

# Bethel Middle School

## STUDENT-PARENT HANDBOOK



2018-2019  
630 Sonoma Road  
Waynesville, NC 28786  
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<http://bms.haywood.k12.nc.us>

### 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.

Our administration, faculty and staff provide extraordinary opportunities to students in a rural community through high expectations and student engagement.

#### Core Values:

- 1) Serve as advocates to identify and strengthen gifts that lead to student success.
- 2) Showcase global academic excellence and define individual excellence.
- 3) Serve all students with compassion and dedication.
- 4) Form and strengthen partnerships within our community to advance student achievement.

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. 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.

## ARRIVAL AND DEPARTURE OF STUDENTS

- School will open each morning at 7:25 a.m. for students arriving on the buses. Doors will be locked until that time. Parents are asked not to drop students off prior to 7:25 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.

## 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 busses.

Students are 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 of 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.

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

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

It is the expectation of Haywood County Schools that a student be present and on time each school day. A student who is absent more than 8 percent of the days enrolled in a school year is subject to retention. 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. Five (5) tardies or early checkouts will equal one (1) absence regardless of the reason. A copy of this policy is available online at [www.haywood.k12.nc.us](http://www.haywood.k12.nc.us) under Policies.

Students must provide either a note from the doctor or from home 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.

## **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. Students who choose to participate in programs that may have a higher risk of physical injury than most school activities, including football, and other interscholastic sports, are required to have accident insurance through the county group plan.

## **TECHNOLOGY RESPONSIBLE USE**

### **Reference: Board Policy 4312/3225/3226/7320/4318/4205**

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 however they should be powered off between 8:00-2:55. These devices may only be used under the following conditions: 1) Before 8:00 AM 2) After the bell rings for the end of the school day 3) When permission has been obtained from the classroom teacher to use the device.

Cellphones, smart watches and electronic devices **are not** to be used in hallways, bathrooms, in the cafeteria during lunch, during class change times, in classrooms, or at any other place or time unless the previously mentioned conditions are met.

Students may use cellphones and electronics devices in the cafeteria during morning arrival. However, they should turn their cell phones and electronic devices off by 8:00 AM. Students may also use their cellphones and electronic devices following the afternoon dismissal bell. **Pictures and videos are not to be taken before, during, and/or after school (this includes on the school bus).**

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. Student will also receive a red card for not following school expectations/guidelines. Each occurrence will be the next step on PBIS discipline plan.

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.

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, smart watches etc.

## **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 considered major offenses and will not be tolerated. These include but are not limited to:

- weapons
- fighting
- theft of property
- drugs, alcohol and tobacco (illegal substances)
- assault on any adult or student either verbal or physical
- sexual/racial 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 #4331, #4333
- 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.

Board Policy#4341/4351/4353

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

- running, pushing and/or horseplay
- vulgarity, cursing, obscene gestures
- shouting, screaming or disruptive noises
- tardy
- throwing, spitting or shooting objects
- possession of aerosol containers
- wearing hats of inside the building
- public display of affection (no hand holding, kissing, arms around body, hugging, etc.)
- climbing in bathroom
- cutting class
- refusal of reasonable request
- banging on walls or awning

**PBIS:** Each teacher will review rules and consequences for behavior called Positive Behavior Intervention and Supports, developed by the Department of Public Instruction. 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.

- In assigning appropriate disciplinary consequences for management of student behavior, eligible students will be given all rights as provided by the IDEA, Section 504 of the 1973 Rehabilitation Act and the 1990 Americans with Disabilities Act.

## **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.
- Can not have total number of absences equal to or greater than 8 percent of the total number of days enrolled at school during current school year.
- No more than \$10 debt to the school (for example - lunch debt, library debt, school books or 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.
- Can not have total number of absences equal to or greater than 8 percent of the total number of days enrolled at school during current school 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.

## **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 skills that prepares them in a way that cannot be duplicated in a classroom setting.

Students must be in attendance for a minimum of half the school day (3 ½ hours) in order to be eligible to participate in an extra-curricular activity.

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, Science Olympiad, STAC, Film Club, and FFA. 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. Students need to be aware of who will be picking them up from these events because this will not be supervised by school personnel. All of the previous mentioned arrangements 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. If the parent is late, the child may have to forfeit future after-school activities.**

## **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, suggestive, unsanitary, unsafe or send negative messages.

Clothing cannot have logos or symbols which refer to or promote tobacco, drugs, alcohol, violence, gangs, lewd conduct, or anything of an offensive nature. No clothing that exposes the midriff; no plunging necklines; straps on tops must be at least 1 inch wide; undergarment straps should not be exposed; pants/shorts must sit at the waist. Muscle shirts must cover underarm and side of chest. No pajama bottoms or tops. No hats are allowed in the building. All shorts and skirts must be longer than fingertips with arms hanging by student's side. Principals will make determinations on a case-by-case basis. For student safety and identification, no headgear or headcoverings will be allowed in the school buildings, unless prior approval from administration.

## **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.

## **STUDENT MEDICATION**

**Reference: Board Policy 6125**

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

1. Parents must furnish the school with a signed physician's note for administering any and all medication (forms are available in the office and on the Haywood County Schools website).
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.

## **COUNSELING/STUDENT SERVICES**

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

Our 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.

## **LOCKERS AND LOCKS 7th and 8th**

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.

## **ATHLETIC POLICY**

Every middle school student who participates in a sport will have a yearly athletic fee of \$35.00. This fee will cover insurance and travel. Additional equipment/clothing cost may occur depending on the sport. Every student must have a current sports physical on file in the office to participate. Students must be present  $\frac{1}{2}$  of the school day in order to participate in practice and/or games.

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. More information/regulations may be referenced in the Middle/Junior High School Manual on NCDPI website.

## **CONCUSSION and HEAD INJURY**

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

The board recognizes that concussion 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.

## **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 phone numbers remain current.

## **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:

Songwriting and Guitar Technique--\$10

Chorus/Chamber Choir --\$10

Band --\$10

Art --\$10

Athletics --\$35 (insurance/travel)

## **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

Parents will be notified of these dates. However, parents may schedule conferences at other times by contacting the office and or teacher.

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 25% of the course grade.

## **Exceptional Children's Program**

The Exceptional Children's Program provides specially designed instruction to ensure that all children with disabilities, ages 3 through 21, have available to them a free appropriate public education. The program emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment and independent living. Services may include specialized educational instruction, speech/language therapy, occupational therapy, physical therapy, hearing impaired services, visually impaired services, and transportation. The EC Program is looking for any children and youth ages 3-21 with special needs that are not identified or may not be receiving the help they need. You can assist us in finding these unidentified students by calling Brandi Stephenson, Director of Exceptional Children's Program, at [828-456-2400](tel:828-456-2400).

## **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, sexual abstinence until marriage, STDs, the human reproductive system, preventable risks for preterm birth in subsequent pregnancies, effective contraceptive methods for preventing pregnancy, awareness of sexual assault and sexual abuse, and sex trafficking prevention and awareness. 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.

# Student-Parent Handbook Signature Page 2018-2019

- *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 fully 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.

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

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