

High School Student Handbook

2019/2020



BETHANY COMMUNITY SCHOOL

RIGOROUS ACADEMICS & CHARACTER DEVELOPMENT
INSPIRES FUTURE LEADERS FOR TOMORROW

Our Mission

Bethany Community School provides a safe and nurturing environment, while setting the benchmark for developing academic success and character excellence.

Our Vision

The guiding passion of Bethany Community School is to prepare each of our students to be citizens of exceptional character through community involvement, academic innovation, and scholastic excellence.

Non-Discrimination Statement

Bethany Community School is committed to the policy of nondiscrimination on the basis of race, color, creed, sex, national origin, or handicap in its educational programs, activities, or employment.

SCHOOL HOURS

School begins for students at 7:40 a.m. and ends at 3:00 p.m. The school office is open from 7:30 a.m. to 4:00 p.m. Students are asked to arrive to school by 7:35 a.m. to be prepared to begin class at 7:40 a.m. Students should immediately enter the office building upon arriving at school and leave campus immediately after the close of school unless participating in a designated after school activity. **When dropping off or pick up students in car line, cell phone use is prohibited.** If a student arrives after 7:40 a.m., **he/she is considered tardy and must report to the office.**

Students leaving early must be excused by the office only. Parents/Guardians must come to the office for authorization. It is important that only the parents or designated person(s) pick up a student during the school day. If someone other than the parent/guardian or designee must pick up a child, the child should bring a note from the parent to the school office. **Students are not to be checked out between 2:10 p.m. and 3:00 p.m. except for a doctor/dental appointment or emergency.**

When an After-School Care Program is in operation, all students not involved in athletics or other after-school activities, who are not picked up from school by 3:05 p.m., will be sent to the ASCP and will incur prevailing charges. Please refer to the ASC Program rules and procedures which are available in the main office.

STUDENT DRIVERS

Student drivers may sign out of school early if they meet the following criteria.

- Submit a parent/guardian signed note authorizing their student to leave early OR the parent/guardian provides confirmation over the phone to an authorized BCS employee (i.e. when the student has become ill)
- Sign out in the main office prior to leaving campus

CAMPUS TRAFFIC

All traffic must enter the Bethany Community School campus via the Hudson Road entrance. Please follow the driveway around to the front of the building to enter the main office and/or drop off students. Traffic must then exit the campus via HWY 158. **For traffic safety, never enter the BCS campus via HWY 158.**

SCHOOL FEES

There is no tuition for attending Bethany Community School; however, some clubs, athletics, and field trips may necessitate a fee.

TEXTBOOKS

Textbooks are provided to each student. However, fees will be charged for books that are lost or damaged beyond normal wear. The following rules will apply for lost or damaged books and textbooks damaged beyond repair

New Textbook – Student pays full price.

Used Textbook – Student pays half price.

**Damage fees for misuse (torn/dirty pages beyond normal use): Student pays \$3.00 to \$10.00.*

READING MATERIALS FOR ENGLISH COURSES

All English courses have required readings. Students will be expected to provide their own copy. Efforts by the school will be made to keep the cost minimal and alternate copies will be available when possible.

ACADEMICS AND INSTRUCTION

CURRICULUM

The Bethany Community School faculty and staff will provide the opportunity to assimilate the basic skills required by the State of North Carolina and the Bethany Community School Board of Directors. The curriculum will be further enhanced with “elective courses”. Teachers will be respectful of the dignity, personality, and intellectual expression of students. Statements made or materials used in the classroom must serve a valid educational purpose and be consistent with the School’s curriculum and curricular goals.

INSTRUCTIONAL TIME AND PARENT CONFERENCES

Parents wishing to have a teacher conference should make an appointment. Teacher conferences can be scheduled from 3:00 p.m. to 3:30 p.m. Tuesday through Thursday or during teacher planning periods. Other times will be made available if these are unsuitable. A conference with school administration or faculty may be scheduled between 8:00 a.m. – 4:00 p.m.

PACK TIME

Bethany Community School implements PACK Time to provide a system of unique academic, social, and service oriented supports for students. The *Practicing and Connecting Knowledge* (PACK Time) program consists of a 25-minute session in which students may choose a staff-sponsored activity. Activity options will include tutorial sessions (i.e. math, social studies), study and research time, student government, library visitation, music practice sessions, intramural sports, club meetings, and peer tutoring for community service credit. Other options will be considered as they are requested by students. Ultimately, use of PACK Time will enable students to have choice in their day, receive additional instruction when needed, and participate in additional opportunities without interfering in a student’s post-school day activities.

FRIDAY SEMINAR

This course is designed to prepare students for the academic and social rigors of high school and beyond. The course will develop alongside the age and grade level of the students. Topics will include: study techniques, leadership studies, growth mindset, mindfulness, digital citizenship, soft skills, conflict resolution, community service, personal finance, college and scholarship applications, job interview skills, resumes, and communication/public speaking. Students will leave this course prepared to be successful contributors to BCS and the surrounding community. This course will occur during PACK Time.

SUMMER READING PROGRAM

Students will participate in a Summer Reading Program each year prior to entering any high school grade. Students will be provided reading and project options to complete prior to the first day of school.

WALK-THE-SCHEDULE NIGHT

BCS holds a Walk-the-Schedule Night each year. This event provides families the opportunity to experience their student’s daily schedule and gain a clear vision of the expectations and content of each course.

COURSE LOADS

Students shall carry a course load equal to the number of instructional periods in the school day, unless special permission is given to the student by the BCS Administration.

COURSE SELECTION

No two required English courses may be taken concurrently except in extenuating circumstances as defined by BCS Administration. Students may request any course listed in the registration guide. The school has the potential offering of each course, subject to sufficient minimum student enrollment, adequate staffing, and materials.

COURSE WITHDRAWAL POLICY

Except when approved by BCS Administration, students are not allowed to drop a course after the first 20 days of school. If a student withdraws after the 20-day period and an emergency situation does not exist, a failure (WF) is noted as the grade, and the course is counted as a course attempted with no quality points earned.

FINAL EXAMINATIONS AND NORTH CAROLINA END-OF-COURSE EXAMINATIONS

Students will participate in either a North Carolina End-of-Course (EOC) final examination, a North Carolina Final Examination (NCFE), or a teacher-created final examination. An examination is a comprehensive test covering all material taught in the course. The final examination shall count as 20% of the student's final grade in that course. In some cases, a student may exempt a final examination (see *Examination Exemption Policy*); however, **student participation in EOC tests is mandatory.** Students enrolled in the NC Virtual Public School are required by the NC Department of Public Instruction to participate in the course-associated NCFE if one is available.

End-of-Course (EOC) Final Examinations are administered for the following courses:

NC Math 1

English II

Biology

NC Math 3

Core course (English, Math, Science, and Social Studies) final examinations are administered during the last 10 days of the school year. Elective course final examinations may be administered at different times if more appropriate to course outcomes. No extracurricular activities (example: athletic events, rehearsals) and/or participation or practice for such activities may be scheduled after school is dismissed on the day prior to the first day of examinations until after school is dismissed on the last day of examinations.

EXAMINATION EXEMPTION POLICY

Students may choose to exempt one (1) final examination, depending on the student's attendance and grades in the course. In order to qualify for an exemption, the student must have no more than three (3) excused absences in the class and at least a 90/A average.

Students cannot exempt a final examination for the following reasons

- One or more unexcused absences in the course
- Received a disciplinary action resulting in Out-of-School Suspension (OSS)
- Student is enrolled in course requiring an End-of-Course final examination

All students must take the final examination in Math.

Students must receive Parent/Guardian permission to use a final examination exemption. This Parent/Guardian-approved exemption must be verified via the Examination Exemption Form (to be distributed in the second semester).

Excessive class/school tardiness may cause ineligibility for an exemption. Teachers may set the standard of all students taking the final examination by not issuing exemptions as academic discretion by the teacher.

The examination exemption form is due to the appropriate teacher no later than one week prior to the examination date. Failure to turn in the exemption form by the correct date will require the student to take the examination.

There are NO EXEMPTIONS for EOC examinations. These are REQUIRED by the North Carolina Department of Public Instruction.

Students enrolled in the NC Virtual Public School (NCVPS) are required by the NC Department of Public Instruction to participate in the course-associated NCFE if one is available. Students enrolled in NCVPS may NOT EXEMPT an NCFE.

If students are on campus during examination time, then they must report to class and take the examination. A Parent/guardian signature on the exemption form gives permission for the student to use this exemption, which allows the student to be absent from the class on the final examination day. **This exemption may be revoked if additional absences occur or grades drop prior to final examinations.**

GRADING PERIODS, PROGRESS REPORTS, AND REPORT CARDS

Report cards will be issued each nine weeks with progress reports at approximately every three weeks (two progress reports per nine weeks grading period). Reports of academic progress or behavior problems may be made at any time during the school year. Final report cards will be mailed pending receipt of End-of-Course examination grades.

The following grading scale will be used:

A = 90 – 100	B = 80 – 89	C = 70 – 79	D = 60 – 69	F = 59 – 0
I	WP	WF		FF
Incomplete	Withdrawal, no penalty	Withdrawal with an F		Failed; attendance policy violation

LEADERSHIP LUNCHEON

Bethany Community School recognizes accomplishments of high school students (academic, athletic, arts, etc.) achieved throughout the school year in a Leadership Luncheon. This event gives students and parents/guardians the opportunity to share a meal together and celebrate these accomplishments. Students will receive invitations to the Leadership Luncheon prior to the event.

ACADEMIC HONORS

Students will be recognized for graduating with the following honors: *cum laude*, *magna cum laude*, and *summa cum laude*. The GPA for a) *cum laude* is 3.5 to 3.79, b) *Magna cum Laude* is 3.8 to 3.99 and c) *Summa cum Laude* is 4.0 or higher.

BETA CLUB

The Beta Club is a service organization in which students are invited to join. The national motto is “Let Us Lead by Serving Others” and BCS students must exhibit the character of this motto with their daily actions. In order to be in the Beta Club, students must be working on grade level and they must have a grade average in their core classes of at least 93. Students with a 93 average are considered for membership by the faculty each year after the third nine-week grading period. Other requirements for membership include 1) worthy, moral, and ethical character, 2) creditable achievement, and 3) a commendable attitude. *Membership is a privilege.*

STANDARDS FOR CALCULATING THE WEIGHTED GRADE POINT AVERAGE

The calculations are based on a standardization of:

- Academic course levels (Standard, Honors, or AP®)
- Grading scales
- The weighting of course grades

The weighted grade point average is based on the table below.

GRADE POINT AVERAGE POINTS SYSTEM					
	A	B	C	D	F
Standard	4	3	2	1	0
Honors (1/2 point)	4.5	3.5	2.5	1.5	0
AP® (1 point)	5	4	3	2	0

ACADEMIC PROBATION

Academic Probation is to be defined as below average or failing performance in coursework for minimum of one grading period. Academic probation is a tool with which Parents/guardians, students, teachers, and administration will work together to enable the student to be academically successful at Bethany Community School. This tool requires that all involved meet responsibilities. All students in all grades are subject to and expected to meet acceptable academic performance levels. Meeting any of the following criteria is grounds for placement on Academic Probation. **This list is not all-inclusive and is subject to administrative amendment.**

- Failing one or more courses in a grading period
- Earning a “D” in two or more courses in a grading period

Students placed on Academic Probation may be subject to parental conferencing and restrictions placed on extracurricular activities, student privileges, athletic participation, and/or disciplinary actions.

Students placed on Academic Probation may be required to attend PACK Time tutoring sessions as deemed necessary by the teacher and administration.

Contact will be made to Parents/guardians of students whose academic performance places them on Academic Probation. A Parent/guardian can request a conference with the student’s teachers and administration. Failure of the student to fulfill responsibilities required by school for academic improvement, such as not attending tutorials or other offered assistance may lead to disciplinary action.

Academic probation will only be considered in retention if the student is not deemed ready for the next grade level. Promotion to the next grade level should always be with the consideration of the credits earned, the student’s preparedness for the next grade level, and the confidences of success.

FAILED COURSE POLICY

If a student fails a course required for graduation, the student is required to make up the failed credit.

PROMOTION REQUIREMENTS

High School students shall be promoted by attaining units of credit that are earned through successful completion of specific required courses.

- **Promotion to 10th Grade** – Earn 6 units of credit, including English I and NC Math 1 (*or the Administrator approved replacement course*).
- **Promotion to 11th Grade** – Earn 12 units of credit, including English II and NC Math II (*or the Administrator approved replacement course*).
- **Promotion to 12th Grade** – Earn 18 units of credit, including English III, Biology, and NC Math III (*or the Administrator approved replacement course*).

*For students planning to enter a four-year university in the UNC system or most other four-year universities and colleges, **at least two credits in the same foreign language are required.** It is recommended to begin fulfilling this requirement no later than the Sophomore/10th Grade year. *Additionally, please be aware some four-year universities and colleges outside of North Carolina require at least three credits in the same foreign language.*

PARENT PORTAL IN POWERSCHOOL

The Home Base Parent Portal provides parents/guardians and students the opportunity to access current information including attendance, grades, and assignments. Home Base helps keep everyone connected and informed about what is happening in the classroom. Students can keep up with assignments, parents/guardians can track their child's progress, and teachers can more easily share information about student progress with parents/guardians and students. Using a single log-in, families with multiple students have the ability to set up their accounts to view all of their students at one time. Families will receive information for accessing Parent Portal early in the school year. For additional inquiries, contact Ms. Sara Lowe at slowe@bcmschool.org.

NORTH CAROLINA ACADEMIC SCHOLARS PROGRAM

Students who complete the State Board of Education requirements for a well-balanced, challenging high school program will be named North Carolina Scholars and receive special recognition. Students who qualify for this recognition receive a seal attached to their diploma and may be recognized in other ways in the community. Most students should begin planning for the program before they enter grade 9 to ensure they get the most flexibility in their courses. The following plan for Academic Scholars Program is effective for students who enter the ninth grade for the first time in or after the 2012-2013 school year. Students must have an overall four-year unweighted grade point average of 3.500 and complete all requirements for a North Carolina high school diploma. In conjunction with the table below, students must complete 3 or more honors or AP levels classes during their four-year high school career.

Program Area	Courses	Units
English	English I, English II, English III, English IV	4
Mathematics	NC Math I, NC Math II, NC Math III & one unit with NC Math III as a prerequisite	4
Science	Physics or Chemistry, Biology, and an Earth/Environmental Science	3
Social Studies	World History, American History I and II (or AP® US History), and American History: Founding Principles, Government and Economics	4
Healthful Living	Health and Physical Education	1
Electives	Two credits in a world language required for the UNC System. Four elective credits constituting a concentration recommended from one of the following: <ul style="list-style-type: none">• Career and Technical Education• ROTC• Arts Education• World Language• Any other subject area	6

MINIMUM ADMISSIONS REQUIREMENTS: THE UNIVERSITY OF NORTH CAROLINA SYSTEM

To enroll in any one of the sixteen public universities that make up the University of North Carolina, applicants must meet the following requirements:

Six course units* in language, including

- Four units in English emphasizing grammar, composition, and literature, and
- Two units of a language other than English.

Four course units of mathematics, in any of the following combinations

- Algebra I and II, geometry, and one unit beyond algebra II,
- Algebra I and II, and two units beyond algebra II, or
- Integrated Math I, II, and III, and one unit beyond Integrated Math III. (The fourth unit of math affects applicants to all institutions except the UNC School of the Arts.) It is recommended that prospective students take a mathematics course unit in the 12th grade.

Three course units in science, including

- At least one unit in a life or biological science (for example, biology),
- At least one unit in physical science (for example, physical science, chemistry, physics), and
- At least one laboratory course.

Two course units in social studies, including one unit in U.S. history.

- An applicant who does not have the unit in U.S. history may be admitted on the condition that at least three semester hours in that subject will be passed by the end of the sophomore year.

Grades

- 2.5 cumulative weighted GPA

Test Scores

- SAT of 880 on new or 800 on old version (verbal and math) or ACT composite of 17

Students should be aware that these are minimum general requirements for most colleges and all public universities in the UNC system. Colleges are increasingly seeking the most qualified applicants. Serious students who wish to maximize their chances for admission to the college of their choice should pursue a more rigorous program. Specifically, the course of study in grades 9-12 should include the English, social studies and science as noted above, but should be expanded to include 4 units in math, 4 units in science, and 3 or more units in a world language.

Discuss your plans with your Parents and school officials. Four-year institutions may require other courses in addition to the minimum requirements.

NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION GRADUATION REQUIREMENTS

Content Area	Future-Ready Core Course of Study Requirements
English	<p>4 Credits</p> <ul style="list-style-type: none"> English I English II (EOC Course) English III AND if following CTP Pathway: ENG 111 & ENG 112 English IV OR if following CTP Pathway: ENG 241 or ENG 242
Mathematics	<p>4 Credits</p> <ul style="list-style-type: none"> NC Math 1* (EOC Course) NC Math 2 NC Math 3 (EOC Course) 4th Math Course aligned with student’s post-high school plans; <i>CTP Pathway optional</i>
Science**	<p>4 Credits</p> <ul style="list-style-type: none"> Earth/Environmental Science Biology (EOC Course) Physical Science Course (Physical Science, Chemistry, Physics) 4th Science Course aligned with student’s post-high school plans; <i>CTP Pathway optional</i>
Social Studies	<p>4 Credits</p> <ul style="list-style-type: none"> American History: Founding Principles, Civics and Economics World History American History I OR if following CTP Pathway: HIS 131 & HIS 132*** American History II OR if the CTP Pathway is complete, any elective may be taken
World Languages	A two-credit minimum, earned consecutively in one World Language, is required for admission to a university in the UNC system.
Health Education	<p>1 Credit</p> <ul style="list-style-type: none"> Health & Physical Education
Electives	<p>6 Credits</p> <p>2 elective credits of any combination from either:</p> <ul style="list-style-type: none"> Arts Education Career and Technical Education (CTE) World Languages <p>4 elective credits strongly recommended (four course concentration) from one of the following:</p> <ul style="list-style-type: none"> Arts Education Career and Technical Education (CTE) JROTC (dependent upon availability) Any other subject area (e.g. social studies, science, mathematics, English)
Additional Requirement	Any student graduating in or after 2015 is required to successfully complete CPR instruction as outlined in NCGS 115c-81(e). This will occur in Health & Physical Education.
Total	<p>23 Credits</p> <ul style="list-style-type: none"> Includes local and state requirements

***NC Math 1**: Students successfully completing this requirement in Eighth grade will enroll in NC Math 2 in Ninth grade.

****Science**: The course sequence utilized by Bethany Community School allows our Science department to design a concrete and inquiry oriented Earth/Environmental Science course to introduce students to high school science. Further, students have the opportunity to take both a chemistry course and a physics course, if desired, during eleventh and twelfth grades.

*****HIS 131 & HIS 132 (Career & College Promise courses)**: These courses fulfill the American History I and American History II requirement. Students will fulfill their Social Studies requirements with American History: Founding Principles, Civics and Economics (9th), World History (10th), and HIS 131 and HIS 132 (11th). Students following this pathway will have earned four Social Studies credits after completing the 11th grade. Students may then opt to enroll in a Social Studies elective or a course from a different content area in the 12th grade.

TECHNOLOGY USAGE

TECHNOLOGY ACCEPTABLE USE POLICY

The Board of Education recognizes that electronic resources of all types are becoming a vital part of a quality education for our students who we are preparing to become technologically literate citizens. It is the goal of the schools to offer students the opportunity to examine a broad range of options and ideas in the educational process, including the privilege to locate, use and exchange information and ideas on the Internet and other electronic networks and devices.

The ultimate responsibility for a student's actions in using the Internet and email rests with the student and his/her parent(s)/legal guardian(s). Parents/legal guardians have the option of requesting that their child not be provided with access to the Internet. To exercise this option, Parents must make a notation on their student's Acceptable Use Policy and return to the student's computer teacher.

The Acceptable Use of Technology Policy applies to all students and all BCS personnel.

REGULATION FOR ACCEPTABLE USE POLICY

1.1 Privilege of Use

The use of the technology hardware, software and the Internet is a privilege not a right, and inappropriate use of this privilege will result in the cancellation of that privilege. These BCS resources are made available to support the educational mission of this charter school. Consequently, students should be cautious about the programs that are installed on computers and documents that are stored on the computer. Any inappropriate content, such as content that is in violation of the Children's Internet Protection Act (CIPA) or Civil Rights Laws, but not limited to only these two legal mandates, found on BCS's computers may result in disciplinary action which may include suspension of the student.

Students are responsible for the educational, ethical, and legal use of their own accounts and materials obtained through Internet and other electronic networks. Students exercising his/her privilege to use the Internet, as an educational resource shall also accept the responsibility for all material received through his/her account. Students who violate the Acceptable Use Policy are subject to the school disciplinary action, and if a violation of the law has occurred, they will be subject to legal prosecution.

1.2 Network Security

All Internet content will be filtered to meet CIPA requirements. Network accounts are to be used only by the owner of the account. Students will comply with the username/password guidelines and procedures as specified in the procedures handbook, and are required to keep IDs/Passwords confidential. All students have the responsibility to report to his/her teacher all violations of security to his/her account. Messages relating to or in support of illegal or unethical activities will be reported to the principal or program director.

Students are not to give out their own personal information (or the information of any other BCS student faculty or staff member) such as a home address or phone number to anyone via electronic networks, websites or to publish in any form. Any use of the network for personal monetary gain, commercial gain or profit is prohibited.

Students will accept the responsibility for keeping all files with inappropriate content, or files that may contain viruses, worms, or Trojan horse programs from entering the network. Therefore, downloads of unapproved files or attachment of network or computing devices, including Bluetooth devices to the BCS network is prohibited. Correction of problems arising from inappropriate usage or actions will be at the student's Parent/guardian's expense.

Vandalism or damage through neglect will result in immediate cancellation of user privileges and possible restitution.

1.3 Network Etiquette and Citing Sources

Students will use proper network etiquette. The use of inappropriate language or harassment is not acceptable. Appropriate bibliographic citations must be given for all information obtained through electronic networks. Students are expected to limit their pursuit of information through electronic sources to curriculum-related activities. Students will be informed of issues regarding network etiquette, security, and vandalism with the understanding that any violation of the regulations is unethical and may constitute a criminal offense that may require appropriate disciplinary action.

1.4 Email

In an effort to maintain adequate available email server and network resources, email services are provided for students for school-related activities, not personal communication.

Transmission of any material in violation of any law or system policy is prohibited. This includes, but is not limited to the following: copyrighted material, threatening, harassing, or obscene material, material protected by trade secret, materials used for commercial activities by for-profit institutions, and material used for product advertisement or political lobbying. Email should not be considered private-content of any email sent through the network or residing on a BCS-owned computing device is subject to the North Carolina Records law.

Care must be taken to limit confidential information, and these messages containing confidential information must not be forwarded to persons who do not have the right to access this information. The sender of the email is held responsible for confidentiality violations. System technicians have access to all email. Students will have access to in-school network email only. Teachers may send and receive school-related emails from student's personal email address as they deem necessary.

This policy represents the standard for acceptable use of electronic media. The tenets of the standard are communicated to Parents/guardians, and students with additional notification of the policy by its inclusion in the student handbook.

ACCEPTABLE USAGE OF PERSONAL ELECTRONIC DEVICES

The attached is an addendum to the current technology Acceptable Use Policy (AUP) to help ensure the safety and well-being of our students. By signing this AUP we (Parent and child) accept responsibility for the appropriate use of school-issued or personal electronic devices (including but not limited to eReaders, iPads, MP3 players, smart devices, fitness trackers, etc.) and adhere to the following guidelines.

- Personal electronic devices may be used for the eReader function in lieu of print materials, with teacher permission.
- In the classroom setting, personal electronic devices can only be used as it relates to the curriculum and teacher directed activities with teacher permission.
- These devices may not be used to access the internet, except in BYOD setting.
- These devices must not be used to capture video, audio, or photos of objects and other people at school without teacher supervision and written consent from the Parents of all involved.
- Use of personal electronic devices are not to be used for recreational activities at school, including but not limited to, social networking, videotaping, gaming, harmful or inappropriate websites, gambling, and cyber bullying.
- If these technologies create a disruption to the learning environment they will be confiscated and made available to the student's Parent/guardian at the end of the school day.
- When not in use, personal electronic devices must be turned off.
- BCS accepts no responsibility or liability for the safe-keeping of personal electronic devices while on school grounds or at school sponsored activities, events, and programs.
- These guidelines apply during the school day and while on the school grounds before and after school and on the school buses. Failure to adhere to the above guidelines will result in the personal electronic devices being confiscated, loss of privileges, and returned to the Parent in addition to consequences based on our discipline code.

ACCEPTABLE COMPUTER USE POLICY AGREEMENT

Each school year, every student and his/her Parent/legal guardian will be required to sign this "Student Computer Use Agreement." This Agreement is for the current school year and must be renewed each subsequent year.

Computer use is a valuable resource for a student's education. Student use of the Bethany Community School computer system is a privilege and not a right, which may be authorized as well as withdrawn. Although school staff will supervise student use of the school computer system at school, the school cannot guarantee that students will not gain access to inappropriate material. Therefore, the school encourages Parents/legal guardians to have a discussion with their students about values and beliefs that should guide student activities while using the computers, networks, and internet access. Use of the schools' computers, networks, and internet access is subject to the terms and conditions of this- Acceptable Computer Use Policy and Student Violations and Disciplinary Action Code (in student handbook), which includes, but is not limited to, the following:

1. Student Personal Safety:

- a. When using the school's computers and internet access, students should not disclose personal information such as address, telephone numbers, social security numbers, birthday, etc.
- b. Students may use school computers and internet access only for teacher-directed educational activities.
- c. Students may use school computers and internet access only when authorized and supervised by a staff member.

2. Prohibited Activities:

- a. Students shall not use the school computer system to engage in any illegal activities, such as: annoyance; discrimination; slander; unsafe or violent communications and behavior.
- b. Students shall not damage or disrupt the school computer system or components used with the system (i.e. mouse pads, mouse, etc.).
- c. Students shall not gain, or attempt to gain, unauthorized access to other computers or other student's files.
- d. Students shall not plagiarize works, violate copyright, or trademark laws.

3. Inappropriate Conduct: The following are prohibited in public or private messages or document files:

- a. Any inappropriate communications with other students or anyone else that is foul, vulgar, indecent, hostile, or threatening;
- b. Potentially damaging, dangerous, or disruptive material;
- c. Personal or generalized attacks or harassment; bullying
- d. False or abusive information.

4. Inappropriate Access to Material:

- a. The schools' computer system shall not be used to access material that is obscene, pornographic, sexually explicit, sexually suggestive, harmful, or otherwise inappropriate.
- b. Unintentional inappropriate access should be reported promptly to the student's teacher or principal.

5. No Expectation of Privacy:

Students have no expectation of privacy in files, disks, documents, etc., which have been created in, entered in, stored in, downloaded from, or used on the school's computer system.

6. Violations and Discipline:

- a. In the event there is an allegation that a student has violated this policy, the student will receive notice of the alleged violation and an opportunity to present an explanation.
- b. In the event of a violation of this policy, appropriate disciplinary action may be taken in accordance with established disciplinary policies and administrative procedures, including losing computer use privileges, suspension, and expulsion.

I acknowledge that I have read and understand the terms, conditions of this policy, have read, and understand the disciplinary action code of the student handbook. Therefore, I hereby agree to abide by and comply with all of the said terms and conditions.

STUDENT PRINTED NAME

STUDENT SIGNATURE

DATE

As the parent/legal guardian of this student, I have read and understood the terms and conditions set forth in this policy and the student disciplinary action code. Therefore, I hereby grant my permission for this student to use the school's computers, networks, and internet access.

PARENT/GUARDIAN SIGNATURE

DATE

BCS CHARACTER EDUCATION PROGRAM

The Character Education Program at BCS is dedicated to developing young people of good character who become responsible and caring citizens. Following are the six Character Pillars of our program:

TRUSTWORTHINESS

Trust is not a matter of technique, tricks, or tools, but of character. --Anonymous

It takes 20 years to build a reputation and 5 minutes to ruin it. --Warren Buffett

Trust is built with consistency. --Lincoln Chafee

RESPECT

Knowledge will give you power, but character respect. --Bruce Lee

One of the most sincere forms of respect is actually listening to what another has to say --Bryant H. McGill

Respect for ourselves guides our morals; respect for others guides our manners. --Laurence Sterne

RESPONSIBILITY

You cannot escape the responsibility of tomorrow by evading it today. --Abraham Lincoln

Leadership - leadership is about taking responsibility, not making excuses. --Mitt Romney

If you take responsibility for yourself you will develop a hunger to accomplish your dreams. --Les Brown

FAIRNESS

Live so that when your children think of fairness, caring, and integrity, they think of you. --H. Jackson Brown, Jr.

Fairness is not an attitude. It's a professional skill that must be developed and exercised. --Brit Hume

CARING

Without a sense of caring, there can be no sense of community. --Anthony J. D'Angelo

Never believe that a few caring people can't change the world. For, indeed, that's all who ever have. --Margaret Mead

Caring - about people, about things, about life - is an act of maturity. --Tracy McMillan

CITIZENSHIP

Citizenship is a tough occupation which obliges the citizen to make his own informed opinion and stand by it.

--Martha Gellhorn

Every good citizen adds to the strength of a nation. --Gordon B. Hinckley

CODE OF CONDUCT

BCS students are expected to conduct themselves in a respectful manner at all times. Any conduct which is deemed by school personnel to be detrimental to a positive teaching/learning environment is unacceptable and may result in disciplinary actions. A student may be prohibited from participating in school sponsored field trips or events if unsatisfactory conduct is exhibited in the classroom or on school grounds, including buses.

COMMON COURTESY RULES

1. Respect teachers, classmates, and school property.
2. Use school buildings, furniture, books, restrooms, and other equipment properly.
3. Treat all school personnel, adults, and students fairly and address each in a proper manner.
4. No bodily contact among students.
5. All school rules are in effect during all school-sponsored activities.

INFRACTIONS AND CONSEQUENCES

Minor Infractions include, but are not limited to the following:

1. Unexcused tardy to school or class
2. Unexcused absence from class or school
3. Bus misconduct (Including to and from extra-curricular events)
4. Lunchroom misconduct
5. Leaving trash on lunchroom table or floor
6. Taking food or beverages out of the lunchroom
7. Classroom misconduct
8. Dress Code violation
9. Not being prepared for class (Books, notebooks, pencils etc.)
10. Not having homework
11. Defacing or damaging school property (as deemed by the administration)
12. Being out of a scheduled class without a hall pass
13. Having food or beverages in the classroom, commons area, hallway, gym or bus (Except during break or special activities authorized by the teacher.)
14. Minor verbal or physical confrontation with another student
15. Inappropriate physical contact with another student
16. Minor verbal or physical harassment of another student
17. Being excessively loud in the halls, classroom or lunchroom
18. Not dressing appropriately for P.E.
19. Misconduct while attending or representing BCS at athletic or extracurricular events on or off school grounds
20. Use of cell phones, beepers, smart watches (devices) during the instructional day for any purpose including but not limited to making calls, texting, taking pictures, etc.
21. Inappropriate use of electronics such as MP3 players, smart watches, electronic readers, computer games, cell phones, cameras, etc. during the instructional day, on school property or on school related activities without permission.

Possible Consequences for Minor & Major Infractions may range from, but are not limited to the following:

- After School Detention
- Community Service
- Suspension
- Recommendation for Long Term Suspension or Expulsion from BCS.
- Parent Conference
- Disciplinary Probation
- Bus privileges revoked
- Loss of field trip privileges.

The appropriate consequence for Minor & Major Infractions will be determined by the administration, who will consider:

- The seriousness of the offense
- Circumstances surrounding the infraction
- Information provided by faculty and staff, students, Parents or other reliable individuals who may have witnessed or have knowledge of circumstances surrounding the infraction
- Previous disciplinary history

Major Infractions include, but are not limited to the following:

1. Excessive referrals for minor infractions
2. Disrespect to a teacher or other school staff
3. Insubordination/Failure to follow directions or requests from teachers and staff members
4. Fighting (Note: Fighting and physical confrontation are not the same)
5. Fighting at designated BCS bus stops
6. Using profanity, inappropriate language and/or gestures
7. Dishonesty
8. Stealing
9. Cheating
10. Flagrant or repeated physical or verbal harassment of another student
11. Unruly or disorderly conduct
12. Inappropriate conduct
13. Possession, use, or distribution of tobacco or vaping products
14. Possession, use, or distribution of alcohol
15. Possession, use, or distribution of a controlled substance or illegal drug, including prescription drugs which are not prescribed for that specific individual.
16. Sexual harassment of another student and/or inappropriate physical contact of another student
17. Possession of pornographic magazines or other materials
18. Possession of any object which may be used as a weapon or endanger the safety of one's self or others, including but not limited to firearms, knives – including but not limited to pocket knives, pen knives, Swiss army knives, box cutters, Exacto knives, sharp scissors etc., fireworks, lighters, matches, etc. or possession of a look-alike weapon.
19. Misconduct on school field trips. (i.e. curfew violations, etc.)
20. Making remarks of a threatening nature to teachers, staff, or other students.
21. Publishing or posting BCS personnel's confidential information such as home addresses, phone numbers, etc. without their permission.
22. Defacing or damaging school property (as deemed by the administration)
23. Creating or facilitating an unsafe situation within the school environment or school-related activities.

Possible Consequences for Minor & Major Infractions may range from but are not limited to:

- After School Detention
- Community Service
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- Parent Conference
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- Previous disciplinary history

HABITUAL VIOLATIONS OF SCHOOL RULES

No student shall, through habitual violation of classroom rules, disrupt the educational process. Such habitual violations, no matter how minor, shall be considered a major violation.

BCS CONFLICT RESOLUTION PROCESS

Concerns from Parents or guardians regarding student progress and success should be addressed to BCS in the following order: Teacher, BCS Administration, and then the Board of Directors.

OUT-OF-SCHOOL SUSPENSION

Failure to comply with school rules could lead to out-of-school suspension. Offenses that could result in out of school suspension are: fighting, stealing, damage to school property or private property, using or possessing drugs or alcohol, possessing dangerous weapons, communicating threats, and disrupting classes. Students that are dismissed for inappropriate behavior will be held in the office until the Parent is contacted. Suspended students are not allowed on school premises or at any school related events/activities without permission during their suspension.

SUSPENSIONS AND EXPULSIONS

1. The principal of a school has the authority to suspend for a period of ten days or less any student who willfully violates policies of conduct established by the local board of education, provided that a student suspended is provided an opportunity to take any quarterly, semester, or grading period examinations missed during the suspension period. (G.S. 115C-391)
2. The principal of a school, with prior approval of the superintendent, has the authority to suspend for periods of time in excess of ten days, but not exceeding the time remaining in the school year, any student who willfully violates the policies of conduct established by the local board of education. (G.S. 115C-391)
3. A local board of education may, upon recommendation of the principal and superintendent, expel any student 14 years of age or older whose continued presence in school constitutes a clear threat to the safety of other students or employees. (G.S. 115C-391)
4. A local board of education or superintendent shall suspend for 365 calendar days any student who (1) brings onto educational property or to a school-sponsored curricular or extracurricular activity off educational property, or (2) possesses on educational property or at a school-sponsored curricular or extracurricular activity off educational property, a weapon, as defined in G.S. 14-269.2(b), (b1), (g), and effective December 1, 1999, G.S. 14-269.2(h). The local board of education, upon recommendation by the superintendent, may modify this suspension requirement on a case-by-case basis. (G.S. 115C-391)
5. A local board of education shall suspend for 365 calendar days any student who, by any means of communication to any person or group of persons, makes a report, knowing or having reason to know the report is false, that there is located on educational property or at a school-sponsored curricular or extracurricular activity off educational property any device designed to destroy or damage property by explosion, blasting, or burning, or who, with intent to perpetrate a hoax, conceals, places, or displays any device, machine, instrument, or artifact on educational property or at a school-sponsored curricular or extracurricular activity off educational property, so as to cause any person reasonably to believe the same to be a bomb or other device capable of causing injury to persons or property. The local board, upon recommendation by the superintendent, may modify the suspension requirement on a case-by-case basis. (G.S. 115C-391)
6. A local board of education or superintendent may suspend for up to 365 days any student who: by any means of communication to any person or group of persons, makes a report, knowing or having reason to know the report is false, that there is located on educational property or at a school-sponsored curricular or extracurricular activity off educational property any device, substance, or material designed to cause harmful or life-threatening illness or injury to another person; with intent to perpetrate a hoax, conceals, places, disseminates, or displays on educational property or at a school-sponsored curricular or extracurricular activity off educational property any device, machine, instrument, artifact, letter, package, material, or substance, so as to cause any person reasonably to believe the same to be a substance or material capable of causing harmful or life-threatening illness or injury to another person; threatens to commit on educational property or at a school-

sponsored curricular or extracurricular activity off educational property an act of terror that is likely to cause serious injury or death, when that threat is intended to cause a significant disruption to the instructional day or a school-sponsored activity or causes that disruption; makes a report, knowing or having reason to know the report is false, that there is about to occur or is occurring on educational property or at a school-sponsored curricular or extracurricular activity off educational property an act of terror that is likely to cause serious injury or death, when that report is intended to cause a significant disruption to the instructional day or a school-sponsored activity or causes that disruption; or conspires to commit any of the acts described in G.S. 115C-391 (d4).

7. The superintendent shall, upon recommendation of the principal, remove to an alternative educational setting, any student who is at least 13 and who physically assaults and seriously injures a teacher or other school personnel. If no appropriate alternative educational setting is available, then the superintendent shall, upon recommendation of the principal, suspend for no less than 300 days, but not more than 365 days, any student who is at least 13 and who physically assaults and seriously injures a teacher or other school personnel. (G.S. 115C-391)
8. The superintendent may, upon recommendation of the principal, remove to an alternative educational setting any student who is at least 13 and who physically assaults a teacher or other adult who is not a student, physically assaults another student if the assault is witnessed by school personnel, or physically assaults and seriously injures another student. If no appropriate alternative educational setting is available, then the superintendent may, upon recommendation of the principal, suspend this student for up to 365 days. (G.S. 115C-391)
9. Notwithstanding the provisions of 115C-391, the policies and procedures for the discipline of students with disabilities shall be consistent with federal laws and regulations. (G.S. 115C-391(g))
10. A student must be recorded present in school when participating in any disciplinary techniques grouped under the term "in-school suspension."
11. When a student is expelled while under suspension, his/her withdrawal (W2) should be posted on the day the expulsion takes effect. The absences incurred during the suspension remain on the student's record.
12. Whenever a student is assigned a long term suspension to include the remainder of the school year, a W2 withdrawal code should be posted to that student's record. When students are suspended from school because they lack proper immunizations, their absences are coded as suspensions.

DRESS CODE

***The school reserves the right to approve or disapprove of any clothing, footwear or accessories.**

The school dress code will be followed before and after school hours for all school functions, events, and field trips. If dress code is not adhered to, Parents will be contacted to bring appropriate clothing to school for the student.

BACK PACKS will be carried throughout the day as there are no lockers in the high school. Wheelie bags **are not** allowed.

1. Appropriate size of student dress and footwear is necessary to maintain a positive school climate. Any clothing or accessories that endanger the safety of others is prohibited.
2. Clothing must be age appropriate and cannot be provocative, revealing, indecent or vulgar. Clothing should not be too short, too tight, too baggy or too revealing. Stretchy or form fitting pants (such as leggings, jeggings, yoga pants, or any pants with stretchy materials) **must be covered by a top that is fingertip length or shorts or a skirt that are fingertip length**. Clothing made of sheer or see-through material is prohibited. Light up shoes should not be worn to school.
3. Clothing and accessories will not be allowed which promotes alcoholic beverages, tobacco, the use of controlled substances, depicts violence or weapons, is of a sexual nature and/or can be considered racist, gang related, suggestive, or is of a disruptive nature.

4. Students are not permitted to wear shirts that expose midriffs, bare shoulders, fishnet tops, mesh transparent, backless attire, spaghetti strap tops, and shirts with unfitted armholes. All sleeveless tops extend to the shoulders. Plunging necklines or necklines that expose cleavage are not permitted.
5. No headgear is allowed – including but not limited to hats, ball caps, earmuffs, bandanas, sweatbands, or sunglasses. Hoods on sweatshirts or jackets must be pulled down once inside the building.
6. Hoodies with headphones are not allowed on the bus or at school.
7. Extreme, full head hair color is prohibited.
8. No short shorts or short skirts are allowed. As a guideline, the hemlines of garments are to be no shorter than mid-thigh and should fall below the student’s fingertips even if leggings are worn. No sagging pants are allowed. Undergarments are not to be exposed. No slacks, shorts or blue jeans with holes, tears or frays. Belts should be worn with pants that have belt loops. No words should be written on the seat of pants.
9. Sleepwear or anything resembling sleepwear is prohibited.
10. Chains, accessories, or any attire that has the potential to be used as a weapon is prohibited. No visible body piercing is allowed other than in the ear. Visible gauging and body art are not allowed.
11. For reasons related to safety, students should wear footwear that provides protection to the feet and toes. For example, flip-flops or shoes that leave the toes completely exposed are discouraged due to safety.

DRESS CODE CONSEQUENCES

- 1st Offense Warning. Parent/Guardian contacted through written communication.
- 2nd Offense Second written communication to parent/guardian
- 3rd Offense Phone call from Administration – explain 4th offense consequence
- 4th Offense Parent/Guardian called and required to bring correct dress code apparel
- 5th Offense and Beyond May lead to other disciplinary action at Administrative discretion

ATTENDANCE POLICIES

North Carolina G.S. 115C-84.2 requires LEAs to establish a school calendar to include a minimum of 185 days or 1,025 hours of instruction. Attendance policies related to minimum days of attendance for course credit or promotion are established or authorized by the local board of education in each LEA, provided no other attendance policy (relating to minimum days of attendance, etc.) has been established in State Board of Education policy or state law.

NORTH CAROLINA ATTENDANCE LAW

NC Compulsory Attendance Law (G.S. 115C-378) states every Parent, guardian, or other person in North Carolina having charge or control of a child between the ages of 7 and 16 shall cause that child to attend school continuously for a period equal to the time which the school to which the child is assigned is in session. It prohibits any person from encouraging, enticing, or counseling the child to be unlawfully absent from school. The Parent, guardian, or custodian of the child is required to notify the school of the reason for each known absence of the child, in accordance with local school policy. Any Parent, guardian, or other person violating the provisions of the Compulsory Attendance Law is guilty of a class 3 misdemeanor. (G.S. 115C-380)

Absences from school should be held to a minimum. Absences have a negative effect on learning. When returning to school after an absence, students should bring a note giving the reason for their absence. Absences not explained by parental or doctor’s note upon students return to school will not be excused. It is the students’ responsibility to make up all missed assignments. Students have one day to make up work for each excused day they are absent. When students are absent on the day of a scheduled test, they are expected to make up this test on the day they return to school. Parents will be notified by letter of their child’s non-attendance after three (3) consecutive or six (6) accumulative unexcused absences.

NOTE: Parents who refuse to comply with the health regulations of a community, such as compulsory vaccination, thereby causing a student to be excluded from the school, or parents who permit a student to stay at home or to be employed in any way contrary to the Child Welfare Law (Chapter 110 of the General Statutes),

are responsible for the nonattendance of the student. Each LEA must enforce the state laws and regulations which relate to compulsory attendance. LEAs may adopt rules which allow teachers to consider a student's absences in the computation of the student's grades. (16 NCAC 6E.0103) School personnel have additional legal responsibilities for student attendance.

EXCUSED (LAWFUL) ABSENCES

Absences for the following reasons shall be classified as excused when the indicated documentation or approval is provided:

1. **Illness or Injury:** When the absence results from illness or injury which prevents the student from being physically able to attend school.
2. **Quarantine:** When isolation of the student is ordered by the local health officer or by the State Board of Health.
3. **Death in the Immediate Family:** When the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.
4. **Medical or Dental Appointments:** When the absence results from a medical or dental appointment of a student.
5. **Court or Administrative Proceedings:** When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
6. **Religious Observance:** When the student is absent due to a religious observance in accordance with local school board policy.
7. **Educational Opportunity:** When it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel. Approval for such an absence must be granted prior to the absence once per academic year.
8. **Local School Board Policy:** LEAs may excuse temporary or occasional absences for other reasons in accordance with local school board policies, provided that the student has been in attendance for at least one-half of a school day during the current school year.
9. **Absence related to Deployment Activities:** A student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent or legal guardian. (G.S. 115C-407.5 Article V (E))

REQUIRED DOCUMENTATION FOR ABSENCES

When returning after an absence, students should bring a note from their Parent/Guardian or an official note from a medical provider, court, governmental agency, or other such agency stating the reason for the absence within **three (3)** school days. **Any absence for which a note is not received will be considered unexcused.** When a student reaches a total of ten (10) excused or unexcused absences in a school year, an official note from a medical provider, court, governmental agency, or other such agency stating that the student was seen by that provider or agency during the missed school time will be required for all absences incurred during the remainder of that year.

UNEXCUSED AND EXCESSIVE ABSENCES

Any absence from school, with or without the knowledge of the parent, which does not meet the requirements of an excused (lawful) absence, shall be classified as an unexcused absence.

BCS will notify the parent or guardian of his/her child's excessive absences after the child has accumulated three unexcused absences in a school year. After six (6) unexcused absences, the parent, guardian, or legal custodian will be notified by mail that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the state and local boards of education.

After ten (10) accumulated unexcused absences in a school year, the principal shall review any report or investigation prepared under G.S. 115C-381 and shall confer with the student and his/her parent, guardian, or custodian, if possible, to determine whether the parent, guardian, or legal custodian has received notification and made a good faith effort to comply with the law. If the principal determines that a parent, guardian, or legal custodian has not made a good faith effort to comply with the law, the principal shall notify the district attorney and the director of social services of the county where the child resides.

TARDIES TO SCHOOL/CLASS

Tardiness to school/class is disruptive to the learning environment. Students arriving to school after 7:40 a.m. are considered tardy and must be signed in at the main office by a parent/guardian. A parent/guardian note or official note must be provided stating the reason the student was tardy.

ABSENCE MAKEUP WORK

If a student is absent from school due to illness, he/she will have one day for each day missed to make up assignments. *For example, a student missing five days of school has five days to complete all make up work. It is the student's responsibility to follow each teacher's absence procedures to make-up missed assignments.*

When students are absent on the day of a scheduled test, they are expected to make up this test on the day they return to school at a time approved by the teacher. Parents may call the school to request makeup work for students who have been absent for **three (3) or more consecutive days**. Requests must be called in by 8:00 a.m. if work is to be picked up at the end of the school day. We do not collect work for absences less than three days as students receive ample time to complete make-up work for short absences upon their return.

PERFECT ATTENDANCE

Although absences may be excused for a variety of reasons, any day missed [excused or unexcused] is counted as an absence, and therefore counts against perfect attendance. In order to receive recognition for Perfect Attendance, a student must be in attendance in every class on every school day.

A student must be present at least one-half of the school day in order to be recorded present for that day. (Sec. 115C-238.29F. NC General Statutes)

Penalty for Attendance Law Violation:

Any parent, guardian, or other person violating the provisions of the Compulsory Attendance Law is guilty of a Class 3 Misdemeanor. (G.S. 115C-380)

STUDENT MEDICATION

MEDICATION ADMINISTRATION PROCEDURES

- Parents should make every effort to schedule any medication to be given before school and after school, if possible.
- Medications administered during school hours by school personnel should be kept to a minimum. Prescription medications will be administered at the time and dosage listed on the prescription bottle only. Over-the-counter medicines sent in for students must be kept in the office and will be given only when accompanied by a Permission to Administer medication form signed by the parent or guardian and physician. **Over-the-counter medicines will be distributed during the student's break or lunchtime only, and students are not allowed to come to the office at other times for these medicines.** However, when a student is in need of medication to sustain his/her school attendance, it is within the Principal's designee's scope of duty to administer medications, provided by parent and requested by the parent with written permission.
- The Bethany Community School assumes no responsibility for students who self-medicate. This is the parents' responsibility.

- Aspirin and aspirin compounds will not be given to any student in the Bethany Community School because of the possibility that it may cause Reye's Syndrome.
- The school retains the right to reject a request for medication.
- The only responsibility or liability that can be assumed by BCS or its personnel is to comply with the written instructions forwarded by the student's parent/guardian and the physician.
- Any student requiring medication for an emergency situation, such as bee sting or any other allergic reactions, should have their personal physician give emergency plan instructions to school personnel. The emergency plan must be written out by the doctor with his/her signature.
- For BCS to administer all over-the-counter or prescription medications to a student, a *Permission to Administer Medication* form signed by **both** parent/guardian and physician must be brought to the school office with the medicine in its original prescription bottle.

IT IS THE PARENT OR GUARDIAN'S RESPONSIBILITY TO:

- See that the Permission to Administer Medication form is appropriately signed and returned to school.
- Provide the medication to the school in a container appropriately labeled by the pharmacist who includes the student's name, the name of the medication, the unit dosage to be given, the amount of medication in the container, the time of administration, and how it is to be administered. Notify school staff if refrigeration is necessary.
- See that the pharmacist labels two containers, one for home use and one for school use, if the student takes the medication at both sites.
- Provide new containers with appropriate labeling when medication changes are made, and to remove the medication from the school when the physician has discontinued it.
- Provide school with new medication form yearly or if change in medication dosage.
- Pick up all unused medication from the school office within one (1) week of the last day of school. All medication left at school after one (1) week will be destroyed.
- See that containers with new or refilled medication are brought directly to the school office.

In the event that transmittal of the medication to the school presents an undue hardship for the parent or guardian, arrangements may be made to secure the medication. The parent will be responsible for these arrangements.

IT IS THE RESPONSIBILITY OF THE SCHOOL ADMINISTRATION TO:

- See that one or more persons will be designated to administer the medication to the student according to parents and physician directions.
- See that all medication is kept in a secure, preferably locked, location. (Exceptions may be made for medication that requires refrigeration.)
- Maintain an individual medication log of the administration of the medication to the student.

Medication, which is administered only as needed, is to be recorded each time it is given. Record date and time it is given. If a medication is discontinued, record the date it is discontinued. Medication forms will be considered out-of-date after one school year. The office will oversee the medication administration regulations and guidelines.

Medications that have been left at the school one (1) week after the students have left at the end of the year, will be counted and appropriately disposed of by the Principal **and/or** his/her designee. Both will sign the medication log as witness for each other. Medication will not be kept at school from one (1) year to the next.

All Permission to Administer Medication forms and the medication logs should be kept on file at the school. These forms should be considered legal documents and should be kept for five (5) years.

TELEPHONE USE & STUDENT MESSAGES

The school telephone is for **Emergency Use Only** and may not be used for personal convenience, social calls, or during instructional time. Classes are not interrupted to give students non-emergency messages, and therefore **parents must make transportation arrangements and other plans with students prior to school.**

INSURANCE

Student insurance may be purchased for a nominal fee. BCS does not provide student accident coverage. Student dental insurance is available upon request. Information on coverage should be explained in a brochure sent home at the beginning of the school year. The school will assist with claims but remember that this policy is between the parent and insurance company.

HEALTH AND SAFETY

In case of minor injuries such as skinned knees, the school will help clean wounds and supply bandages when needed. Transportation of sick or injured students is the parent's' responsibility. The school will arrange transportation in case of extreme emergencies.

Please refer to the Medication Administration Procedures section for information regarding medications.

FIRE & TORNADO DRILLS & EVACUATION PLAN

During a fire drill, students are to walk in an orderly manner without talking. In the event of a true emergency the evacuation plan is to transport students to a nearby facility which will be announced, in the event of emergency, through the automated phone message system.

During tornado drills students should sit on the floor with knees bent and forehead touching knees. Students should clasp hands behind their necks for protection from any flying objects.

LUNCH

Meals will be catered by local restaurants. Students may choose to bring their lunch. The cost for lunch may vary depending on the meal.

Lunch may be ordered online at www.orgsonline.com. Parents/Guardians will create a personal account using a school identifying code. The code is available on the school website. Online lunch purchases can be made on a monthly basis through electronic checks or debit cards. Credit cards are not accepted. A small service fee is charged for each transaction. A monthly lunch menu will be available through this website. Additional information will be provided to families. For inquiries, please contact Mrs. Terri Fowler, BCS Lunch Program Coordinator.

The school will provide microwave ovens. Water and juice are available for purchase. **Students are not allowed to have soft drinks at any time during the school day.** Flavored water and flavored-water packets should not be used. In the event of forgotten lunches or money, the lunchroom attendant may offer other food items for a small fee to cover expenses. Excessive charging is not permitted.

BCS does not participate in the state Child Nutrition Program and therefore is not reimbursed for Free or Reduced priced lunches

NON-SUFFICIENT FUND CHECK POLICY

BCS will work with their bank to collect for checks returned for non-sufficient funds. The check amount and any bank fees charged to BCS are expected to be paid promptly for all returned checks.

GYMNASIUM

The gym is strictly for physical education classes during the school day. Students should use the gym only under supervision. For safety, gym shoes must be used by anyone participating and to protect the gym floor.

BUS TRANSPORTATION

Bus service is available to Eden, Madison, and Reidsville.

2019-2020 TRANSPORTATION SCHEDULE

EDEN	MADISON	REIDSVILLE
6:45 a.m. Departs Eden Food Lion	6:55 a.m. Departs Old Kmart	6:50 a.m. Departs Wal-Mart
3:35 p.m. Drop Off @ Eden Food Lion		6:55 a.m. Departs Food Lion (Freeway Drive)
	3:25 p.m. Drop Off @ Old Kmart	7:15 a.m. Departs Midway United Methodist
6:45 a.m. Departs Walmart		
3:35 p.m. Drop Off @ Walmart		3:15 p.m. Drop Off @ Midway United Methodist
*Buses depart 5 minutes after the time listed		3:25 p.m. Drop Off @ Food Lion (Freeway Drive)
		3:35 p.m. Drop Off @ Wal-Mart

Students who are not picked up on time will be brought back to the school and it will be the responsibility of the parent to pick them up there. Students will be placed in After School Care until a parent arrives to pick them up. **After School Care fees will apply and must be paid that day. Parents who are continually late to pick up their student may lose after-school privileges.**

Riding the bus is a **PRIVILEGE**, not a right. Students who misbehave on the bus will be denied the right to ride the bus for a specified period of time, usually ranging from one to ten days. Repeated misconduct or conduct detrimental to the safety of other students may be grounds for permanent suspension of bus privileges.

AFTER SCHOOL CARE

The After School Care program (ASC) is available to BCS families during regular school days from 3:00 p.m. until 5:30 p.m. The ASC program does not operate on early release days, inclement weather days, school holidays, and teacher workdays. The ASC program is available at a reasonable cost to BCS families. For inquiries, please contact Mrs. Terri Fowler or Mrs. Jennifer Vaughan in the Main Office for more information and an enrollment form.

VISITATION

For security reasons all visitors and volunteers must report to the office upon arrival and must sign in and receive a Visitors Badge to be worn while on campus.

INCLEMENT WEATHER/EARLY DISMISSAL

BCS posts inclement weather announcements on local television news outlets and sends an automated phone message. BCS typically follows the same inclement weather schedule as the Rockingham County School System.

FIELD TRIPS

Field trips/learning expeditions are planned to enrich student learning by extending the classroom to areas off the school campus. These trips are open to all BCS students and their parents. Student behavior will be addressed as if the student were on the school campus. Parents can be assured that field trips are planned with educational objectives. All students are encouraged to participate when possible. Fees are charged to all participants to cover the cost of entrance fees, transportation, meals, etc. **No refunds can be made.**

SOCIAL ACTIVITIES

School-sanctioned social activities will occur throughout the school year. This includes dances, Junior/Senior Prom, and other activities as designed by students and staff.

STUDENT DRIVERS AND STUDENT PARKING

Students who operate a private motor vehicle on the Bethany Community School campus must submit a Student Parking Permit Application. This application must be signed by the student, the parent/guardian, and the school administration. The application, along with the \$25 parking fee, the required insurance information, and a copy of the student's driver license must be submitted to the front office prior to driving to school. If a student drives more than one vehicle, all vehicles must be registered with the school. Parking tags must be properly displayed to park at BCS; there will be a \$5 charge for replacement tags.

Bethany Community School is not responsible for lost, stolen, or damaged articles kept in private motor vehicles. Therefore, it is suggested that all vehicles remain locked. Additionally, Bethany Community School will not be responsible for damage to vehicles that are parked on school property. Damaged vehicles parked on school property should be reported to the front office and law enforcement.

Driving is a special privilege. State laws governing driving in school zones are in effect on campus. Violation of speed limits, established traffic patterns, or reckless driving on or off campus will be reported to parents/guardians and may result in loss of on-campus parking privileges. BCS reserves the right to suspend the driving privileges of any student who willfully disobeys school driving expectations.

The following rules apply:

- Cars parked at BCS may be searched for the safety of the student body and if a violation of BCS policies are in question. Everything in your vehicle is your responsibility.
- No students are allowed to park in the bus parking area at any time.
- The speed limit on campus is 10 mph.
- Once at school, students must immediately exit their vehicle and enter the school building; no loitering at any time.
- Once at school, students may not return to the student parking areas without being escorted by a staff member.
- During or following school dismissal, students must wait for all school buses to depart campus prior to student driver departure.
- Violations of this policy constitute a violation of the discipline code.
- Parking policies are subject to change at the discretion of the administration and students will be notified accordingly.

ATHLETICS

PERMISSION TO STAY AFTER SCHOOL FOR EXTRACURRICULAR ACTIVITIES

In order for students to be allowed to stay after school for activities, such as sports events, written permission must be sent to school and turned into the school office PRIOR to the beginning of the school day.

BCS SCHOOL SPORTSMANSHIP CODE

The Bethany Community School expects students, coaches, and fans to exhibit good sportsmanship at all athletic events. The following ideals of sportsmanship should be followed.

1. Fans and spectators are to respect the efforts of everyone involved in any athletic contest. Any outstanding effort on the field or court, whether demonstrated by our players or the opposing team's players, should be applauded in a like fashion. At no time shall a spectator demean or degrade any player, coach, official, or other spectator at any athletic contest.
2. Fans and spectators shall not take part in any conduct, including cheers or yells that are derogatory to our opponents or officials.
3. Students, coaches, and spectators shall treat the opposing teams, their fans, and the officials with respect at all times.
4. Students, coaches, and spectators shall respect the property of our opponents as well as that of our own school.
5. Spectators are expected to stay off the playing fields and courts during athletic contests.

Players and fans are reminded that every individual associated with the team represents their school and the entire school community; Thus, any inappropriate behavior on or off the court/field will greatly impact and reflect upon the overall image and reputation of our school.

Fans that are verbally abusive to players, coaches, or officials will be asked to leave the athletic facility.

PLAYER / COACH RESPONSIBILITY

We expect all players and coaches to exhibit the highest degree of good sportsmanship and good citizenship at all times. They are to abide by all the recognized rules of their chosen activity. In addition, all students are to exercise good judgment in all of their actions to insure their personal safety and the safety of others. In the event of a severe rule infraction involving a co-curricular activity, the student will be referred to the school administration for disciplinary action.

- Players or teams who damage another school's property will be held responsible for the cost of repairing or replacement of the damaged property.
- Players or coaches who are ejected from a game will be suspended for the next conference game.
- Players who use profanity, or display flagrant unsportsmanlike conduct during a game will be suspended for the following game. ***A second offense will result in that player or coach being suspended for the remainder of the conference games.***
- If a team is more than fifteen minutes late for a game, the game will be forfeited - ***unless the game officials and both coaches agree to play the game.***
- Students who turn 19 on or before September 1st of the current school year are not eligible to participate in BCS and the Carolina Athletic Association for Schools of Choice (CAASC) conference events.

GUIDELINES FOR ATHLETIC PARTICIPATION

GRADES / ATTENDANCE / CONDUCT

- The academic eligibility for athletics will be closely monitored. Students not meeting academic standards may be placed on academic probation and possibly be removed from the team.
- Students participating in athletics must have a satisfactory record of attendance and punctuality.
- Students who are not in attendance on the day of a game are not eligible to participate in that day's contest.
- Students participating in athletics must have a satisfactory conduct record. Repeated minor violations of the student code of conduct or suspension will be grounds for suspension or dismissal from the team.

AGE

To be eligible a student cannot turn 19 on or before September 1st of the current school year.

HEALTH PHYSICAL

Student athletes must have a current Athletic Medical (Physical) form signed by a doctor on file before being allowed to participate in practices or games. Athletic Physicals are valid for only one calendar school year.

TRANSPORTATION

All student/athletes must travel to and from athletic contests with the coach. School buses will be used for most trips. No athlete should be allowed to drive or ride with others unless parents and athletic coaches give written permission. Under certain circumstances and with prior written approval from the coach, an athlete may return home with his/her parents. Buses are an extension of the classroom. All school rules related to the student code of conduct apply while traveling to and from athletic events.

LOCKER ROOM BEHAVIOR

Student/Athletes are responsible for their behavior in the locker room area as well as on the field or court. We strongly disapprove of rough play and expect the athletes to demonstrate responsible actions in the locker room area. This also applies to away contests where student athletes have the privilege to use the opposing team's locker room facilities. Any infraction of the above expectations will result in evaluation by school administration and the violation could result in suspension from future athletic events and even expulsion from school.

TRYOUT POLICY

Choosing the members of the various athletic teams is the responsibility of the coaches. Coaches will provide team information to all candidates about the tryout period, the number of team members that will be selected and rules concerning practice schedules. This is clear notification that tryouts are based on performance and no other outside influences. If a student/athlete is not selected on a team in a competitive function he/she may be selected as a team manager to perform other necessary duties.

DRESS

Each athlete is responsible to dress appropriately while attending away competitions. The wearing of inappropriate attire could result in removal from team competition on the specific day infraction occurs. See specific coaches if you are concerned about attire. Take pride in your appearance and your team.

REMIND APP

REMIND is a texting/email service utilized by the BCS Athletics Department to send out important information, schedules, locations of games, and times the team will be returning to school. Sign-up instructions will be provided at the Parent/Player/AD/Coaches meetings held prior to the start of athletic seasons.

INFORMATIONAL MEETINGS

Players, parents/guardians, and coaches are required to attend an informational team meeting the Monday following tryouts. Expectations, rules, policies, and schedules will be reviewed at this meeting. It is the responsibility of the player and parent/guardian to schedule a meeting with the Athletic Director and Coach before first game if unable to attend the original meeting.

STUDY HALL EXPECTATIONS

If your team must wait after school for practices and/or games, athletes will be expected to use this time to complete homework and study. Permission to use electronic devices during this time must be granted by the Coach or Athletic Director. Study and dressing facilities must be kept clean at all times. Any issues must be reported to the Athletic Director or Coach.

EQUIPMENT & UNIFORMS

Each athlete is responsible for each item of equipment issued to him or her. Lost or stolen equipment or uniforms must be paid for at the replacement rate cost. An athlete will not be allowed to participate in the next season sport or will not be allowed to receive his or her awards, grades, or diploma until the borrowed equipment has been returned or paid for.

CONTROLLED SUBSTANCES (ALCOHOL & DRUGS)

At any time, alcohol or drugs may not be used by the student/athlete on the school premises and while in the care of the school at away contests. Any violation of this rule will result in immediate suspension from the athletics program for the remainder of the year and could bring suspension or expulsion from the school administrator. There is zero tolerance of alcohol or drug use during athletic functions, practices, and or contests.

BCS SPORTS TEAM PLAYER AGREEMENT (SAMPLE)

As a BCS Sports Team player, each team member has a unique opportunity to represent not only the team but the entire school as well. It is the responsibility of every team member to behave in a manner that reflects positively on the team and BCS at all times, whether it be during practice, a game, or a regular school day.

Players are role models for their classmates, which includes adhering to the BCS Code of Conduct and Athletic Code at all times (see Student Handbook). Team members, who are sent to the office for disciplinary reasons or are suspended for any reason, may be suspended from the team. The Principal and Athletic Director will determine suspension and probation periods.

We believe that academics come first and participation in athletics second. Players need to maintain, at minimum, a "C" average at each reporting period. If a player does not maintain a "C" average or earns an "F" during the reporting period, they will be placed on academic probation and cannot participate in team activities, including practice or games, until the next reporting period. However, if they are unable to bring their grades back up to a "C" average or bring the "F" up to a passing grade, they will no longer be part of the team.

Attendance at practices is required to play in games. In the case of illness, family emergencies, or a doctor appointment please notify the Coach/Athletic Director immediately. If players have 3 unexcused absences there will be a mandatory suspension, and a potential to leave the team. Players who are counted absent from school will not be allowed to practice or play in a game that day. **Thank you for taking this responsibility seriously!**

****Important note regarding sports team uniforms****

To receive your team uniform, a \$30.00 security deposit, submitted by check, will be required. Upon returning the uniform clean and undamaged at the end of the season, the security deposit will be returned. *If the uniform is lost, stolen, or damaged, the security deposit will be kept along with the remaining balance of the assessed \$80.00 fee, which is payable to BCS.* All uniforms must be returned clean and undamaged at the end of your season. Thank you!

If you agree to uphold these standards please sign below and have your parent/guardian sign also.

Student's signature: _____ Date: _____

Parent's signature: _____ Date: _____

Emergency Contact info:

Parent/Guardian name: _____ Home #: _____ Cell #: _____

Emergency Contact name: _____ Cell #: _____

STUDENT AND PARENT/GUARDIAN STATEMENT OF ACKNOWLEDGEMENT

I have read and understand the Bethany Community School Student Handbook for high school.

Student Name (printed): _____

Student Signature: _____

Parent/Guardian Name (printed): _____

Parent/Guardian Signature: _____

Date: _____