

# BERTIE HIGH SCHOOL

## *Student Handbook*



Home of the Mighty Falcons

716 US HWY 13 N • Windsor, North Carolina 27983

Office - 252.794.3034 Fax – 252.794.8102

## **Administration/Office Staff**

<b>Mr. Jonathan D. Matthews</b>	<b>Principal</b>
<b>Ms. Tequilla Taylor</b>	<b>Assistant Principal</b>
<b>Mr. William W. Peele III</b>	<b>Assistant Principal</b>
<b>Ms. Tina M. Nelson</b>	<b>Assistant Principal Intern/School Counselor</b>
<b>Mrs. Courtney Byrum</b>	<b>School Counselor</b>
<b>Mr. Cruz Hernandez</b>	<b>Curriculum Coach</b>
<b>Mrs. Vickie Watford</b>	<b>Social Worker</b>
<b>Mrs. Cheryl Pritt</b>	<b>PS Data Manager</b>
<b>Mrs. Ava Moore-Boone</b>	<b>Bookkeeper</b>
<b>Ms. Patricia Cooper</b>	<b>Administrative Assistant</b>



**Bertie County Schools**  
**2022-2023 Traditional School Calendar**

**Adopted 3/8/22**

August 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				







March 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

 Holidays- No School	 Optional Teacher Workday
 End of Quarter	 Annual Vacation Leave Days – No School
 Mandatory Teacher Workday	 First and Last Days of School

1<sup>st</sup> Quarter – 39 days  
 2<sup>nd</sup> Quarter – 38 days  
 3<sup>rd</sup> Quarter – 48 days  
 4<sup>th</sup> Quarter – 52 days  
 Total Days - 177

Early Dismissal will be 11:30 on Dec. 1, Dec. 21, Apr.6, and June 9  
 Make-up Days: Oct 24, Jan 4, Feb 14, Mar 17, and May 12



*Bertie County Schools  
2022-2023  
Progress Report & Report Card Schedule*

<b>Traditional Calendar 2022-23 SY</b>		
1st Quarter	<b>Progress Report</b>	Thursday, September 22, 2022
	<b>Report Card</b>	Tuesday, November 1, 2022
2nd Quarter	<b>Progress Report</b>	Thursday, November 17, 2022
	<b>Report Card</b>	Tuesday, January 10, 2023
3rd Quarter	<b>Progress Report</b>	Thursday, February 9, 2023
	<b>Report Card</b>	Tuesday, March 28, 2023
4th Quarter	<b>Progress Report</b>	Thursday, April 27, 2023
	<b>Report Card</b>	Elementary - June 9, 2023 BMS & BHS - June 13, 2023 (Mail)

<b>BECHS Calendar 2022-23 SY</b>		
1st Quarter	<b>Progress Report</b>	Thursday, September 15, 2022
	<b>Report Card</b>	Tuesday, November 1, 2022
2nd Quarter	<b>Progress Report</b>	Thursday, November 17, 2022
	<b>Report Card</b>	Tuesday, January 10, 2023
3rd Quarter	<b>Progress Report</b>	Thursday, February 9, 2023
	<b>Report Card</b>	Tuesday, March 28, 2023
4th Quarter	<b>Progress Report</b>	Thursday, April 27, 2023
	<b>Report Card</b>	Tuesday, June 6, 2023 (Mail)

## Bertie High School 2022-2023 Bell Schedules Regular Schedule

	Start Time	End Time	Length
Staff in Place	7:30 AM		
Student Arrival/Breakfast	7:45 AM	8:09 AM	24 min
1st Block	8:09 AM	9:45 AM	96 min
2nd Block	9:48 AM	11:24 AM	96 min
3rd Block	11:27 AM	1:26 PM	119 min
1st Lunch	11:30 AM	11:53 PM	23 min
2nd Lunch	11:57 PM	12:20 PM	23 min
3rd Lunch (BECHS)	12:24 PM	12:47 PM	23 min
4th Block	1:29 PM	3:05 PM	96 min

## BHS Early Release Schedule

	Start Time	End Time	Length
<b>Staff in Place</b>	<b>7:30 AM</b>		
Student Arrival/Breakfast	7:40 AM	8:00 AM	12 min
1st Block	8:00 AM	8:45 AM	45 min
2nd Block	8:48 AM	9:33 AM	45 min
4th Block	9:36 AM	10:21 AM	45 min
3rd Block	10:24 AM	11:30 AM	66 min
1st Lunch	10:26 AM	10:46 AM	20 min
2nd Lunch	10:48 AM	11:08 AM	20 min
3rd Lunch (BECHS)	11:10 AM	11:30 AM	20 min

## BHS 1 Hour Delay Schedule

	Start Time	End Time	Length
<b>Staff in Place</b>	8:30 AM		
Student Arrival/Breakfast	8:45 AM	9:00 AM	15 min
1st Block	9:03 AM	10:23 AM	80 min
2nd Block	10:26 AM	11:46 AM	80 min
3rd Block	11:49 AM	1:35 PM	106 min
1st Lunch	11:52 AM	12:12 PM	20 min
2nd Lunch	12:16 PM	12:36 PM	20 min
3rd Lunch (BECHS)	12:40 PM	1:00 PM	20 min
4th Block	1:38 PM	3:05 PM	87 min

## BHS 2 Hour Delay Schedule

	Start Time	End Time	Length
<b>Staff in Place</b>	<b>9:30 AM</b>		
Student Arrival/Transition	9:45 AM	9:48 AM	3 min
1st Block	9:48 AM	10:45 AM	57 min
2nd Block	10:48 AM	11:46 AM	58 min
3rd Block	11:49 AM	1:35 PM	106 min
1st Lunch	11:52 AM	12:12 PM	20 min
2nd Lunch	12:16 PM	12:36 PM	20 min
3rd Lunch (BECHS)	12:40 PM	1:00 PM	20 min
4th Block	1:38 PM	3:05 PM	87 min



## **FOREWORD**

This manual includes information that will clarify rules and regulations at Bertie High School. The principal retains the right to prescribe penalties for violations of guidelines not specifically stated here and to alter any assigned penalties as needed. Furthermore, the principal reserves the right to amend any provisions in these guidelines that he/she deems to be in the best interest of the educational process.

## **BERTIE COUNTY SCHOOLS**

### **PURPOSE OF EDUCATION**

The purpose of education in Bertie County Schools is to provide a challenging and productive environment that will prepare each child for post-secondary studies and the world of work which will enable each child to think, react, and function successfully in society.

### **VISION STATEMENT**

Bertie High School will provide high quality research-based instruction while empowering students to become responsible, collaborative, critical thinkers in a diverse and ever-changing world.

### **MISSION STATEMENT**

Bertie High School will provide each student with an educational experience that will serve as a foundation for success in college, career and life accomplishments.

### **MASCOT AND COLORS**

The official mascot of Bertie High School is the Peregrine Falcon. Our school colors are Navy Blue, Light Blue and White. In order for any school to thrive, the students, educators, parents, and communities must possess a strong sense of school pride and must demonstrate that spirit in all that they do.

### **SCHOOL SPIRIT MAY BE DIVIDED INTO FIVE CATEGORIES:**

**ACADEMICS** - acceptance of responsibility for one's own behavior and achievements

**COURTESY** – toward teachers, fellow students, parents, and visitors to the campus

**PRIDE** – in everything that our school endeavors to accomplish and has accomplished in the past

**SPORTSMANSHIP** – the ability to win and lose gracefully, demonstrated by players and spectators

**RESPONSIBILITY** – A loyal Falcon sponsors his or her school and does the utmost to maintain his or her scholastic and activity standards at the highest possible level. The loyal Falcon also takes responsibility for maintaining a safe, clean and inviting school facility.

### **SCHOOL SUPPLIES**

School supplies and materials are not to be used for any extra-curricular activity without permission from the office. Most materials necessary for your public education are provided for you by the State of North Carolina.

Textbooks are school and state property and should be treated accordingly. If they are lost or damaged they must be paid for. The following rules for payment apply if a book is lost:

New Book..... full price  
 One-Year-Old.....4/5 price  
 Two Years Old.....3/5 price  
 Three Years Old.....2/5 price  
 Four Years or Older.....1/5 price

If a book is damaged, a fee will be charged, according to the extent of the damage. If you are transferred from one teacher to another, return your book to your original teacher before you leave his/her class. Your new teacher will issue another book to you. If you stop attending school or transfer to another school, be sure to return all textbooks to the teacher who issued them to you. Under regular circumstances all books will be collected at the end of the course. Materials needed for special courses are not provided by the state, and must be paid for by the individual student enrolled in these courses.

**SCHOOL FEES**

Required Senior Fees - \$150.00  
 Food Service Fees: Breakfast- Free Lunches - Free

**GRADING SCALE**

A=100-90 B=89-80 C=79-70 D=69-60 F=59 & Below

**QUALITY POINTS AWARDED FOR WEIGHTED & UNWEIGHTED CLASSES**

GRADE	GENERAL CLASSES	HONORS CLASSES	AP & COLLEGE CLASSES
A	4.0	4.5	5.0
B	3.0	3.5	4.0
C	2.0	2.5	3.0
D	1.0	1.5	2.0
F	0	0	0

◆ There will be no nine weeks grade lower than a 50 given at any time.

**GRADING SYSTEM**

The Bertie County Board of Education has set forth the following guidelines for determining grades:

Quarter Grade:

Classwork = 20%                      Test = 40%                      Homework = 20%                      Quiz= 20%

Semester Grade:

Quarter = 40%  
 Quarter = 40%  
 Exam = 20%

\*Projects shall count no more than 20% of a student's final grade

## **ACADEMIC RECOGNITION**

Academic excellence is recognized in a variety of ways. Juniors and Seniors who have at least a 3.5 weighted GPA are invited to join the Bertie High School Chapter of the National Honor Society in the fall of each year.

At the end of each quarter, those students who earned an A in every class will be included on the Principal's list. Students who have an A average with no grade below 85 will be listed on the A honor roll. Students who have a B average with no grade below 80 will be listed on the B honor roll.

## **GUIDANCE**

Counseling services are available to all students. Many problems, concerning both school and personal life, can be helped by counseling. The school counselor will be available to assist students by appointment and prior scheduling. An appointment is not necessary in cases of emergency. Bertie High School has two counselors: Mrs. Courtney Byrum grades 9<sup>th</sup> and 11<sup>th</sup> and Ms. Tina Nelson grades 10<sup>th</sup> and 12<sup>th</sup>.

## **SOCIAL WORKER**

The school social worker is available to all students and parents. Students who are having issues with school, peers, home, personal life and other areas can get assistance. Also, supportive services for the family. Services should be scheduled or as needed. If you have an emergency, services will be provided upon availability at the time of the emergency. We have a Social Worker, Mrs. Vickie Watford.

## **TESTING**

Testing is very important at Bertie High School. The State of North Carolina requires that public schools administer End-of-Course exams in Biology, English 2, Math 1 and Math 3. Additionally, all students in 11<sup>th</sup> grade must take the American College Test (ACT); 10<sup>th</sup> grade students must take the Pre-ACT to prepare for the Act; and 12<sup>th</sup> grade students who are CTE concentrators are required to take the ACT WorkKeys Test.

## **TESTS ADMINISTERED AT THE HIGH SCHOOL LEVEL:**

End-of-Course Tests(EOC)

CTE Post Assessments

Scholastic Assessment Test (SAT)

Pre-American College Test (Pre-ACT)

American College Test (ACT)

Armed Services Vocational Aptitude Battery (ASVAB)

ACT WorkKeys

## **GRADUATION CERTIFICATE**

Graduation requirements are established by the State Board of Education and become a part of the North Carolina Administrative Code following public hearings and final State Board approval and adoption. In order for a student with disabilities to be eligible for a standard high school diploma, he/she must be enrolled in required courses that teach the standard course of study and must take the end-of-course test for those courses in which an EOC is required. Failure to complete the State Board requirements will result in some other type of exit document, i.e., a graduation certificate which documents the student was enrolled in courses which met the

general content area requirements but not the requirements of the standard course of study, a certificate of achievement which indicates that the student met all of the course and unit requirements for a diploma but did not pass the competency exam, or an attendance certificate exam which is a locally developed exit document. The IEP guarantees the right to a free appropriate public education, it does not guarantee a diploma.

### **PROMOTION REQUIREMENTS**

In order to be promoted, students must meet the following requirements for each grade level:

**10th grade** - must have 6 credits, including English I

**11th grade** - must have 13 credits, which must include English I and II.

**12th grade** - must have at least 20 credits; including English I, II & III.

### **HONOR GRADUATE**

Students who have a cumulative unweighted grade point average of 3.10 or above on a 4.0 scale by the end of the final semester of their senior year and a minimum of 12 advanced level courses will be named an honor graduate. Advanced level courses include all advanced placement courses, all honors level courses, and designated higher-level elective courses. (See counselors to identify these courses.) In addition, students who have met the requirements of the colleges in the UNC System will graduate in the following categories: (using a 4.0 unweighted scale)

- Cum Laude – 3.0 – 3.49\* GPA (with praise)
- Magna Cum Laude – 3.5 – 3.74\* GPA (with high praise)
- Summa Cum Laude – 3.75-4.0\* GPA (with highest praise)
- \*Unweighted GPA

### **GRADUATION REQUIREMENTS**

The following requirements apply to all students seeking a high school diploma.

#### **FUTURE-READY CORE**

4 units - English (English I, II, III & IV)

4 units - Math (Math I, II, III & a fourth math aligned with student's post-high school plans)

3 units - Science (Earth and Environmental, Biology and a Physical Science Course)

\*4 units - Social Studies (World History, Civic Literacy, American History, Economics and Personal Finance)

1 unit - Health and Physical Education

9 units – Electives (2 elective credits of any combination from either CTE, Arts Education or Second Languages;

\*Graduating Class of 2023 (*World History, Civics and Economics, American History I & American History II*)

Students are expected to score a level 3, 4 or 5 on English II, Math I, Math III and Biology End-of-Course Tests.

All fees must be paid prior to graduation. Students will not receive a diploma until fees are paid.

#### **FUTURE-READY OCCUPATIONAL COURSE OF STUDY (FOR OCS STUDENTS)**

4 units - English I, II, III & IV

3 units - Math (Introduction to Mathematics, Math I & Financial Management)

2 units - Science (Applied Science & Biology)

2 units - Social Studies (Civics & American History)

1 unit - Health and Physical Education

6 units – OCS Preparation (I, II, III & IV which requires 150 hours of school-based training, 225 hours of community-based training and 225 of paid employment)

4 units – CTE Electives

### **EARLY GRADUATION**

Seniors who have earned the required units of credit for graduation by the end of first semester may exit with an official transcript. During the second semester, if authorized by the principal, they may participate in extracurricular activities with the exception of interscholastic athletics and may participate in graduation exercises at the end of the school year.

Seniors who have met graduation requirements and do not wish to attend the second semester of their Senior year should meet with their Counselor to discuss an early graduation plan in the spring of their Junior year .

If a senior who is eligible for graduation decides not to continue in attendance after the first 10 days of the second semester the student will be assigned a grade of “WP” or “WF” (Withdrew Passing or Withdrew Failing) in each class with no quality point value, provided that the student withdraws from school before the end of the first six weeks of the second semester.

If a senior who is eligible for graduation after the first semester withdraws from school after the last day of the first six weeks of the second semester, the student will be assigned a grade of “F” for each second semester class in which the student was enrolled.

Seniors who graduate early will not be able to attend school related activities during the 2nd semester.

### **Preparing for College in North Carolina**

#### ***The UNC System Admissions Requirements***

To enroll in any of the 16 universities listed below which make up the University of North Carolina, all entering students must meet the minimum requirements specified for acceptance. For more information, see the school counselors, or visit the website: [www.cfnc.org](http://www.cfnc.org).

#### **The 16 institutions that comprise the UNC System are:**

*Appalachian State University*

*East Carolina University*

*\*Elizabeth City State University*

*\*Fayetteville State University*

*North Carolina A&T State University*

*North Carolina Central University*

*North Carolina School of the Arts*

*North Carolina State University*

*UNC-Asheville*

*UNC-Chapel Hill*

*UNC-Charlotte*

*UNC-Greensboro*

*\*UNC-Pembroke*

*UNC-Wilmington*

*\*Western Carolina University*

*Winston-Salem State University*

*\* Tuition Promise Schools*

## **GENERAL INFORMATION**

### **CAMPUS VISITATION**

Any visitor must report to the office and receive a visitor's pass before going through the building. Please be advised that we cannot permit outsiders to visit students at school. When coming to the Principal's Office, students should first report to the receptionist for assistance. Violators of the visitor's policy will be prosecuted for trespassing.

### **HALL PASS**

**A student must have an official hall pass to go from one location to another.** A hall pass must be properly administered by the teacher issuing the pass and by the teacher receiving it. Upon returning to class, the student must return the pass to the teacher issuing the pass. Improper use of a hall pass by a student may suggest that the student is tardy or skipping a class. **Students must keep hall passes visible when they are in the hall.**

### **TWENTY MINUTE RULE**

During the first twenty minutes of class, teachers establish the objectives for the day and set the tone for the class period. Because these twenty minutes are very important to the success of the students,

**NO STUDENT IS TO BE ISSUED A HALL PASS OR RELEASED FROM CLASS DURING THE FIRST OR LAST TWENTY MINUTES OF EACH CLASS PERIOD.** (The only exceptions to this rule are those students who have an emergency or who are sick and need assistance.)

### **Lost and Found**

Lost and found articles should be turned in to the main office.

### **Restrooms**

There is to be no loitering in restrooms. During class time, bathroom use should be limited to emergency situations only.

### **Food Policy**

**No meals from outside food establishments may be brought onto campus to students for breakfast, lunch or during the school day.** Students may bring their breakfast or lunch to school as long as it is packed from home. Students are also not to have open drink containers. All food and drink should be consumed at breakfast and lunch.

### **PREPARATION FOR CLASS**

Students will be prepared for class with books, writing materials, assignments and other items required by the teacher.

### **CHECK IN/CHECK OUT**

**Students must be checked in or checked out of school by parent/ guardian, or designee.**

If for any reason a student must leave the school during the day, a note must be written by the parent/guardian and given to the receptionist by 8:15 a.m. All notes will be verified prior to students leaving. Students with verified permission will be called to the office to sign out before leaving campus on their own. **Students will not be released until called by the office.** If a student is being picked up from school, that person must come to the office and check the student out. Identification will be needed in order to check out a student.

Students who become sick and cannot remain in class should receive a pass from their teacher to report to the school nurse. In the event the school nurse is not on campus, students will report to the main office. An office staff member will notify the parent or guardian.

Students are not permitted to leave the school building during the school day without express written permission from the office. Students found outside the school building during the school day will be considered skipping and appropriate disciplinary action will be taken.

### **Dismissal**

In an effort to continue to provide a safe environment throughout the school day, the following mandates will be enforced.

- School opens at 7:30 a.m. for students. At 7:45, ALL students shall immediately report to their assigned destination. NO student is permitted to wander about the building and/or school grounds. Additionally, students are not to sit in cars in the parking lot.
- Students are to leave the school grounds immediately at dismissal. Students who remain on campus for school sponsored activities (i.e.- tutoring, clubs, athletic practices, etc) must report to the sponsor immediately at the dismissal of school.

**\*Disciplinary actions will be taken against any student who fails to adhere to the aforementioned regulations to include potential charges for trespassing and loitering.**

### **Teachers' Workroom**

Students are not permitted in the teacher's workroom during the school day or after school.

### **Telephones**

Office telephones are not for students to use except in case of an emergency. Students will not be allowed to use the office phone for personal calls except in an emergency and with permission. Students are not to be called at school unless there is an emergency, at which time a message will be delivered to the student. The purpose of office telephones is to transact school business.

### **Money and Other Valuables**

Students should leave money and other valuables at home including cellphones except that which is necessary for school.

The school will not be responsible for personal items lost or misplaced on the school grounds. If a student feels that their property was stolen they must file a report with the school resource officer.

### **Field Trips**

Homeroom and class teachers must sign a field trip permission slip for each trip. Students attending off campus events or field trips **must communicate with their teacher to make up all missed assignments.** It is the student's responsibility to obtain missed assignments and make up missed work.

## EMERGENCY PROCEDURES

### **Fire Drills**

Fire drills are conducted on unannounced dates and at unannounced times. Students must follow the directions of adult faculty/staff members during all fire drills. Students are required to stay with the assigned teacher throughout the entire drill process. All persons must govern themselves accordingly.

### **Bomb Threat Exit Regulations**

All students and teachers will evacuate the building in an orderly manner as designated by the intercommunication system. Students are required to stay with their assigned teacher.

**For all drills listed above the following are the responsibilities of the student:**

- Evacuate quickly in a quiet, orderly fashion, no running or boisterous behavior.
- Leave the room as a group, single file.
- Close classroom doors and windows.

### **Evacuation in Case of Tornado**

The alarm for a tornado drill will be an announcement over the intercom system.

- During a tornado warning, relocate to areas offering the greatest tornado resistance.
- During the warning, the students should be seated on the floor facing the wall with their heads tucked down.

**\*Failure to comply with these regulations by any party will result in a disciplinary action.**

### **Policy Code: 4316 Student Dress Code**

The Bertie County School Board agrees that student dress and personal appearance greatly impact academic performance and social interaction with other students. Therefore, the board requests that parents outfit their students in attire and personal appearance that is conducive to learning and appropriate social conduct. **The board prohibits any appearance or clothing that:**

- Violates the guidelines in this policy as a reasonable dress code adopted and publicized by the district and school;
- Is reasonably likely to create a substantial and material disruption to the educational process or to the operation of the school;
- Depicts profanity, vulgarity, obscenity, or violence; or
- Creates a threat to the health or safety of the student or others.

**All students must observe the following guidelines:**

1. All clothing, jewelry, and accessories cannot encourage or promote illegal drug use, gang affiliation or activity, sexual activity, violence or hate group activity, intimidation, inflammatory content, alcohol or tobacco usage, or detrimental content to the instructional process. This includes but is not limited to:

- a. Clothing, jewelry, emblems, badges, symbols, signs or other items worn or displayed with the intent to convey or promote membership or affiliation in any gang.
  - b. Tobacco, alcohol, and novelty T-shirts, accessories, or other clothing items that depict sexual, inflammatory, or detrimental content.
2. All pants and shorts must be worn and secured at the waist. Pants must not be clingy or form-fitting without a proper covering that reaches the fingertips, such as leggings with pico dresses or tops. Underwear may not be visible at any time. Pajamas and sleepwear are not permitted including bonnets and do-rags.
  3. All skirts and dresses must reach the top of the knee. All shorts, jumpers and skorts must be longer than the fingertips with arms down at the side.
  4. Shirts and tops should be high enough to fully cover the chest without showing cleavage. Shirts must not be made of netting, sheer, see-through, tight fitting or spandex materials and must cover the midriff area. Spaghetti straps, tank tops, tube tops, halter tops, exposed sports bras and off the shoulder shirts are not permissible. Sleeveless shirts must have a strap of at least a minimum of three inches and secure under the arm without gaps or holes. Non-functional holes in shirt material such as cuts, ribbing, or fraying are not allowed. Cold shoulder tops will be allowed as long as there is at least three inches on the top strap to meet the above sleeveless shirt rules.
  5. Appropriate footwear must be worn at all times and must be properly laced, tied, buckled and fastened. Bedroom slippers or sleepwear is not permitted. Close-toed athletic shoes should be worn during physical education.
  6. Head coverings, headgear, kerchiefs, do-rags, bandanas, hats, caps or sunglasses may not be worn inside the building except for medical or religious observance as agreed upon with the school administrator. Hoodies and coats with hoods may not be worn with the hood over the head at any time. Toboggans and hats may be worn outside as weather dictates.
  7. Accessories and adornments such as jewelry, belt buckles, studded belts, studded bracelets, knuckle rings, chains, wallet chains, and other items that could be perceived as or used as a weapon are prohibited.
  8. Piercings and jewelry cannot be affixed to the nose, tongue, cheek, lip, eyebrow or other area, where such jewelry could reasonably be thought to cause a substantial disruption to the learning environment or poses a safety concern.

### **Consequences for Dress Code Violation**

Students will be asked to remove or correct the inappropriate item and the parents/guardians will be notified. If necessary, parents will be called to bring appropriate clothing for the student. Further disciplinary action will be taken for habitual or repeat violations of the school dress code. ALL school staff and faculty are expected to strictly enforce the student dress code requirements and promptly report violations to administration who may use their discretion to approve attire outside of the prescribed dress code policy for special school functions, such as Spirit Week.

Principals and/or the superintendent/designee may make exceptions to this policy based on medical or religious reasons.

Principals have the discretion to specify additional examples of dress or appearance that are appropriate at the school consistent with the terms of this policy in order to provide a safe and secure learning environment.

### **ATTENDANCE (Policy No. 4400)**

Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily.

**A. Attendance Records**

School officials shall keep accurate records of attendance, including accurate attendance records in each class.  
Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

## **B. Excused Absences**

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher within three school days of the student's return after the absence. After 5 consecutive or 10 accumulated absences in a semester, the principal may also require a written doctor's excuse for any additional absences attributed to illness.

### **Excused Absence**

An absence may be excused for any of the following reasons:

- Illness or injury – When the absence results from illness or injury which prevents the student from being physically able to attend school.
- Quarantine – When isolation or quarantine for the student is ordered by the local health officer or by the State Board of Health.
- Death in the immediate family – When the absence results from the death of a member of the immediate family of the student. The immediate family of a student includes, but is not necessarily limited to, grandparents, parents or siblings.
- Medical or Dental appointments – When the absence results from a medical or dental appointment of a student. A written excuse should be presented with a doctor's signature or stamp.
- Court or Administrative Proceedings – When the student is a party to or is under subpoena as a witness in the proceedings of a court or administrative tribunal.
- Religious Observances – When the student or the student's parent/guardian or custodian adhere to a religion whose tenets require or suggest the observance of a religious event, the parent/guardian or custodian must seek prior approval from the principal for such absences. The approval of such absences is within the discretion of the school principal. Approval should be granted unless the religious observance or the cumulative effect of religious observances is of such duration as to interfere with the education of the student.
- Educational Opportunity – When the student obtains the principal's prior approval of a valid educational opportunity such as travel.

## **C. School-Related Activities**

All classroom activities are important and difficult, if not impossible, to replace if missed. Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from either class or school:

- Field trips sponsored by the school;
- Job shadows and other work-based learning opportunities
- School-initiated and -scheduled activities;
- athletic events that require early dismissal from school;
- Career and Technical Education student organization activities approved in advance by the principal;
- and

Assignments missed for these reasons are eligible for makeup by the student. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

### **Attendance Waivers in Excess of 10 Days**

Attendance waivers may be granted ONLY if a doctor's note, official agency note or a court subpoena has been turned in. **Any student who is over 10 days in any class will not receive credit for the course unless an attendance waiver is granted or time is made up.** Time can be made up per class where 1 hour is equal to 1 class absence. Attendance waivers can only be granted by the administrative team per absence per class period.

### **Arrival**

All students should report to their designated location upon arriving at school. Students eating breakfast should retrieve their meal from the cafeteria and report to class. Students not eating breakfast should report directly to class. Students should not loiter on campus, in halls, or in the parking lot. First block begins at 8:09 a.m.

### **Late Arrivals**

Students who arrive on campus after the 8:05 a.m. bell (including students returning to campus during the school day) **must** report to the office to sign in. Students who drive to school will lose their driving privilege if they are habitually late.

### **Tardy Policy**

The tardy policy is designed to promote timely attendance to class, lessen class interruptions by students and provide a greater amount of TIME ON TASK for all students. A student is tardy if the student is not in his/her class when the tardy bell has stopped ringing.

### **Media Center**

The media center is open from 7:30 a.m. until 3:30 p.m. daily. During the school day, students may use the library with a pass from their subject teacher or an administrator. All school rules apply in the media center.

### **Organizations and Services**

A roster of clubs and sponsors will be published separately each school year

### **Student Drivers**

All automobiles should be registered with the bookkeeper in the main office by the 1st day of school. A parking decal will be issued for \$40.00. Student drivers should enter the second driveway and park in the designated area only. Drivers should leave their automobiles immediately upon arrival and leave campus immediately after the dismissal of school. Parking decals will be revoked for the remainder of the school year for loitering in the parking lot or driving recklessly. Student drivers who leave school without permission may lose parking privileges. Students who park in unauthorized areas may be towed at the owner's expense.

**Bertie High School assumes no responsibility for the protection of or damage to private automobiles. .**

### **Parking**

Students who drive to school should be aware of the following guidelines and procedures:

- Parking permits must be purchased in order to park on campus. Permits are \$40.00 and can be purchased from the bookkeeper.
- The permit must hang from the rearview mirror. No tape or cellophane may be used. Each parking decal is numbered. The parking spaces in the student parking lot are also numbered. Students must park in the space bearing the same number as the decal. Failure to park in the assigned parking space could result in vehicle towing.
- Sale or transfer of permits between students is prohibited.
- Parking is a privilege, not a right; a privilege that will be revoked for violation of parking procedures.

- Parking permits will be issued on a first-come, first-served basis.
- Students are NOT allowed to go to their car during school hours unless a **school administrator** has granted permission.
- Any student leaving campus without permission from the proper authorities will be subject to the loss of parking privileges and will face disciplinary consequences for skipping.
- Vehicles may be searched by the administration or SRO if reasonable suspicion of a violation exists.
- Tags and bumper stickers that are inflammatory to another person's race, religion, or ethnic background are prohibited.
- Temporary parking permits will be issued for \$3.00 per day. Vehicles without permits in the student parking lot may be towed at the owner's expense. Neither the school nor the school staff will be responsible for damages done to students' automobiles.
- For the safety of all students, a speed limit of **5 mph** will be strictly enforced on campus. Reckless driving may result in the loss of parking privileges.
- Students may park ONLY in the designated student parking lot. Students that park in the teachers' lot or elsewhere on campus may have their vehicles towed.

### **Drop-off and Pick-up Students**

Traffic rules and regulations must be followed to protect students and staff. Only buses will be permitted in the bus parking area. The pick-up and drop-off area for students who ride in private automobiles is in the front driveway of the school traveling north. Drivers should remain in their vehicles during drop-off and pick-up. Drivers who drop-off and pick-up students should exit the campus through the north/main exit of BHS. Visitors who need to come into the building should find a visitor's parking space that will not interfere with the flow of traffic. Please do not park in assigned parking areas. All drivers should follow the posted traffic patterns.

### **BUS TRANSPORTATION GUIDELINES**

The county provides transportation for students. Students should behave appropriately while riding the bus. The student should:

- Meet the bus at the designated stop
- Be on time
- Cross the street only under the protection of the stop arm
- Load and unload carefully and in an orderly manner
- Stay in his/her assigned seat and speak softly
- Keep all body parts inside the bus
- Not use profane words or gestures
- Not tease, smoke, or fight
- Not throw objects out the windows or doors
- Ride their assigned bus unless special permission is granted by the assistant principal in charge of transportation to ride another bus.
- Obey all school rules and the bus driver

### **TEMPORARY BUS TRANSFER**

In order to have a temporary bus transfer approved, the student must have a note from his or her parent or guardian. The note should include the following information:

- Student's name
- Student's permanent address
- Number of the bus the student is assigned to and normally rides
- Address of the temporary transfer
- Number of the bus the student will ride temporarily

- Specific date(s) on which the student will get off or on the bus at the temporary location
  - Parent or guardian signature and telephone number
- The note should be submitted to your FIRST BLOCK TEACHER by 9:00 a.m. on the day that the temporary transfer is requested. All information will be verified before issuing a bus transfer permit.

### **Food Policy**

**No meals from outside food establishments may be brought onto campus or delivered to students during the school day.** Students may bring their breakfast or lunch to school as long as it is packed from home.

Students are also not to have open drink containers. All food and drinks should be consumed at breakfast and lunch.

Students should adhere to the following lunch procedures:

- Go immediately to the cafeteria.
- Be neat, clean, and considerate of others
- Do not take food or drink from the cafeteria
- Do not leave the cafeteria for any reason without the permission of an administrator or staff member on duty

# DISCIPLINARY POLICY AND CONSEQUENCES

In compliance with the Bertie County School's Code of Conduct, Bertie High school will enforce the following regulations:

## TIER I VIOLATIONS

Classroom Level: Teachers will handle minor violations that occur in the classroom according to classroom rules and expectations, which have been posted and reviewed. These behaviors should be handled by the teacher, and should not be an office referral until student and parent conferences have taken place. Inappropriate behaviors include, but are not limited to:

- Classroom Disruptions
- Sleeping in class
- Eating or drinking in class
- Refusing to do work
- Not prepared for class
- Tardy to class
- Excessive talking/playing
- Inappropriate language
- Use of electronic devices
- Academic Dishonesty
- Abusing bathroom privileges
- Failure to follow classroom rules/procedures

## **TIER I CONSEQUENCES:**

- **Offenses of same behavior: Teacher Consequence**
- **Multiple offenses: Office Discipline Referral Becomes a Level II Violation**

## TIER II VIOLATIONS

Violations of the following Bertie High School Student Code of Conduct will result in an Administrative Referral and possible suspension up to five (5) days:

- Disruptive Behavior:
  - Dress Code Violations
  - Gambling
  - Inappropriate Literature & Illustrations
  - Inappropriate Language
  - Disrespect
  - Symbols of Gang Affiliation (also confiscated)
  - Insubordination
- Student failure to identify themselves to faculty or staff
- Forgery and Fraud
- Inappropriate public displays of affection
- Possession and/or use of nicotine products or electronic cigarettes (**minimum of 1 day suspension for the first offense**)
- Skipping class or school (**repeated violations may result in loss of parking privileges for student drivers**)
  - Leaving the campus without permission.
  - Being absent from school without a parent's prior knowledge.
  - Being in the hallways, restrooms or other parts of the building without permission.
  - Leaving class without permission.
  - Using forged notes to leave class or leaving class under false pretenses.
  - Loitering/Being in an unauthorized area
- Computer Misuse/Technology violations (**May also result in loss of internet privileges at school**)
- Abuse of student driving and parking privileges

**TIER II CONSEQUENCES: Administration Decision, After School Detention, ISS, OSS, Repeated behavior may result in a Level III Violation**

**TIER III VIOLATIONS**

Violations of the following Bertie High School Student Code Conduct shall result in Out of School Suspension for a minimum of five (5) days and possible recommendation for Long Term Suspension for the remainder of the school year:

- Excessive Disrespectful/Verbal abuse of school personnel
- Assault threatening or abusive actions/intimidation of students, staff, or school
- Possession of Weapons and Dangerous Instruments
- Extortion
- Theft or Damage
- Destruction/Vandalism of Property
- Sexual Misconduct
- Possession or use of Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals, or Drug Paraphernalia

**TIER IV VIOLATIONS**

Violations of the following Bertie High Schools Student Code of Conduct shall result in Out of School Suspension for a minimum of ten (10) days and possible recommendation for Long Term Suspension for the remainder of the school year:

- Disruption of School
- Fighting/Assault on a student
- Assault on a Teacher or School Employee
- Assault Involving a Weapon
- Threatening Actions or Extortion
- Arson
- Bullying/Harassment/Discrimination

**TIER V VIOLATIONS**

Violations of the following Bertie County Schools Code of Conduct shall result in (10) days OSS and Long Term Suspension for the remainder of the school year:

- Arson/Acts of terror
- Use or possession of firearms or other destructive device
- Weapons/Dangerous Instrument
- Threat or Hoax of Terrorism or Harm
- Rape, sexual offense, or sexual assault
- An attack by a student on school administrators; teachers or classified staff; or adult volunteers

**Regulations for Suspended Students**

Students serving out school suspension are not permitted on any BCS campus or property. Suspended students are prohibited from participating in school sponsored or extra-curricular activities (i.e. athletic events and practices, prom, graduation, etc.)

## Tardy to School/Class

Offense	Consequence
1 or 2 tardies	Teacher consequence and parent contact
3 tardies	1 day of after school detention
4 or 5 tardies	2 days of after school detention
6 tardies	1 day of after school work detail
7 tardies	2 days of after school work detail
8 tardies	3 days of after school work detail
9 or more tardies	1 day of ISS or more per incident

During after school detention you will:

- Receive tutoring
- Complete missing assignments
- Tutor students

After school detention is held on Monday, Wednesday and Thursday. If you miss an assigned detention you will receive two additional days of detention, the following week.

## INAPPROPRIATE BEHAVIOR ON THE BUS

Infractions may include, but are not restricted to the following:

- Refusing to obey the driver and disrespectful behavior
- Smoking on the bus
- Holding seats
- Refusing to remain in assigned seat
- Talking back to the driver disrespectfully
- Fighting
- Refusing to comply with school bus rules and regulations as mandated by the school and driver

Failure to comply with school bus rules may result in the following consequences:

**Administration Decision, After School Detention, ISS, and OSS from the bus.**

***\*NOTE: Suspension from one bus means suspension from all buses. You may not transfer from one bus to another until your suspension has expired.***

## OTHER GENERAL RULES AND PROCEDURES

### VISITORS

ALL VISITORS must stop by the office for a visitor's pass. Violators will be cited as trespassers.

## **Policy Code: 4318 Use of Wireless Communication Devices**

The board recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by school rules or school personnel. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios and similar devices.

### **A. Authorized Use**

Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that they supervise the students during such use.

Although use generally is permitted before and after school, use of cellular phones and other wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses. In addition, elementary and middle school students who participate in after-school programs are prohibited from using wireless communication devices during such programs.

**Photographing or video recording of school personnel, substitute teachers, school volunteers, and students, by cell phone, digital cameras, video recorder, or other device on school property or at a school-related activity without written permission is prohibited.**

### **B. Consequences for Unauthorized Use**

School employees may immediately confiscate any wireless communication devices that are on, used, displayed or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student's parent.

The disciplinary consequences for violations of this policy shall be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

The following factors should be considered when determining appropriate consequences: whether the wireless communication device was used (1) to reproduce images of tests, obtain unauthorized access to school information or assist students in any aspect of their instructional program in a manner that violates any school board policy, administrative regulation or school rule; (2) to bully or harass other students; (3) to send illicit text messages; (4) to take and/or send illicit photographs; or (5) in any other manner that would make more severe disciplinary consequences appropriate.

### **C. Search of Wireless Communication Devices**

In accordance with policy 4342, Student Searches, a student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law, board policy, the Code of Student Conduct or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

## D. Liability

Students are personally and solely responsible for the security of their wireless communication devices. The school system is not responsible for the theft, loss or damage of a cellular phone or other personal wireless communication device.

Legal References: [G.S. 115C-36](#), [-390.2](#)

Cross References: Student Behavior Policies (policy 4300), Disruptive Behavior (policy 4315), Student Searches (policy 4342)

### CELL PHONE USAGE

A student may **NOT** use a cell phone in the classroom. Possession of a cell phone by a student is a privilege which will be revoked for violations of the cell phone rule. Violations may result in the confiscation of the cell phone (to be returned only to a parent) and/or other disciplinary actions. The district is not responsible for theft, loss, or damage to cell phones or other electronic devices brought onto school property. ***The school resource officer will not conduct extensive investigations for lost/stolen electronics.***

**Student movement on campus:** Students are to move from one class to another quickly, quietly and in an orderly manner. Students should walk on the right side of the hallway and report immediately to class.

**Responding to substitute teachers and other non-teaching staff members:** Substitute teachers and non-teaching staff members have the same rights and authority to take action as regular teachers.

**Care of textbooks:** Students are expected to take care of all textbooks. Books that are lost or damaged will be charged to the student to whom the book was assigned. Any student who fails to pay for a textbook may be denied participation in extracurricular activities or sports.

**Student Assembly Conduct:** Students should report to an assembly as if they were attending a regularly scheduled class. Failure to attend an assembly is regarded as skipping class unless the student follows appropriate procedures for signing out of school. Clapping is the only correct form of applause in a formal situation. Absolute silence is necessary at any public performance. Talking is not acceptable during the program. No audience should leave or begin to leave an assembly until it has been dismissed. Students who will not behave appropriately in assembly programs will be removed from the assembly and sent to a designated area for disciplinary action.

**Handbills, posters, and pictures:** Permission from the principal is required in order for students to distribute material or to display posters, handbills, or other advertisements on school properties.

**Care of Buildings and Grounds:** A clean campus and clean buildings are conducive to a good learning atmosphere. Students are expected to do their part in maintaining a clean, attractive campus by placing waste and trash in containers. Faculty and staff members should model appropriate behavior.

**Food and Soft Drinks:** Students are not to bring open drink containers and food items into the classrooms to eat/drink. (Bottled water and breakfast/lunch from the cafeteria, when directed, are the only exceptions.)

**Campus Deliveries:** There will be **NO** delivery (food, balloons, flowers, stuffed animals or other celebratory items) during school hours. This includes students and parents/guardians.

### EMERGENCY PROCEDURES

Fire and tornado drills are held throughout the school year. The alarm will be activated from the main office and sound throughout the building. The alarm for fire drills will be the fire alarm buzzer. However, the office will notify staff and students on the intercom at the time of a tornado drill/tornado. Teachers will direct students in the proper procedure during a fire and tornado drill.

Bertie High School will follow the bomb threat policy implemented by the Board of Education and the penalties associated with it.

### **TELEPHONE MESSAGES & DELIVERIES**

The school phone is for business purposes. Students may ask the secretary to place an emergency call. Classes will not be interrupted for messages or deliveries (except verified emergencies) during the school day. Deliveries sent to school for students on special occasions will not be accepted

### **INCLEMENT WEATHER**

In the event of inclement weather, mechanical or plant breakdowns, school may be closed, delayed or dismissed early. School closings, delayed schedules, or early dismissal will be announced over local radio stations and/or television stations. If no report is aired, we will operate on its regular schedule.

### **WITHDRAWAL/TRANSFER PROCEDURE**

A student wishing to withdraw should obtain the appropriate forms from the guidance department and have the forms signed by each teacher. The student must pay all fees and fines before he/she is cleared for withdrawal or transfer.

### **BERTIE COUNTY SCHOOLS HEALTH SERVICES**

The Bertie County Schools' medical policy was developed to assure the safe administration of medication to students during the school day. If your child must have medication, of any type, given during the school hours, including over-the-counter drugs, Board policy requires completion of the Authorization of Medication Form. This form is available in the main office.

The Authorization of Medication Form must be completed by the physician and signed by all parties (physician and parent/guardian). This form is required for both short-term and long-term prescriptions and over-the-counter drugs. Prescription medicines must be brought to the school in a pharmacy-labeled bottle that contains instructions on how and when the medication is to be given and a printout of the medication side effects should also be included. Over-the-counter medicines must be received in the original container and will be administered according to the doctor's written instructions. Students may carry asthma inhalers with physician's order and completion of the Student Contract for Self-Carried Medication Form. The Authorization of Medication Form and prescribed medication in the original pharmacy-labeled container must be transported by the parent/guardian to the school for students.

If you do not want the school to administer medication to your child, you have the following choices:

1. You may come to the school and give the medication to your child at the appropriate time(s) or
2. You may discuss with your child's doctor an alternative schedule for administering medication (i.e. outside of school hours)

School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by both the doctor and parent/guardian, and the medication has been received in the original pharmacy labeled container. There will be no exceptions in this policy.

Thank you for your assistance in providing the necessary documentation to care for our students. We share your concerns for their health and safety as well as their academic success. If you have any questions or concerns about this policy, please contact the school health nurse.

## RANDOM DRUG TESTING FOR EXTRACURRICULAR ACTIVITIES

To improve the health and safety of students and to prevent and deter illegal drug use by students, the board adopts this policy to provide for random drug testing of students who participate in extracurricular activities. The board has determined that this policy is necessary in light of the documented sale, possession and use of illegal drugs by Bertie County students (BCS).

### COVERAGE:

1. Eligible Student: Any high school student who is a current participant in any extracurricular activity, including school- sponsored and student-initiated clubs; or any student whose parent enrolls his/her children for participation in the random drug testing program.
2. Drugs: The drugs prohibited by this policy include any substance listed or referred to in North Carolina General Statutes sections 90-89 through 90-94, unless used as prescribed by a physician. Prohibited substances specifically include, but are not limited to, cocaine, opiates, marijuana, amphetamines, methamphetamines, barbiturates, PCP, LSD or other hallucinogenic compounds.

### TESTING PROCEDURE:

1. Prior Consent: The student and his/her parent and/or guardian shall sign a written consent to drug testing before the student participates (including try-outs) in an extracurricular activity. If the student is voluntarily participating in the random drug testing program, prior consent must be obtained before the student can participate.
2. Test Frequency: At the beginning of each school year, all eligible students (as defined above) will be drug tested pursuant to this policy. In addition, random drug tests may be conducted throughout the period of participation.
3. Student Selection for Random Drug Tests: The Central Office administration shall arrange for a method of student selection that ensures that students are selected at random.
4. Sample Collection and Testing: The Central Office administration shall contract with an authorized drug test administrator for sample collection, sample testing including maintenance of a split sample, and test verification by a medical review officer (MRO). Sample collection shall take place under reasonable and sanitary conditions, and shall maintain student privacy and dignity. Any contested positive result shall be confirmed by a scientifically valid confirmatory test, at the expense of the school system. The student shall be suspended from participation until confirmatory test results are provided to the school.

### CONSEQUENCES:

If the drug test result is positive and confirmed by the MRO, the following action will be taken:

#### 1. **First Confirmed “Positive” Result:**

1. The MRO will notify the student and the student’s parent or guardian of the positive test result and will give the student and the student’s parent or guardian an opportunity to explain the positive result. If the MRO concludes that the student has no verified explanation for the positive result, other than illicit drug use, the principal will be notified, and the next two steps will apply.
2. The student and the student’s parent or guardian will receive information regarding drug-use counseling and prevention.
3. The student may not participate in any extracurricular activity for three school months. The student will be allowed to participate after the suspension period, contingent on the student’s participating in a drug

assistance program and receiving a negative drug test result prior to resuming participation. The student will also be required to submit to periodic unannounced drug testing for a period of one calendar year.

**2. Second Confirmed “Positive” Result:**

1. The MRO will notify the student and the student’s parent or guardian of the positive test result and will give the student and the student’s parent or guardian an opportunity to explain the positive result. If the MRO concludes that the student has no verified explanation for the positive result, other than illicit drug use, the principal will be notified, and the next two steps will apply.
2. The student and the student’s parent or guardian will receive information regarding drug-use counseling and prevention.
3. The student may not participate in any extracurricular activity for one calendar year. The student will be allowed to participate after the suspension period, contingent on the student’s participating in a drug assistance program, receiving a negative drug test result prior to resuming participation and submitting to periodic, unannounced drug testing for the remainder of his/her high school career.

**3. Third Confirmed “Positive” Result:**

1. The MRO will notify the student and the student’s parent or guardian of the positive test result and will give the student and the student’s parent or guardian an opportunity to explain the positive result. If the MRO concludes that the student has no verified explanation for the positive result, other than illicit drug use, the principal will be notified, and the next two steps will apply.
2. The student and the student’s parent or guardian will receive information regarding drug-use counseling and prevention.
3. The student will not be permitted to participate in any extracurricular activity for the remainder of the student’s high school career.

4. No consequences other than those outlined above shall result from a confirmed positive test when associated with random testing procedures. Evidence of a positive random test result shall not be the basis of any other student disciplinary action. School employees shall not notify law enforcement officials of test results.

5. Nothing in this policy shall prevent the principal or a coach or advisor from excluding a student from participation on a team or club for conduct in violation of the code of student conduct, school rules, team rules or criminal law.

6. If a student refuses to comply with the conditions outlined in this policy, the student’s privilege to participate in extracurricular activities will be denied or suspended until the student is in full compliance with this policy for the remainder of the school year.

7. Nothing in this policy prohibits the search of any student, consistent with Board Policy 4342, based on school administrators’ individualized reasonable suspicion that the student is in possession of illegal or unauthorized material, or any consequent imposition of consequences under Board Policy 4325.

**CONFIDENTIALITY:** All records of individual student drug tests shall be confidential student records. The records shall be maintained in files separate from discipline records and other student records.

**LEGAL:** Vernonia School District v. Acton, 515 U.S. 646 (1995); Board of Education v. Earls, 536 U.S. 822 (2002)

**ACKNOWLEDGMENT**

I have read and understand the BCS Random Drug Testing Policy for Extracurricular Activities and accept responsibility to abide by them. I also acknowledge that my participation in extracurricular activities is contingent upon my participation in this program.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_