

Bethel Hill Charter School



Bethel Hill Charter School Est. 1921

2023-2024

Student and Parent Handbook

401 Bethel Hill School Rd.
Roxboro, NC 27574

The mission of Bethel Hill Charter School...
is to lay the foundation for individual excellence.

The vision of Bethel Hill Charter School...
is to work in partnership with staff, families and community to promote high
standards for academics and character. This is accomplished in a safe,
positive, multicultural environment.

Core Values

(Foundational beliefs of Bethel Hill Charter School)

Daily parental academic support is a priority for student success.

Character, respect and a strong work ethic are critical to student success.

Students learn best in a low teacher-student ratio.

A balanced literacy approach is essential to student learning in all content
areas.

Broad and deep background knowledge, supported by the Core Knowledge
Curriculum, is significant to student success.

Innovative strategies are essential in meeting the learning needs of
individual students.

The School Day

Our school day is 8:15 – 3:00

Students are allowed in the building at 7:50. Once the bell rings at 8:15, students are tardy and need to be checked in at the front office by a parent.

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Arrival & Dismissal

Bus Arrival

Students must be on time at the bus stops. Buses cannot wait for students. Wait for the bus to come to a complete stop and the stop arm and crossing bar to open before getting on the bus. Cross the road in front of the bus only and look both ways. Parents should not chase down the bus to pick up their child. Do not let your child off behind a bus to attempt to get on the bus.

Car Arrival

Students who ride a car to school can be dropped off as early as 7:50. If a child arrives to school before then, the only supervision in place is morning Daycare. Parents will need to use the main driveway (double file) to drop their child off. A staff member will help children exit the vehicle.

Bus Dismissal

It is very important for a parent or other designated individual to be at the appointed bus stop on time. Students will not be allowed to get off the bus and walk behind the bus to get into a car that has caught up with the bus.

Car Dismissal

Parents or other designated individuals who are picking up a student will need to use the main driveway (double file) so staff members can escort your child to the appropriate cone and help them enter the car. We ask that all adults stay in their cars during dismissal. Please make sure your child is capable of buckling his/her seatbelt before beginning school. Anyone who needs to buckle a child we ask that you pull across the road in the parking lot to keep traffic flowing.

Animals and Pets on Campus

In order to value and preserve the safety and the comfort level of all students, staff, and parents, *we ask that no animals be brought on campus without specific approval from administration.* Please refrain from bringing pets or animals on campus.

Asbestos Update

The only buildings with asbestos remaining in our school are the gym, main building and cafeteria. In each of these buildings, the asbestos materials are encapsulated and in good condition. Any questions concerning our management plan may be directed to the Principal.

Attendance

Research suggests that regular school attendance is directly related to academic success. In order for students to benefit from classroom instruction, they should not miss more than 10% of instructional days for the academic year. IF a student exceeds the attendance limit, the student may be considered for retention, and is considered chronically absent.

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the teacher on the day returning after an absence. An absence may be lawfully excused for the following reasons:

1. Illness or injury (*extended or excessive illness require a doctor's note*)
2. Quarantine - isolation ordered by the State Board of Health
3. Death in the immediate family
4. Medical or dental appointments
5. Court or administrative proceedings
6. Religious observance
7. Educational opportunity (must receive prior approval from principal)
8. Pregnancy and parenting students
9. Local school board option (parents in military service, personal disaster)

If a student is absent for reasons other than these, or a note is not received from the school, the student will be counted for an unexcused absence. Parents may submit an "Educational Absence Request" to the Principal to have an educational trip to be counted as excused. Upon returning, all classwork should be made up within 3 days unless the teacher and/or principal approve other arrangements.

Bus Transportation

BHCS provides a limited bus service for our students. It is our goal to provide a safe, efficient, and cost effective method of transporting children to and from school.

Riding the school bus is a privilege that is reserved for those students who exhibit satisfactory behavior on the bus and at the bus stop.

Students are expected to follow the safety rules set in place for all bus riders. Also, parents should not chase down the bus to pick up their child. Bus drivers will not allow students to get off the bus and walk behind the bus to get into a car who has caught up with the bus. Do not let your child off behind a bus to attempt to get on the bus.

If a parent or other designated individual is not at the appointed bus stop when the bus arrives at the stop, the parent or designated individual is deemed tardy. **If the school has to make contact due to being tardy more than three times during the school year, the parent will be assessed \$5 each additional time. Also, if a child is not picked up by the parent or designated individual within five minutes after the bus driver completes the route or the driver has to return the child to the school, the parent will be assessed \$30.** The assessment is to cover the cost associated with the tardiness.

Parents who have not paid the assessment within one month or are habitual in tardiness may lose the privilege of their child riding the bus. We can better serve all of our parents if we work together by being prompt at the bus stops.

As a reminder, no persons except BHCS students are allowed to board a BHCS bus without permission of the bus driver or principal. This will allow us to provide efficient and safe bus transportation of our students. For more details, see the "School Bus Policies and Procedures" flyer sent home at the beginning of school.

Bullying

In June 2009, the North Carolina General Assembly adopted the School Violence Prevention Act. School boards across the state were required to adopt a policy against harassment and bullying that complies with this act. BHCS policy complies with state law. The policy prohibits harassment and bullying by students, employees, volunteers, and visitors.

As defined by NC law, bullying or harassing behavior is: "any pattern of gestures or written, electronic, or verbal communications, OR any physical act OR any threatening communication that take place on school property, at any school-sponsored function, or on

a school bus, AND that places a student or school employee in actual and reasonable fear of harm to his or her person OR damage to his or her property; OR creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits."

The Three Types of Bullying:

1. Direct/Physical - this could be in the form of hitting, pushing, tripping, spitting, destroying one's property, threatening physical harm, or trying to coerce someone to do something against their will.
2. Indirect - Making fun of, calling names, insulting, making someone the subject of rumors, excluding one from activities on purpose.
3. Cyber bullying - posting or sharing hurtful information on the Internet, unwanted contact via the Internet.

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Child Custody & Court Orders

If you have a court order regarding your child, notify the Principal and provide current official documentation to the front office. If a child is only to be picked up by a custodial parents or guardian, a copy of the current court order must be on file in the front office. If this official documentation is not current in our files, we cannot enforce the court order. *It is the responsibility of the custodial parent or guardian to ensure the school has current copies of court orders.*

Child Nutrition (Cafeteria)

For the 2022-2023 school year, we will be participating in the National School Lunch Program, where we provide breakfast and lunch each day. Students will be required to pay for their meals. Families are encouraged to fill out the Free/Reduced Lunch Application to see if they qualify for free or reduced meals. Application information is kept confidential. Students may choose to purchase ice cream. You may pay daily, in advance, or online through our website. Students are welcome to bring lunch from home. However, they may not bring soft drinks.

Class Parties

For holidays and specials occasions such as Halloween, Thanksgiving, Christmas, Valentine's Day, and the closing of school year classroom parties may be held. The occasional "treat" on a student's birthday is permitted only if it does not interfere with the normal program of the classroom. **All such activities should be discussed and approved before hand with the student's teacher.**

Communications

Communication with our parents is of utmost importance to us. We ask that you keep the school informed of your most recent contact information. In the even changes, please notify us in writing.

We will send the majority of correspondence and forms home using the email component of the School Messenger System. If you would prefer paper copies of all communications sent home, you will be able to choose that option on your child's emergency form.

You may also check out our school web site. We ask that you bookmark our site and check it frequently for all up-to-date information concerning calendar changes, upcoming events, special reminders and lots more <http://www.bethelhill.net> .

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Daycare (Before & After School) Program

A fee based Before and After school program is operated by BHCS. Students enrolled in the program may arrive at school no earlier than 6:30 a.m. Students who are enrolled in after school may stay after until 5:30 pm. You may contact the school office for enrollment forms. No student may participate in the program without registering.

Dress Code

Students are expected to dress in a manner that promotes personal and school pride. Clothing and attire that is disruptive, suggestive, or obscene is prohibited. *If a student is not following appropriate dress code rules, a parent will be called to bring a change of clothes to the school.* The following test for appropriate dress should be applied when evaluating dress:

- Is the clothing sloppy?
- Is the clothing offensive to others?
- Does the clothing teach and support positive self-concept?
- Does the clothing tend to disrupt instruction?
- Does the clothing help foster a positive learning environment?
- Is the clothing inappropriate for an elementary child?

It is not the intent of the BHCS to stifle or deny appropriate expression through an individual's dress. Students, faculty, and staff will be expected to dress in appropriate

clothing for a positive learning environment. The principal will evaluate any questions concerning student and faculty dress.

If the principal determines an article of clothing is inappropriate, the student or faculty member is not allowed to wear the article of clothing or something similar to school until further notice. The parent or faculty member may appeal the principal's decision by asking the principal for an appeal within 5 days. The principal will immediately contact the chairperson of the Board of Directors. The chairperson will follow the grievance procedure. The Board of Directors will have final authority.

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Field Trips, School Dances and Activities

Students may not attend any school event while suspended from school.

Students may not attend a field trip if they have received a suspension within 30 calendar days from the date of the trip.

Students may not attend a school dance if they have received a suspension within 30 calendar days from the date of the dance. Only current BHCS students are allowed to attend a school dance.

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Grading and Classwork

BHCS will operate under a 10-point grading scale. Please refer to the scale below:

A	B	C	D	F
100-90	89-80	79-70	69-60	59-0

Important Things to Consider:

- Please sign up for the Parent Portal through PowerSchool so you can view your child's progress in the gradebook.
- Students have 3 days (or a set routine in place by the classroom teacher) for any missed assignments.
- Students who need extra time to complete assignments will be given that time; however, there may be instances where work is sent home to complete on their own.
- If students are not completing assignments as instructed on a regular basis, parents/guardians will be contacted.

-Graded assignments will be sent home regularly; become familiar with your child's classroom procedures and review their work with them.

Students will receive grades in the subjects of English Language Arts, Mathematics, Science and Social Studies with the following categories:

Tests (Projects, Labs, etc)	35% of overall grade
Classwork (Quizzes, Independent practice, group work, center work, etc)	65% of overall grade

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Homework

Homework provides an opportunity for parents to become partners in their student's learning process. Homework will be short and meaningful. Please encourage your child to complete all assigned homework.

Teachers have an obligation to:

- Plan homework assignments that are meaningful
- Evaluate and return homework promptly and provide essential, helpful, and valuable feedback
- Provide a classroom atmosphere that is conducive to the development of good study habits

Students have an obligation to:

- Attend class in order to receive homework assignments
- Ask for clarification if they do not understand
- Complete homework and turn it in on time

Parents have an obligation to:

- Assist and support all efforts of the teacher
- Never do their child's homework
- Encourage their child to do their best
- Check and sign student agendas on a nightly basis.

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Inclement Weather

In the event of inclement conditions, announcements regarding the cancellation or delayed opening of school will be made as quickly as possible. BHCS will follow the same decisions as Person County Schools. Please refer to local radio, TV, and our school website. If school is dismissed early, local media will be contacted, as well as a call from our Alert Now notification system.

If you are not getting these calls, please contact the office to verify that we have your correct phone number.

At the beginning of the school year, you are asked to make transportation arrangements for cases of inclement weather on the emergency form. There will be no after school care if school is dismissed early due to inclement weather.

Integrity

Our school and individuals identified with our school strive to have the highest level of integrity. To achieve this, we refrain from cheating, plagiarism (copying someone else's work and representing it as our own work), falsification, stealing, and attempts to become involved in such acts.

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Late Arrival/Early Dismissal

Students arriving or leaving school at any time during the regular school day (8:15 a.m. - 3:00 pm) must be signed in or out through the school office. For safety reasons, parents are not allowed to go to the classroom to pick up a child. Office staff will call the classroom to have the student sent to the office for check out.

- Parents are required to personally check their child in or out of school. If this is not possible, a designee must be identified in writing.
- No one will be allowed to check out or transport a child without the consent of the parent or legal guardian.
- We will ask to see the identification of any person we do not know and we will not release a child to a babysitter, step-parent, or friend without prior authorization.

Lost and Found

The school maintains a lost and found. We ask you to check periodically for lost items. Please write your child's name on the inside label of coats, shirts, sweaters, and lunch box. This will help us return items when they are found. Items not claimed will be donated to charity.

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Media Center (Library)

The BHCS Media Center offers book checkout services to students. Books are checked out for one week. Students who misplace or damage library books will be assessed fines to help cover the replacement or repair of the book. If a book is lost, a student will not be permitted to check out another book until the previously checked out book is returned or paid for in full.

Medications at School

Any medication (prescribed and over-the-counter) cannot be administered by any school personnel under any circumstances unless authorized in writing by the health care provider.

The school office must have on file a School Medication Form completed by the physician and signed by the parent before any medication can be administered. Forms can be obtained from the school office. At no time will the school supply medication for students (ex: Tylenol). Medications must be supplied by the parent and will be kept in a locked cabinet in the school office. All medication bottles shall be properly labeled with the student's name, name of the medication, dosage, how administered, time administered, and physician's name for prescribed medications.

This school does not permit or condone self-medication by students at school. The school will assume no responsibility for students who self-medicate at school. The school is not responsible for the transportation of medication to and from school. It is the responsibility of the parent to ensure that proper medication is brought to school and is provided. School personnel will assume no liability for complications or side effects of medication when administered in accordance with the instructions provided by the parent/guardian, or health care professional.

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Parent Involvement

As participants in a charter school, parents are expected to be actively involved in their child's formal education. One of the major ideas behind BHCS is parent involvement. Parents are expected to volunteer a minimum of one hour per month. Hours volunteered are not limited to hours on campus. This is a real opportunity for parents to have real hands-on experience with their child's education. Please see "Volunteers" in the handbook for more information.

PTO

BHCS is fortunate to have an active and involved Parent Teacher Organization. We encourage all of our parents to join the PTO and be active as your schedule allows. Funds raised by PTO help put much needed materials and supplies in the hands of our students, as well as enrich our classroom experience. Additional PTO information will be shared at Open House, or you can email pto.bhcs@bethelhill.net for more information.

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Report Cards and Parent Conferences

Report cards will be sent out every six weeks, as we participate in six-week grading terms. We will hold Parent-Teacher Conferences after the 1st, 4th, and 5th (if necessary) for the 2022-2023 school year.

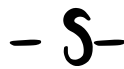
Parents may request a conference at any time they feel necessary simply by contacting the school and setting up a suitable time with the appropriate teacher. Parents have access to check grades on-line through Parent Portal. See your child's teacher for details.

Respect

The Bethel Hill tradition is one of care and respect. Students must show respect to teachers, assistants, bus drivers, and other school employees. All school employees are, in turn, expected to show respect to all students. Students should respect and obey the judgment of their teachers. Rudeness is not necessary at Bethel Hill and will not be tolerated from anyone.

Returned Checks

There is a **\$25.00** service charge on all returned checks. Returned checks must be paid by cash or money order. After a person has two returned checks in one school year, we will not be able to accept check payments.



School Functions

Students must follow all BHCS rules and board policies while in any school building or on any premises before, during, or after school hours.

Solicitation

The principal must approve all solicitations. The selling of products by students to other students or teachers is not allowed unless it is a BHCS fundraiser. Violating this may result in a minimum of confiscation of the product being sold.

Student Behavior

Our expectations are focused on creating conditions that foster self-discipline in a warm, supportive school climate that is conducive to maximum learning for all students. Our approach to student discipline at BHCS is to proactively prevent or reduce challenging behaviors and produce positive outcomes. The focus of this approach is to make problem behavior less effective and desired behavior more relevant. We seek to create positive environments by utilizing strategies such as introducing, defining, modeling, teaching, and supporting positive behavioral expectations school-wide and then reinforcing and rewarding students for these positive social behaviors.

We will be using a Behavior Matrix, where expected positive behaviors for every aspect of the school day are reinforced and visible for students (Classrooms, hallways, bathrooms, playground, cafeteria, buses, etc.). Students will also have the opportunity to participate in rewards if they can effectively demonstrate these behaviors.

In the event that students are having difficulty maintain appropriate behavior at school, teachers and staff can implement interventions to help redirect their behavior (ex. Verbal reminder). If the behavior is still an issue, consequences will occur. Most often times this results in a "refocus time" where students are allowed to leave the room, reflect upon his or her choice. If inappropriate behavior continues, parents will be notified.



BETHEL HILL CHARTER SCHOOL'S Behavior Expectations

	RESPONSIBLE	RESPECTFUL	READY
CLASSROOM	Complete assignments Always tell the truth Clean up after yourself	Follow directions Listen when someone else is talking Keep hands/feet to yourself	Have materials ready Pay attention and stay on task Use appropriate level voice
HALLWAY	Keep hands/feet off the walls and to yourself Walk	Use a soft or no voice in the halls Walk on the right side of hall	Stay in line unless told otherwise by an adult Face forward
RESTROOM	Flush toilet Place all trash in trashcan Wash your hands	Be quick, quiet, and clean Respect others privacy	Wait patiently until it's your turn Line up quietly after you're done
CAFETERIA	Throw your trash away and clean up after yourself Get everything you need the first time through the line	Use good table manners Follow adult directions Use a quiet voice	Stay in line and wait patiently Remain in your seat at your table while eating
SPECIALS	Put materials back in its correct place Complete and turn in work	Follow directions Cooperate with classmates when working in groups	Make sure your area is clean Wait quietly until told to line up
PLAYGROUND	Return objects to its owner or gym (balls, etc....) Use equipment the correct way and safely	Be a good sport (No arguing, use appropriate language) If playing a game be sure to follow the rules of the game	Check to make sure objects are away appropriately Line up quickly when it's time to go back to class
BUS	Help keep bus clean Face forward	Follow rules and driver's directions Use a quiet voice	Walk when entering and exiting the bus Sit in your seat



Technology

Students are encouraged to use the school's computers, devices and network. Technology and 21st century learning skills are continually changing. BHCS will continue to provide more access to technology for all students. It will be exciting to see our students engaged and actively using technology to create and solve problems. Please see our Technology Acceptable Use Policy (AUP). Parents are required to sign before students are allowed on devices.

Any abuse of these technologies will result in your student not being able to use devices, or may result in being responsible for chargers to replace damaged or broken equipment!

Transportation

Each student at BHCS will need to have a primary mode of transportation to and from school. Understandably, changes will sometimes occur.

Any changes in transportation must be sent in writing. A note to your child's teacher should be dated and include the change as well as your signature and phone number.

We will follow the child's normal routine without a note from the parent. Long-term changes in transportation also need to be sent in writing to the main office. Last minute changes to a child's transportation without a note will be handled by administration on an emergency basis only. If last minute changes are made on a regular basis, a meeting between parents and school administration will be held to develop a safety plan for your student.



Use of Cell Phones/Electronic Devices by Students

With telephones in all classrooms and in the office areas, there is no need for students to have cell phones. They can create a disruptive atmosphere in the classroom. Students are discouraged from bringing cell phones. Cell phones can be confiscated if they are causing a disturbance during class time. This also applies to any/all electronic devices.



Visitors

In the interest of school safety and security as well as to protect instructional time, it is mandatory that all visitors, including parents, check in and out through the office. *****Due to COVID-19 and ever-changing restrictions, please check with the front office to be aware of the most current visitor policy*****

Parents are encouraged to volunteer at our school. We ask that all visitors be respectful of the instructional day. Parent conferences must be scheduled in advance and may not occur during instructional time. Please be respectful of our teachers' time and contact them in advance for conferences. Appointments can be made before school, during their planning time, or after school.

Please adhere to the to safety guidelines to ensure the safety of everyone:

1. Everyone that comes into the building signs in at the office and receives a pass. It is vital that we identify everyone that enters our building as a legitimate visitor.
2. Always enter and exit the building through the main front doors. Side doors will be locked for security.

Volunteers

Using parents and resource persons to enhance our educational program at BHCs can provide numerous benefits. We welcome volunteers in many forms; on campus, during field trips, for PTO and other activities that may occur.

Parents are expected to volunteer a minimum of one hour per month. Hours volunteered are not limited to hours on campus. This is a real opportunity for parents to have real hands-on experience with their child's education.

Anyone wishing to volunteer at BHCS is strongly encouraged to do so. We ask that all volunteers complete a background check through our website,

<https://bib.com/secure-volunteer/bethel-hill-charter-school/>

Once you have completed the check and it is approved, you will be on the list of approved volunteers and will receive a pocket card in the mail.

We appreciate your support as we ensure the safety of our students with this new procedure. *****Due to COVID-19 and ever-changing restrictions, please check with the front office to be aware of the most current volunteer policy*****

BETHEL HILL CHARTER SCHOOL
Policy Against Bullying, Harassment, and Discrimination
(Adopted 2005, Revised August 2012)

The Mission of Bethel Hill Charter School is to lay the foundation for individual excellence.

The Vision of Bethel Hill Charter School is to work in partnership with staff, families and community to promote high standards for academics and character. This is accomplished in a safe, positive multicultural environment.

To That End We Adopt the Following Policy:

The Bethel Hill Charter School Board of Directors will provide a healthy, safe, orderly, and caring environment that is free from bullying, harassment, and discrimination.

No student or adult shall direct toward the principal, teacher, school staff, other students or persons, in any BHCS building, grounds, bus, the use of any language which threatens force, violence or puts another in apprehension of bodily injury or which is abusive or insulting or which is intended to intimidate, threaten, force or extort money or personal property or personal service from any individual. No student shall verbally or nonverbally show or express any physical conduct that interferes with the healthy learning environment of any individual or group of individuals on any property owned by Bethel Hill Charter School. Intimidation, bullying, repeated teasing, taunting or the use of offensive or degrading words or language and or remarks that demeans a person's race, sex, religion, national origin, ability /disability (physical or intellectual) are specifically prohibited on all Bethel Hill Charter School properties. No student shall use electronics or any other means to harass a principal, teacher, other school employee, student or anyone else. This includes, but not limited to, e-mails and anonymous and annoying phone calls.

This policy also applies to all school-sponsored functions on and off school property as well as any occasion in which the student is representing the school in an official capacity. The principal may take appropriate action to maintain the safe and orderly operation of the school.

BETHEL HILL CHARTER SCHOOL

Student & Parent Grievance Policy

(Approved 10-16-2014)

- If a student/parent issue remains unresolved after a formal conference with the teacher, a parent may request a formal conference with the principal.
- If the issue remains unresolved after a formal conference with the principal, the parent may request an appeals hearing with the Board of Directors Chairman.
- The parent must request this appeals hearing in writing within 10 days to the Chairman of the BHCS Board of Directors. The written request must contain an outline of the grievance giving details and dates. A copy of this dated letter must be sent to the principal.
- If possible, the Board Chairman shall call a meeting within 2 weeks of receiving the grievance. The Board Chairman will appoint a Grievance Committee of Board Members to hear the grievance.
- At the appeals hearing, the Grievance Committee will listen to all sides of the grievance.
- After the hearing, the Grievance Committee will make a decision with any recommended action and notify the parent and the principal directly or in writing.