

# **Bethel Middle School STUDENT-PARENT HANDBOOK**



## **2015-2016**

630 Sonoma Road  
Waynesville, NC 28786

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<http://bms.haywood.k12.nc.us>

This school agenda belongs to:

Name \_\_\_\_\_ Grade: \_\_\_\_\_

## **“Working Together for Student Success”**

## **WELCOME**

Welcome to Bethel Middle School. We are looking forward to another wonderful school year. Bethel has always maintained a strong sense of community pride. It is our responsibility to assure that future generations have a great place to live and go to school. If we work together, wonderful things will happen.

This handbook has been published to clarify questions for students and parents. The assignment pages are designed to help students keep up with the ever-increasing demands of learning. Parents and teachers can also use the book to enhance communication between home and school. All parents are encouraged to look at and utilize this agenda as a vital part of parent/teacher communication on a daily basis.

Our administration, faculty and staff are committed to providing an environment where all students find their purpose, realize their worth, and reach their full potential by engaging in positive learning experiences that will foster confident, self-directed, lifelong learners.

Join us in our focus on creating an environment for our students where all can work together for the benefit of your child and the entire school population. Let us know if you don't experience a positive, professional, and problem-solving approach when working with any Bethel Middle School staff member. If you have concerns or issues at any point, please contact the school.

You can expect for Bethel Middle School staff members to return your calls/or emails within 48 business hours. However, every effort will be made to respond within 24 business hours. If you do not receive a teacher response to a call or email within 48 hours, please contact the assistant principal/principal.

## **ATTENDANCE, MEMBERSHIP AND COURSE CREDIT**

### **Reference: Board Policy 4400**

The Haywood County Schools Attendance Policy states that students must be in attendance in school for a minimum of 165 days to be eligible for promotion. In order to be counted present for the school day, a student must be in attendance for at least one-half of the day (11:30). Students are responsible for obtaining make-up work from teachers. Prior approval from principal is required for students absent from school due to out-of-town trips. Any absences (excused or un-excused), which exceed 15 days, could result in grade retention and/or attendance Saturday/summer school. Five (5) tardies or early checkouts will equal one (1) lawful absence regardless of the reason. A copy of this policy is available in the school office or online at [www.haywood.k12.nc.us](http://www.haywood.k12.nc.us) under Policies.

Students must provide either a note from home or from the doctor, if a doctor visit occurred, on the first day back after being absent. We ask that you provide a doctor's excuse after each visit to the doctor or dentist. Students shall have two (2) school days to complete assignments missed from the first absence, four (4) school days to complete assignments missed from two consecutive absences, and one (1) calendar week to complete assignments missed during three (3) to five (5) consecutive days.

***To communicate effectively, all transportation changes and messages for the day must be received prior to 2:30.*** To ensure the safety of our students upon dismissal there will be NO checkouts after 2:30.

Teaching time is valuable and important to both teacher and students. We respectfully ask you to not ask us to call students out of class to talk to you in person or on the phone, but rather give us the message or the item and we will get it to the student at the appropriate time. When we take students out of the classroom,

they miss valuable instructional time that requires the teacher to stop instruction and reteach what your student missed.

Attendance for athletic eligibility is a separate policy.

### **BLACKBOARD CONNECT5 (Rapid Notification Service)**

Haywood County Schools and Bethel Middle School will continue using a rapid notification service. This service will call your home, cell phone, text, or email with pertinent school information such as weather related announcements, school announcements and emergency information if needed. When you receive these calls expect a short delay before the announcement begins. For parents to receive these important messages it is vital that all phones numbers remain current.

### **CUSTODY OF A CHILD**

#### **Reference: Board Policy 4210**

If a parent is separated, divorced or is legal guardian of a child, you must have a copy of your child's custody papers on file in that child's records in the office.

### **INSURANCE**

#### **Reference: Board Policy 4220**

School insurance is available for school-day coverage and/or 24-hour coverage. We urge you to consider these plans. Athletes must purchase school insurance if parent/guardian does not have coverage.

### **ARRIVAL AND DEPARTURE OF STUDENTS**

**\*\*School will open each morning at 7:20 a.m. for students arriving on the first buses. Doors will be locked until that time. Parents are asked not to drop students off prior to 7:20 a.m., as there is no one on duty to supervise.**

**\*\*Car riders are to be dropped off and picked up in front of the gym, entering near the Church, circling through the blue lines, and exiting by the cafeteria. Please do not drop your child off on the sidewalk on Sonoma Road.**

**\*\*Students are asked to report promptly to the cafeteria if arriving before 7:50 in the morning. Students may get breakfast in the cafeteria at that time if desired.**

**\*\*Classes begin at 8:00 a.m. Students who arrive after 8:00 a.m. will be counted tardy and must be signed in by a parent or guardian.**

**\*\*Parents must report to the main office to check out their child. Parent or guardian MUST provide consent to allow other individuals to check out his/her child.**

**\*\*Students must have parental permission to travel home in any way other than the assigned one.**

**\*\*Buses and car riders will depart at 2:55 p.m.**

**\*\*Buses on icy roads - Roads that are not run in the A.M. because of icy conditions will not be run in the P.M.**

## **COUNSELING/STUDENT SERVICES**

### **Reference: Board Policy 3610**

The counselor is available to help you and your child have a successful school year. Anytime you are concerned about your child, i.e. drastic changes in behavior, grades, etc., please call to discuss your concerns. Parents and students are encouraged to visit the counseling center for information, resources and/or referrals. There is also a part-time school nurse and a part-time social worker on staff to assist students when a need arises.

## **TECHNOLOGY RESPONSIBLE USE**

### **Reference: Board Policy 4312/3225/7320/4318**

This policy requires students and parents to sign the computer "Acceptable Use Policy" before students will be allowed to participate in an activity that uses the internet for assignments.

Students are permitted to possess personal, electronic devices on school property. These devices may be used during the school day with permission from a teacher or administrator for an activity related to learning. Inappropriate use of electronic devices will not be tolerated. If a student fails to adhere to the policy, the device will be taken and turned in to the office. The teacher will then notify the parent and the device will be available for parent pick up in the office.

BMS is NOT responsible for the care of these devices, nor will be held accountable for any damages, loss, or other ill use that may occur to students' personal items, including, but not limited to, cell phones, iPods, iPads, tablets, etc.

Students who use a teacher's classroom technology must follow the classroom rules regarding appropriate use and return of electronic devices, which also includes all accessories attached to these devices, such as power cords and headphones.

## **MANAGEMENT OF STUDENT BEHAVIOR**

### **Reference: Board Policy 4310/4315**

Bethel Middle School's Positive Behavior Intervention and Supports (PBIS) will lead to a population of young adults who are better prepared to meet a future society that is more demanding, more diverse and perhaps more difficult than any our world has known. Classroom management is designed to teach students socially acceptable standards and guidelines for their behavior. It allows administrators and teachers to monitor and guide students in healthy, nurturing and accountable ways. It requires that students are responsible for their actions and held accountable for the decisions that they make. In doing so, they are actively and appropriately engaged in preparing for all of life. It is essential that we have the support of parents and the community. We must work together to meet the needs of our children.

**BMS School Standard: I AM RESPONSIBLE FOR ALL MY ACTIONS.**

- I am responsible for treating myself, others and school property with respect.
- I am responsible for coming to class on time with necessary materials, prepared to learn.
- I am responsible for conducting myself in a manner as to promote learning for others and myself.
- I am responsible for following directions

**MAJOR OFFENSES:** The following items are examples of major offenses and will not be tolerated. These include but are not limited to:

- weapons
- fighting
- theft of property
- drugs, alcohol and tobacco
- assault on any adult or student either verbal or physical
- sexual harassment
- disrespect to authority
- additional acts as defined by School Board and state statutes.
- communicating threats to harm (fighting, use of weapon, etc.)  
Board Policy # 4431
- sexual behaviors
- cutting class

**Consequence:** Reported to office ASAP. Suspension and/or legal action as deemed necessary and based upon School Board Policy and state statutes. A parent conference is required prior to reinstatement.

**CAMPUS OFFENSES:** (including classroom, hall, restrooms, commons and cafeteria, plus all school sponsored events such as athletic activities, dances/social and field trips)

- running, pushing and/or horseplay
- vulgarity, cursing, obscene gestures, sexual harassment

- shouting, screaming or disruptive noises
- tardy
- throwing, spitting or shooting objects
- possession of aerosol containers or perfume containers
- wearing hats of any nature inside of a building
- public display of affection (no handholding, kissing, arms around body, hugging, etc.)
- climbing in bathroom
- banging on walls or awning

**PBIS:** Each teacher will have rules and consequences for behavior called Positive Behavior Intervention and Supports, developed by the Department of Public Instruction, posted in the classroom. Students will receive a copy of this Discipline Plan, which will be signed by the students and the parents acknowledging that they have seen the document.

**Consequence:** When the classroom guidelines are not adhered to, the Discipline Plan provided by (PBIS) will be followed. After all attempts by the teacher have been exhausted in correcting the student's behavior, including parent contact, the student will be given an Administrative Referral. Students who are assigned In-School Suspension (ISS) will be expected to do regular classroom assignments while there. If a student refuses or chooses not to complete his/her work, additional ISS or lunch detention will be assigned. A behavior contract may be implemented as needed.

\*\*\*Students currently being serviced in the Exceptional Children's Program will follow the discipline plan provided in their Individual Education Plan.\*\*\*

## **INCENTIVES**

Students will be excluded from extracurricular and incentive activities for failing to meet behavioral and academic standards established by the school district administration. This includes:



school dances, socials, PBIS nine week grading period events, and other opportunities that may arise. Listed below are criteria to attend:

- Not more than two days of In School Suspension in the last 45 school days.
- No Out of School Suspensions in the preceding 45 school days.
- Not more than 15 total absences for the year.
- No more than \$10 debt to the school (for example - lunch debt, library debt, school books or locker debt, picture fees, etc.)

### **DANCE POLICY**

- Not more than one day of In School Suspension in the preceding 45 school days.
- No Out of School Suspensions in the preceding 45 school days.
- Not more than 15 total absences for the year.
- No more than \$10 debt to the school (for example - lunch debt, library debt, school books or locker debt, picture fees, etc.)
- Bethel Middle School will not be responsible for the cost of dresses, tuxedos, hair appointments etc. for students who become ineligible to attend the formal dance.

### **STUDENT TRANSPORTATION - BUSES ESTABLISHED RULES**

*Riding the school bus is a privilege not a right.*

In order to retain the right to ride a bus, students must:

1. Always speak quietly on the bus so the driver will not be distracted. The driver needs to be able to hear approaching emergency vehicles.
2. Never throw things on the bus or out the windows. Keep arms, hands or head out of the window. Keep the aisles clear at all times. Feet should be directly in front of you on the floor and book bags should be kept on your lap.
3. Never play with the emergency exits. Large instruments or sports equipment should not block the aisle or emergency exits. If there is an emergency, listen to the driver and follow instructions.
4. Hands should be kept to yourself at all times while riding on the bus. Fighting and picking on others creates a dangerous bus ride.

5. Be on time for the bus and wait for the bus at the designated stop.  
(Be at the stop 10 minutes before your pick up time.)
6. Remain seated at all times. Do not get up until the bus has arrived and stopped at your stop.
7. Students are not allowed to consume food or drinks on the bus.
8. Possession or use of tobacco products, alcohol and drugs are forbidden.
9. The use of profanity or obscene gestures will not be tolerated.
10. Never bring dangerous or prohibited items such as guns, knives, gasoline, car batteries, animals, drink bottles, and projects too large to be held on the lap.
11. Never damage or deface the bus
12. Video cameras have been installed on some buses.

Students may be filmed while on the bus. Violations of the Code of Student Conduct or any behavior, which substantially distracts the driver and causes, or has the potential to cause, a safety hazard on a moving bus, may be the basis for suspension from bus/school and/or expulsion from bus-riding privileges.

The bus driver will report all offenses of the student transportation rules to school administration. Any or all of the following will be used to address violations to the student transportation rules:

1. Conference with student and/or parent (Warning)
2. Assigned seats
3. Suspension from riding the bus\* (short or long term)

\*North Carolina law gives the principal the authority to suspend students from riding the bus should they not follow bus rules. The use of video cameras may provide supportive information concerning bus misconduct.

## **DRESS CODE FOR MIDDLE SCHOOL STUDENTS**

### **Reference: Board Policy 4316**

The main purpose for any type of dress code is to prevent interference with the learning process and provide a safe and secure classroom.

Clothing must not be obscene, scanty, suggestive, unsanitary, and unsafe or send negative messages. No shirts above the waist in length; no plunging necklines; straps on tops must be at least 1 1/2 inch wide; undergarment straps should not be exposed; pants/shorts must sit at the waist; no shirts or tops with obscene comments are to be worn. No sofee shorts are allowed to be worn except during PE class. No pajama bottoms or tops. All shorts and skirts must be longer than fingertips with arms hanging by student's side. Pants/shorts may only have open holes at or below fingertip length. Hair styles that are disruptive to the learning environment may be prohibited. Principals will make determinations on a case-by-case basis. No hats or other head coverings are allowed in the building. No bandanas, bondage pants or chains attached to clothing are allowed at any time. Leggings must have a shirt or dress over them that are at least fingertip length.

## **LOCKERS AND LOCKS**

Locks will be rented during the first week of school for a \$3.00 fee. Locks will be assigned by homeroom teachers. Lockers are the property of Bethel Middle School and as such, may be searched by school officials at any time with good reason.

## **STUDENT MEDICATION**

The following procedures must be followed for students to take medication at school.

1. Parents must furnish the school with a signed physician or parental request for administering the medication (forms are available in the office).

2. All medication must be in the original container with label.
3. All medication will be kept in a locked place in the office.
4. The school will not be held responsible when students refuse to take medication.

### **ATHLETIC POLICY**

Students assigned in school suspension for 1 day will be allowed to practice or compete with their team that afternoon. Students assigned in school suspension for multiple days will not be allowed to practice or compete until the afternoon the suspension is completed.

### **CONCUSSION and HEAD INJURY**

#### **Reference: Board Policy 4270/6145**

The board recognizes that concussions and other head injuries may be serious and potentially life threatening and such injuries may result in serious consequences later in life if managed improperly. The board is committed to practices that reduce the potential for short-term or long-term effects from such injuries.

### **EXTRA-CURRICULAR ACTIVITIES**

Attention to academic standards is important, but equally important are the benefits of student involvement in extra-curricular activities. The purposeful atmosphere that exists in a well-organized club or activity allows students to develop social and leadership roles that prepares them in a way that cannot be duplicated in a classroom setting.

BMS is part of the Blue Ridge Athletic Conference and participates in the following sports: Basketball, Wrestling, Volleyball, Softball, Baseball, Golf, Soccer, Football, Cheerleading, Cross Country, and Track.

Several clubs and organizations are conditionally available to qualified BMS students. In past years BMS has offered Student Council, Beta Club, Sportsman's Club, Battle of the Books, Maker

Space, Math Counts, Science Olympiad, Odyssey of the Mind, and Mum Club. Students are advised to pay careful attention to announcements to learn what clubs and organizations are available and the relevant criteria for joining.

Students who attend extra-curricular activities, whether they are socials, special programs, or sporting events are expected to conduct themselves as ladies and gentlemen and to behave in accordance with all the rules and policies stated herein. Improper conduct could result in loss of privilege to attend such activities. During extra-curricular activities, students are not to be outside of the designated area until the activity has concluded. The school phone should not be used to make arrangements or gain permission to attend extra-curricular activities. This should be taken care of at home prior to the event. Dates and hours of activities will be given in advance. ***FOR SAFETY REASONS, STUDENTS SHOULD BE PICKED UP IMMEDIATELY AFTER AN EVENT CONCLUDES.*** Students must be in attendance for a minimum of half the school day ( $3\frac{1}{2}$  hours) in order to be eligible to participate in an extra-curricular activity.

## HEALTH EDUCATION

### Reference: Board Policy 3540

In May of 1996, the State adopted a revised version of the Health curriculum for grades K-9, entitled Framework for Healthful Living Education. It combines the past Health curriculum, the Alcohol and Drug curriculum and adds House Bill 834 (the "abstinence" bill).

Students in grades 6-8 will be required to have a permission letter signed before they can attend the portion of the classes pertaining to puberty, abstinence, avoiding out-of-wedlock pregnancy and sexually transmitted diseases. This letter will be sent home a couple of weeks before the actual instruction.

As per State law, this new curriculum is available for your review at each school and at the Board of Education. Please call the Central Office at 456-2400 if you have any questions

### **FEES**

There are additional fees for a few of the encore classes to cover supplies and materials used for the course. This is an annual fee. See below for a fee schedule:

Musical Theater --\$10

Chorus/Chamber Choir --\$10

Band --\$10

Art--\$10

Athletic Insurance-- \$15

Additional Athletic Fees --- Amount will vary depending on the sport

### **REPORT CARDS AND GRADES**

Report cards are issued at the end of each nine weeks of the semester. The official grade for the semester (fall or spring) will appear on the report card given at the end of the second 9-weeks. This is the grade recorded on the permanent record. Report cards are issued approximately five school days after the close of each nine weeks. Progress reports will be distributed midway through the 9-week grading period.

The following grades will be used to indicate progress:

A - SUPERIOR	100-90
B - ABOVE AVERAGE	89-80
C - AVERAGE	79-70
D - BELOW AVERAGE	69-60
F - UNSATISFACTORY	59-BELOW

Parent-Teacher conference days are scheduled periodically throughout the school year. Parents will be notified of these dates. However, parents may schedule conferences at other times by contacting the guidance office.

State Mandated End-of-Grade Tests, CTE Post Assessments, and North Carolina Final Exams for middle school courses will count as 20% of the course final grade. Additionally, End-of-Course Tests, Final Exams, and any other exams associated with high school course credit will count 20% of the course grade.





## **Student-Parent Handbook Signature Page 2015-2016**

***\*\*Please sign and date the lines below and tear this page  
out and return to school\*\****

By signing below, I state that I have read the Bethel Middle School Student-Parent Handbook.

- My student and I fully understand the expectations and procedures outlined in the handbook.
- My student and I understand that this contract serves as an initial parent contact of expected behaviors and we understand the consequences set forth in the Bethel Middle School Student-Parent Handbook.
- I understand that I should check my student's agenda book DAILY for assignment information and important dates.

Parent  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Student  
Signature \_\_\_\_\_ Date \_\_\_\_\_