate.

## **Progress Reports**

Grading will be on a semester system. Hard copies of progress reports will be mailed at the mid-point of each semester. However, parents will be able to check their students' progress on PowerSchool as well as Schoology at any time for an accurate reflection of the current semester grade.

## **Report Cards**

Report cards are produced and mailed to students and parents at the completion of each Semester. Grades are issued at the end of each semester and final grades, representing 18 weeks of instruction, are issued at the end of each semester. Credits and cumulative GPAs are based on semester grades.

## **Letter Grades**

Letter grades reflect the progress that a student makes toward the objectives and competencies of each course. A letter grade is based on the instructor's professional evaluation of student achievement in the following areas: Completion of assignments (written papers, oral presentations, discussions, etc.); Examination scores; Mastery of pertinent skills; Application of knowledge; and Classroom participation and involvement. Special Education students are to receive grades based on progress toward goals stated in the Individual Education Program (IEP).

## **Grading System Grade 9-12**

A	= Superior indicates mastery of subject and work of such character as to merit special recognition (4 GPA points)
B	= Above Average indicates good quality work (3 GPA points)
C	=Average indicates average work which meets minimum course requirements/standards (2 GPA points)
D	= Below Average indicates below average work which only meets the minimum expectations of the course (1 GPA point)
F	= Failing indicates failing work which does not meet minimum course requirements/standards (0 GPA points/No Credit Awarded)
P	= Passing indicates satisfactory work in a planned, non-graded experience (Not a GPA grade/Credit Awarded)
NP	= No Pass indicates unsatisfactory work in a planned, non-graded experience (Not a GPA grade/No Credit Awarded)
WF	= Withdrawn Failing (0 GPA points/No Credit Awarded)
W	= Withdrawn (Not a GPA grade/No Credit Awarded)
NG	= No Grade indicates a non-graded, non-credit experience (Not a GPA grade/No Credit Awarded)

Note: Credit is granted for grades/marks A, B, C, D, and P.

Credit is not granted for grades/marks F, NP, NG, W, WF, and I. An (I) incomplete will be

assigned when circumstances beyond the student or instructor's control prevent the student from completing the coursework on time and when there is a definite goal to finish the course. The course work shall be finished in a timely fashion, usually not more than two weeks beyond the end of the grading period unless previously arranged with instructor and guidance department.

## **Academic Honesty**

BVA owes its students an environment that teaches and supports honesty and integrity. Students have the responsibility to do their own academic tasks. For these reasons, cheating and plagiarism are unacceptable. Baker High School Instructors have a wide array of disciplinary options to deal with cheating and plagiarism, including notifying parents, loss of credit for an assignment or test, which may impact the student's grade, and/or failing the student for the semester, or referring the matter to the school administrators for disciplinary action. Instructors will convey their individual policies regarding this issue to students and in the course syllabus as the course begins.

## **Computer/Internet Guidelines**

### **1:1 Chromebook Program**

Students at BVA will be assigned a Chromebook to be used throughout the year in their classes. The purpose of the Chromebook is to be an instructional tool that enhances the educational opportunities for each student. Students are expected to have either a school-issued Chromebook or a personal laptop for use in every class. Purchase of the Technology Insurance policy is strongly recommended.

## **Technology Guidelines and Etiquette**

Operation of the district's electronic communications system relies upon the proper conduct and appropriate use of system users. Complete district policies are published on the district website and should be reviewed by all users. Students are responsible for adhering to the following guidelines which require legal, ethical and efficient use of the district's system.

Students will:

1. Adhere to the same standards for communicating online that are expected in the classroom and consistent with Board policy and administrative regulations;
2. Respect other people's time and cyberspace. Use real-time conference features such as video/talk/chat/Internet relay chat only as approved by the supervising teacher or system coordinator;
3. Take pride in communications. Check spelling and grammar;
4. Respect the privacy of others. Do not read the mail or files of others without their

permission;

5. Cite all quotes, references and sources; 21
6. Adhere to guidelines for managing and composing effective email messages:
  - a. One subject per message - avoid covering various issues in a single email message;
  - b. Use a descriptive heading;
  - c. Be concise - keep message short and to the point;
  - d. Write short sentences;
  - e. Use bulleted lists to break up complicated text;
  - f. Conclude message with actions required and target dates;
  - g. Remove email in accordance with established guidelines;
  - h. Remember, there is no expectation of privacy when using e-mail. Others may read or access mail;
  - i. Always sign messages;
  - j. Always acknowledge receipt of a document or file.
7. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted with supervising teacher or system coordinator approval only;
8. Communicate only with such users and/or sites as may be authorized by the district;
9. Be forgiving of the mistakes of others and share your knowledge. Practice good mentoring techniques;
10. Report violations of the district's policy and administrative regulation or security problems to the supervising teacher, system coordinator or administrator, as appropriate.

### **General Use Prohibitions**

The following conduct is strictly prohibited:

- a. Attempts to use the district's electronic communications system for:
  - (1) Unauthorized solicitation of funds;



- (2) Distribution of chain letters;
  - (3) Unauthorized sale or purchase of merchandise and services;
  - (4) Collection of signatures;
  - (5) Membership drives;
  - (6) Transmission of any materials regarding political campaigns.
- b. Attempts to upload, download, use, reproduce or distribute information, data, software or file share music, videos or other materials on the district's system in violation of copyright law or applicable provisions of use or license agreements;
- c. Attempts to degrade, disrupt or vandalize the district's equipment, software, materials or data or those of any other user of the district's system or any of the agencies or other networks connected to the district's system;
- d. Attempts to evade, change or exceed resource quotas or data usage quotas;
- e. Attempts to send, intentionally access or download any file or picture or engage in any communication that includes, but not limited to, material which may be interpreted as:
- (1) Harmful to minors;
  - (2) Obscene or child pornography as defined by law or indecent, vulgar, profane or lewd as determined by the district;
  - (3) A product or service not permitted to minors by law;
  - (4) Harassment, intimidation, cyber-bullying, bullying, menacing, threatening, or a bias incident;
  - (5) Constitutes insulting or fighting words, the very expression of which injures or harasses others, or which includes a symbol of hate;
  - (6) A likelihood that, either because of its content or the manner of distribution, it will cause a material or substantial disruption of the proper and orderly operation of the school or school activity;
  - (7) Defamatory, libelous, reckless or maliciously false, potentially giving rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violates any law, rule, regulation, Board policy and/or administrative regulation.

- f. Attempts to gain unauthorized access to any service via the district's system which has a cost involved or attempts to incur other types of costs without specific approval. The user accessing such services will be responsible for these costs;
- g. Attempts to post or publish personal student contact information unless authorized by the system coordinator or teacher and consistent with applicable Board policies pertaining to student directory information and personally identifiable information. Personal student contact information may include photograph, age, home, school, work or e-mail addresses or phone numbers or other unauthorized disclosure, use and dissemination of personal information regarding students;
- h. Attempts to arrange student meetings with anyone on the district's electronic communications system, unless authorized by the system coordinator or teacher or when consistent with school or educational related activities and with prior parent approval when necessary;
- i. Attempts to represent self on behalf of the district through use of the district's name in external communication forums, e.g., social media, chat rooms, without prior district authorization;
- j. Attempts to use another individual's account name or password, or to access restricted information, resources or networks to which the user has not been granted access.

## **Violations/Consequences**

1. Students who violate general system user prohibitions shall be subject to discipline up to and including expulsion and/or revocation of access to the district electronic communications system access up to and including permanent loss of privileges.
2. Violations of law may be reported to law enforcement officials and may result in criminal or civil sanctions.
3. Disciplinary action may be appealed by parents, students and/or a representative in accordance with established district procedures.

## **Accountability**

### **Legal title**

The district holds legal title to the device and retains ownership of it at all times. The student is responsible at all times for the proper care and use of the device.

### **Legal property**

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

### **Liability**

Baker School District reserves the right at any time to demand the return of the device. Students remain responsible for the device until it has been verified to be in working order. The parent/guardian/student are responsible for the entire cost of repairs or replacement to computing devices damaged through student misuse, neglect, intentional damage or loss. In case of theft, an official police report will be required.

### **No expectation of privacy**

Students have no expectation of confidentiality or privacy with respect to any usage of a district-provided device, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The school district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student-issued devices at any time for any reason related to the operation of the school district. By using a district-provided device, students agree to such access, monitoring, and recording of their use.

## **Transportation**

Any student failing to abide by the district code of conduct while riding on school transportation or while waiting at a bus stop may be denied transportation services and/or be subject to disciplinary action.

What circumstances constitute a bus suspension of a student?

1. Defiance of authority: non-compliance with a directive given by a bus driver.
2. Disrespect to the bus driver.
3. Weapons and toy replicas of weapons, are strictly prohibited.

4. Fighting or any dangerous activity, violence, anything that looks like violence, or severe threats of violence.
5. Swearing.
6. Damage to a bus.
7. Possession of tobacco, vapes, alcohol, and other drugs or paraphernalia.
8. Continuous disruptive behavior.

The transportation department in conjunction with District officials, reserves the right to suspend students from riding the bus. Parents/Guardians will be contacted regarding bus-related issues before any suspension from bus transportation. In all cases, Baker School District 5J policy EEACC-AR Student Conduct and Discipline for District-Approved Student Transportation will be referred to and followed. Students or parents who wish to obtain a copy of this policy may contact the district office.

## **Freedom of Expression**

Citizens of our country are permitted free expression under the First and Fourth Amendments of the United States Constitution and Article I, Section 8, of the Oregon Constitution. Students, as citizens, have the right of free expression. Students are entitled to express their personal opinions under all reasonable circumstances. Still, the use of vulgar and plainly offensive, obscene, or sexually explicit language undermines one of the school district's basic missions. Symbolic or actual expression shall not interfere with the freedom of others to express themselves, nor shall it substantially disrupt the orderly conduct of the school.

## **Discrimination Statement**

Baker School District 5-J does not discriminate on the basis of race, religion, color, national origin, disability, sexual orientation, marital or parental status or sex in providing education or access to benefits of education services, activities and programs in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended and Title II of the Americans with Disabilities Act.

Regarding student education records, parent(s)/guardian(s) will sign a Consent for Information Release form which contains complete directory data, and a Disclosure Statement form which informs parent(s)/guardian(s) about our use of student social security numbers. These forms will be signed when registering child(ren) for school. The Consent for Information Release provides information about the school directory containing student education records. The Disclosure Statement informs parent(s)/guardian(s) about Baker School District 5 J's use of student social security numbers.

## Harassment Policy

The Baker School District 5J is committed to a positive and productive working and learning environment. Because it adversely affects morale and interferes with employee and student ability to work and learn, harassment of any kind will not be tolerated by the District.

Harassment of employees and students, whether committed by a coworker, supervisor, subordinate, contractor, volunteer, or student is considered by the District to be just cause for disciplinary action.

Harassment includes, but is not limited to the following types; Sexual, Racial, Religious, National Origin, Age, Sexual Orientation, Parental or Marital Status, and Disability. Other types of harassment may include, but not limited to jokes, stories, pictures, or objects that are offensive, tend to alarm, annoy, abuse, or demean an individual and/or group. Teachers and administration will address all forms of harassment. Students who harass other students may be assigned to an Alternative Learning Environment.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, who has knowledge of or is a victim of hazing, harassment, intimidation, bullying, or menacing is encouraged to immediately report his/her concerns to the building principal or vice principal. The report may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrators.

## Complaint Process

BVA strives to handle any issues, complaints or concerns as quickly and effectively as possible. Eagle Cap Innovative High School addresses concerns or issues using a four-step process.

- **Initiating a Complaint: Step One**

*Any member of the public who wishes to express a complaint should discuss the matter with the school employee involved. It is the intent of BVA to solve problems and address all complaints as close to their origin.*

- **The Administrator: Step Two**

*If the complainant is unable to resolve a problem or concern after meeting with the employee involved, they may file a written complaint or contact the Principal or the Athletic Director for any complaints related to athletics.*

- **The Superintendent: Step Three**

*If after the meeting with the Principal, the issue or complaint is not resolved a written complaint may be filed with the Superintendent, clearly stating the nature of*

*the complaint and a suggested remedy. The Superintendent will investigate the complaint, speak with the parties involved, and prepare a written report of his/her findings.*

- **The Board: Step Four**

*If the complainant is dissatisfied with the Superintendent's findings and conclusion, the complainant may appeal the decision to the Board. The Board may also hold a hearing to review the findings and conclusions of the Superintendent, to hear the complainant. The Board will make a final decision.*