

# **BHS Student Handbook**

**2024-2025**



**Principal: Mrs. Jenny Hayes**

**Assistant Principal: Mr. Reggie Harris**

**Assistant Principal: Mrs. Kelly Lindsey**

**Administrative Intern: Mrs. Cherese Chatman**

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WILSON COUNTY SCHOOLS

[2024-2025 TRADITIONAL CALENDAR STUDENT/STAFF CALENDAR](#)

2024-2025 Daily Schedule	
7:22	Students report to 1 <sup>st</sup> Period
7:30	1 <sup>st</sup> Block begins
8:55	1 <sup>st</sup> Block ends—students report to academic intervention 1st Block-Monday 2nd Block-Tuesday 3rd Block-Wednesday 4th Block-Thursday Friday-Clubs
9:00	Academic enrichment begins
9:30	Academic enrichment ends
9:35	2 <sup>nd</sup> Block begins
11:00	2 <sup>nd</sup> Block ends / 1 <sup>st</sup> lunch begins
11:05	3 <sup>rd</sup> Block begins
11:30	1 <sup>st</sup> Lunch ends
11:35	1 <sup>st</sup> Lunch students begin 3 <sup>rd</sup> block
12:30	2 <sup>nd</sup> lunch begins
1:00	2 <sup>nd</sup> lunch ends / 3 <sup>rd</sup> period ends
1:05	4 <sup>th</sup> Period begins
2:30	End of school day



**2024-2025**



## **Secondary Schools**

### **Progress Reports & Report Card Schedule**

#### **1<sup>st</sup> Nine Weeks**

**Progress Report 1:** September 12, 2024  
**Progress Report 2:** October 2, 2024  
**Grading Period Ends:** October 17, 2024  
**Report Cards Go Home:** October 28, 2024

#### **2<sup>nd</sup> Nine Weeks**

**Progress Report 1:** November 7, 2024  
**Progress Report 2:** December 2, 2024  
**Grading Period Ends:** December 20, 2023  
**Report Cards Go Home:** January 13, 2025

#### **3<sup>rd</sup> Nine Weeks**

**Progress Report 1:** January 30, 2025  
**Progress Report 2:** February 24, 2025  
**Grading Period Ends:** March 13, 2025  
**Report Cards Go Home:** March 20, 2025

#### **4<sup>th</sup> Nine Weeks**

**Progress Report 1:** April 10, 2025  
**Progress Report 2:** May 12, 2025  
**Grading Period Ends:** June 4, 2025  
**Report Cards Go Home:** June 23, 2025

*\*Dates subject to changes*

*\*Grades due by 12 pm unless otherwise noted*



*E. T. Beddingfield High School*  
4510 Old Stantonsburg Road  
Wilson, NC 27893  
(252) 399-7880 Fax (252) 399-7850

**Ms. Jenny Hayes**  
Principal

**Mr. Reggie Harris**  
Assistant Principal

**Mrs. Kelly Lindsey**  
Assistant Principal

Welcome to Beddingfield High School!

I am delighted to welcome you to Beddingfield High School and to what I'm sure will be an exciting and rewarding school year. Whether you are a returning student or new to our school community, I want you to know how thrilled we are to have you with us.

At Beddingfield, we are committed to providing a safe, supportive, and challenging environment where each of you can thrive. Our dedicated staff is here to guide you, inspire you, and help you navigate your academic journey. We believe that every student has unique talents and potential, and we are here to help you discover and develop those qualities.

This handbook is designed to be a valuable resource for you throughout the school year. It contains important information about school policies, expectations, and the various opportunities available to you. I encourage you to take the time to read through it carefully and refer to it whenever you need guidance.

As you explore new subjects, join clubs, participate in sports, and make new friends, remember that your time here is what you make of it. I encourage you to get involved, ask questions, seek help when you need it, and most importantly, challenge yourself to grow both academically and personally.

We are here to support you every step of the way, and we are committed to helping you achieve your goals. Let's work together to make this year one of the best yet!

Once again, welcome to Beddingfield. I'm looking forward to seeing all the amazing things you will accomplish this year as you go out and #BeBruin!

Sincerely,

Jenny Hayes  
Principal

## ACADEMICS

### SCHEDULE MODIFICATIONS

Schedule changes are only allowed if one or more of the following scenarios apply:

1. A class is needed for graduation or promotion
2. A class requires a prerequisite that has not been taken
3. A class was previously passed

There are no teacher preference changes for any class. In many cases a parent/guardian will be required to meet with the designated guidance counselor to discuss the need for the class change. A teacher recommendation may be required as well. All schedule modifications shall be approved by administrators.

### PERFORMANCE EVALUATION

The student's evaluation is based upon testing, classroom assignments, and participation. Parents are encouraged to study the report card carefully and to schedule conferences with teachers to discuss their student's progress. The grading system used on report cards for the concentrated curriculum is as follows:

- A = 90 – 100**
- B = 80 – 89**
- C = 70 – 79**
- D = 60 – 69**
- F = 59 and below**

### PROMOTIONS

In the high school program, the number of units completed is determined by the pupil's progress. The following units from the Concentrated Curriculum are required:

<b>Promotion To</b>	<b>Units Required</b>
<b>Grade 10</b>	<b>6</b>
<b>Grade 11</b>	<b>13</b>
<b>Grade 12</b>	<b>20</b>
<b>Graduation</b>	<b>28</b> including required courses and CPR instruction

Please see Board Policy Code [3460](#) and Regulation [3460-R](#) for all graduation requirements



**POLICY CODE 3420: STUDENT PROMOTION AND ACCOUNTABILITY** The Board of Education is dedicated to high standards and high achievement for all students. The Board believes students should progress to the next level of study based on their knowledge and application of the current curriculum level. To the extent reasonably possible, students should be given as much time or as little time as they need to be proficient at a particular level of study.

To reduce the number of students who do not meet promotion standards, the Board directs school administrators and teachers to address the needs of students who are not making adequate academic progress as required by Policy 3405, Students at Risk of Academic Failure. Academic standards are established by the Wilson County Schools for the specific grade levels and/or courses. The purpose of these standards is to improve teaching and learning, to enable all students to achieve competencies and to engage parents in school improvement through shared accountability.

The ultimate responsibility for promotion/retention decisions is assigned to school principals by **G.S. 115C-288**, except as provided in **G.S. 115C-83.7**. Such decisions shall be made in accordance with federal, state and local regulations and the expectations provided below. The Board and Superintendent have provided criteria to guide principals in this decision.

### **GRADE POINT AVERAGE (GPA)**

The State of North Carolina now requires all public high schools to utilize standardized transcripts and to calculate the grade point average and class rank by a standard method. Grades are weighted as follows:

<b>Grade</b>	<b>Regular Courses</b>	<b>Honors</b>	<b>AP</b>
<b>A</b>	<b>4</b>	<b>4.5</b>	<b>5</b>
<b>B</b>	<b>3</b>	<b>3.5</b>	<b>4</b>
<b>C</b>	<b>2</b>	<b>2.5</b>	<b>3</b>
<b>D</b>	<b>1</b>	<b>1.5</b>	<b>2</b>
<b>F</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*CCP courses are weighted differently depending on the course.

### **CALCULATING GPA**

Grade Point Averages (GPA) are often utilized to ascertain eligibility for college or university entrance, class rank, or standing on the honor roll or Principal's list. To calculate a GPA, set up three columns. In the first column, put the course title. In the second column, list the letter grade. In the third column, record the points for that grade according to the Quality Points chart above. Add up the points in the third column and divide by the number of subjects listed. The final number is the GPA. For example:

Subject	Grade	Points
Math I	B	3
English I Honors	A	5
Spanish I	A	4
Physical Science	C	2
<i>Total</i>	4	14

$$\text{GPA} = 14/4 = 3.50$$

### END-OF-COURSE TESTS

End-of-course tests are administered at the end of each semester to students who are enrolled in certain courses. These courses are Math I, English II, and Biology. These are state tests and scored according to state standards at the following achievement levels:

Level	Meets on-Grade-Level Proficiency Standard	Meets Career-and-College Readiness Standard
Level 5	Yes	Yes
Level 4	Yes	Yes
Level 3	Yes	No
Not Proficient	No	No

In order for a student to receive credit for one of these courses, he/she will be evaluated based on:

1. Teacher standards
2. Attendance standard
3. EOC test in that subject area

## **POLICY CODE [4310](#): INTEGRITY AND CIVILITY**

All students are expected to demonstrate integrity, civility, responsibility and self-control. This expectation is directly related to the Board's educational objectives for students to learn to be responsible for and accept the consequences of their behavior and for students to respect cultural diversity and ideological differences. Integrity, civility, responsibility and self-control also are critical for establishing and maintaining a safe, orderly and inviting environment.

### **A. PROHIBITED BEHAVIOR**

In addition to any standards or rules established by the schools, the following behaviors are in violation of the standards of integrity and civility and are specifically prohibited:

1. cheating, including the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of academic work;
2. plagiarizing, including copying the language, structure, idea and/or thought of another and representing it as one's own original work;
3. violating copyright laws, including the unauthorized reproduction, duplication and/or use of printed or electronic work, computer software, or other copyrighted material;
4. cursing or using vulgar, abusive or demeaning language toward another person;
5. playing abusive or dangerous tricks or otherwise subjecting a student or an employee to personal indignity; and
6. discrimination, harassment and bullying as defined in policy [1710/4021/7230](#), Prohibition Against Discrimination, Harassment and Bullying.

### **B. CONSEQUENCES**

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.

### **POLICY CODE 3135: HOMEWORK**

The Board recognizes the importance of homework in supplementing classroom instruction and furthering the goals of the educational program. Homework reinforces learning and fosters independence, responsibility and self-direction. Homework assignments should strengthen skills, provide practice in subjects that have already been taught in class and improve a student's ability to work independently. Teachers should take into consideration the differences in financial, educational and technological resources of students and their parents or guardians when making assignments.

In addition, the amount of time necessary to complete the tasks should be reasonable in light of the age and maturity of the students and other assignments given to the students.

The table below provides general guidelines for the amount of time a student should spend on homework nightly. The Board further recognizes that the level of rigor of some high school courses may periodically require additional time for homework over those listed. These courses might include, but are not limited to, Advanced Placement, International Baccalaureate, and other college level courses.

	<b>Suggested Maximum Length of Nightly</b>
Grades K-2	30 Minutes
Grades 3-5	45 Minutes
Grades 6-8	60 Minutes
Grades 9-12	60 - 120 Minutes

Teachers should make every effort to give clear directions for homework assignments. They should also make sure that assignments are based on skills that have been taught previously in the classroom. Students should be able to use the particular skills, and should be familiar with the assignment that they are to complete using the skills. Students should be given an opportunity to ask questions about the assignment before going to another activity.

Teachers should minimize the use of homework assignments or projects which will involve the expenditures of funds by a student.

Homework shall never be used as a method of punishment.

**POLICY CODE 3400: EVALUATION OF STUDENT PROGRESS**

An evaluation system of students’ academic performance is necessary to help ensure that all students are succeeding within the framework of the educational goals and objectives of the Board. The Board believes that the formal issuance of student evaluations on a regular basis promotes continuous assessment of a student’s performance; informs the student, his or her parents or guardians, and the school counselor about the student’s performance and progress; and provides a system of notice that allows intervention strategies to be implemented if necessary to improve the student’s performance. The Board encourages teachers and principals to pursue innovative methods of evaluating progress.

The Board of Education requires that all parents be informed at regular intervals of the progress of their children in order to promote a process of continuous evaluation of student performance; to inform the student, his parents, and counselor of the student's progress; and to provide a basis for bringing about improvement in student performance, where such change seems necessary.

Meaningful evaluation shall include consideration of all activity that has occurred during the particular evaluation period. Teachers shall keep accurate records of all graded assignments in order to substantiate a grade given in a course. Class attendance shall also be kept and reported to parents. The relative value attached to any activity shall be determined by the importance of the activity toward achieving the course objectives.

When determining the final grade for a grading period, teachers shall weight assignments and assessments as on a ten-point scale indicated in the tables below.

<b>Type of Assignment / Assessment</b>		<b>Grades</b>
Tests / Projects	50%	60%
Quizzes / Classwork	45%	35%
Homework	5%	5%

Teachers have the primary responsibility for evaluating student performance and keeping accurate records in order to substantiate a grade or assessment. Teachers shall ensure that there are an adequate number of assignments/assessments in each category during a grading period such that no single assignment or assessment has a disproportionate effect on a student’s final grade for the grading period. The principal has the authority to review all grades, make adjustments when justified, and report those changes to the superintendent as outlined in the Administrative Regulation 3400, Evaluation of Student Progress. The principal’s decision is final and will be documented in the student’s permanent record.

The Board realizes the obstacles a student faces when trying to recover from an extremely low grading period average. For this reason, in grades K-8, no student shall receive a final grade for a grading period that is below 50%. In grades 9-12, no student shall receive a final grade for the first 9-week period of the semester that is below 40%. There is no lowest grade limit on the grade

issued for the second 9-week period of a semester.

In addition to regular progress report cards and other school contacts with the home, interim reports are to be issued during the regular grading periods to alert parents when students are not completing satisfactory work, consistent with policy [3405](#), Students at Risk of Academic Failure.

Parental conferences are a valuable method of reporting to parents. Conferences regarding a student's progress in a particular class shall include the teacher of that class. The superintendent shall develop the necessary administrative procedures to implement this policy.

## **POLICY CODE [3220](#): TECHNOLOGY IN THE EDUCATION PROGRAM**

### **REGULATION CODE [3220-R](#): TECHNOLOGY IN THE EDUCATION PROGRAM**

## **POLICY CODE [3225/4312/7320](#): TECHNOLOGY RESPONSIBLE USE**

### **EXPECTATIONS**

#### **Policy Code [4400](#): STUDENT ATTENDANCE**

Attendance in school is central to educational achievement and school success. Attendance and participation in class form an integral part of the teaching-learning process, and thereby may be part of the grade earned. Additionally, regular attendance develops patterns of behavior essential to success in later life, both personal and business. While there are times when students must be absent from school due to physical inability to attend, it must be understood that parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.

#### **A. Attendance Records**

Teachers shall maintain accurate attendance records, both daily and by class where appropriate. It shall be the responsibility of the principal to be familiar with current rules and regulations relative to attendance and absences and to monitor regularly. A student is considered absent from a class if they miss more than 15 minutes of class.

#### **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 on the day the student returns after an absence. Absences due to extended illnesses may also require a statement from a physician. An absence may be excused for any of the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. medical or dental appointment;

5. participation under subpoena as a witness in a court proceeding;
6. a maximum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s);
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal;
8. pregnancy and related conditions or parenting, when medically necessary;
9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian
  - (a) is an active duty member of the uniformed services and
  - (b) has been called to duty for, is on leave from, or
  - (c.) has immediately returned from deployment to a combat zone or combat support posting.

In the case of excused absences, short-term out-of-school suspensions, and absences under [G.S. 130A-440](#) (for failure to submit a school health assessment form within 30 days of entering school) the student will be permitted to make up his or her work. The student is responsible for completing assignments that are due within the specified time period.

### **C. Unexcused Absences**

Any absence not meeting the requirements of an excused absence shall be an unexcused absence. Principals shall adhere to all conditions of the North Carolina Compulsory Attendance Law, and shall notify parents or guardians of their responsibility under the same law.

The principal or his designee shall notify the parent, guardian, or custodian after the child has accumulated three (3) unexcused absences in a school year. After not more than six (6) unexcused absences, the principal shall notify the parent, guardian, or custodian by mail that he may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified. Once the parents are notified, the school social worker shall work with the child and his family to analyze the causes of the absences and determine steps, including adjustment of the school program or obtaining supplemental services, to eliminate the problem.

After ten (10) accumulated unexcused absences in a school year, the principal shall review any report or investigation prepared by the school social worker in accordance with [N.C. Gen. Stat. § 115C-381](#) and shall confer with the student and his parent, guardian, or custodian if possible to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. If the principal determines that parent, guardian, or custodian has not, he shall notify the district attorney. If he determines that parent, guardian, or custodian has, he may file a complaint with the juvenile intake counselor under [N.C. Gen. Stat. § 7A-561](#) that the child is habitually absent from school without a valid excuse.

#### **D. School Related Activities**

All classroom activities are important, and difficult if not impossible to replace if missed. School-related activities as outlined below, however, shall not be counted as absences from either class or school:

1. field trips sponsored by the school;
2. school-initiated and scheduled activities;
3. athletic events requiring early dismissal from school;
4. governor or legislative pages;
5. in-school suspensions;
6. participation in a job-shadow, Career and Technical Education student organization, or other work-based opportunity, as described in G.S. 115C-47 (34a).

It is the intention of the Board of Education that classes missed for such reasons be kept to an absolute minimum through close scrutiny and a monitoring system on the part of the principal. Assignments missed for these reasons shall be completed by students, and are due on the day the student returns to class, unless granted additional time by the classroom teacher.

#### **E. Attendance Expectations**

1. Students in Grades 9-12 must be present in class for 90 percent of the days enrolled. If the minimum attendance requirement is not satisfied, the student shall not receive academic credit for the course, and no numerical grade shall be recorded for the course or applied toward the student's grade point average.
2. Students in Grades 9-12 may make up a maximum of five (5) absences per semester course, and a maximum of ten (10) absences in a yearlong course. Absences may be made up during non-instructional time on an hour for hour basis (See Learning Lab Procedures). Make-up time must begin no later than five (5) days after returning to school following the absence, and must be completed within the grading period in which the absence occurred unless an exception is approved by the principal.

#### **F. Credit for Attendance**

1. To be counted present in a high school class, the student shall be in attendance for 75 minutes.
2. A student shall be considered present for that portion of the day that he is present to attend an official school activity at a place other than the school with the approval of the principal.
3. Students who arrive at school after the beginning of the school day or leave school prior to the end of the school day will receive a tardy or an absence depending upon their arrival time..



## **G. Excessive Absences**

1. The responsibility for satisfying attendance requirements rests with students and their parents or legal guardians. In order to help students meet the attendance requirements, teachers shall notify the principal when student absences, either from homeroom or an individual class, reach four (4) in a semester or eight (8) in a year in Grades 9-12. The principal shall in turn notify parents or guardians of the absences in writing. The notice to parents or guardians shall include a warning of the possible consequences of additional absences and/or a copy of this policy. Students at any age who accumulate excessive absences may experience consequences ranging from extra make-up work to grade retention. Any failure by teachers or principals to provide notice of absences in accordance with this section shall not excuse any absences and shall not justify waiver or modification of the consequences for excessive absences.
2. In the event a student receives no credit or is retained because of excessive absences under this policy, the student and his parents or legal guardians may request a waiver or modification of the consequences. A request for waiver or modification shall be submitted in writing to the principal no later than five (5) days after either the notification of the consequences or the end of the applicable semester in high school or at the end of the school year in elementary or middle schools, whichever is earlier. The written request must describe the reasons for the requested waiver or modification and appropriate documentation. Requests will be considered only for the reasons which are extraordinary and compelling. In the event of a written request for waiver or modification, the principal shall appoint an interdisciplinary attendance committee to advise the principal whether the student's particular circumstances justify the waiver or modification of the no-credit or retention provisions of this policy. The principal shall notify the student and his parents or legal guardians concerning the time and place of a hearing before the interdisciplinary committee and shall indicate that their presence is required. The principal shall have the authority to waive or modify the no-credit or retention provision of the policy, before or after the hearing by the committee.

## **H. Tardiness**

A student shall be seated or at his assigned station for work at the time appointed for the school day or class to begin, or be recorded as tardy for the day or class.

A student who leaves the instructional setting prior to the end of a class or the school day will be recorded as tardy for the class or day. Principals may establish procedures in each school to enforce this policy.

Students who are absent ten (10) consecutive days will be withdrawn from school and must re-enroll before being readmitted to classes. The school and/or school social worker will contact

students falling into this category, who are under sixteen (16).

### **LEARNING LAB PROCEDURES**

The Learning Lab is an option that allows students to make up for missed class time. Learning Lab will be offered after school on designated dates from 2:40 pm to 4:00 pm. A student may make up no more than 5 days per semester class (10 days for year-long classes) missed from school by attending Learning Lab, regardless of whether the absence was excused, unexcused, or resulted from out-of-school suspension. The student is responsible for reporting promptly to the supervisors at the designated time and for having academic work to do during the session. Anyone who misses part of a session or reports late will not receive credit.

Absences may not be made up during an exam period. Absences incurred during the first semester must be made up before the end of the first semester unless approved by the Principal. Any student who has more than nine (9) absences (excused or unexcused) must attend Learning Lab in order to receive credit for the course. Students that exceed nine absences and have not made up the sufficient amount of time will need to fill out a waiver form and attend a waiver hearing. Credit is possible depending on the individual situation, but not guaranteed.

### **LATE ARRIVALS / TARDIES**

All students must be in their first block class by 7:30 am. Any student who arrives late to school has to be checked in at the front office. A tardy note will be given to the student to present to their teacher. All tardies will be unexcused unless a valid excuse or doctor's note is presented to the front office. If the parent/student forgets to bring a note, the tardy will be marked unexcused and the parent has 48-hours to present a note to the front office for the tardy to be changed from unexcused to excused. Students arriving after 7:45 will be considered absent. Students may opt to attend lunch detention to avoid an absence. However, 3 tardies to school will result in after school detention.

Any student who is tardy to 2nd, 3rd, 4th block or Bruin Period should report to the front office and they will receive 1 day ASD. All of these tardies will be unexcused.

Failure to attend lunch detention will lead to after-school detention. Failure to attend after school detention will result in a suspension.

### **LEAVING CAMPUS / CHECKING OUT**

After boarding the bus or arriving on campus, a student is considered the responsibility of the school system and is not allowed to leave without checking out in the school front office. Checking out is only allowed for the following: illness, family emergency, parental request or doctor's appointment.

Students are urged to stay in school all day. Doctor or other appointments should be scheduled outside of school hours or on school holidays whenever possible. If a child needs to be dismissed early, he or she must bring a note to the front office before the school day begins. This note needs to include the reason for requesting early release, the parent's signature, and phone number where that parent can be reached for verification. Leaving school will constitute an absence in the

classes the student misses including any class in which a student misses in excess of 15 minutes of the class. Students should bring a doctor's note when returning to school. Before leaving school, students must sign out with the main office. Students may only be picked up by persons on the contact list who have permission to pick them up.

## HALL PASSES

No student shall be in the hall during regular class time without a hall pass issued by the teacher in charge of the student during that time. Students will be issued 3 bathroom passes for each block at the beginning of each quarter. Once they have used all 3 passes, they will not be permitted to go to the restroom during class. They may use the restroom during class changes and lunch. Students who need to go somewhere during class besides the restroom may be issued a hall pass. Passage shall be by the shortest and quickest route possible without stopovers at other points or bothering other classes in session. Only the standard, office-approved hall pass will be acceptable. Hall passes shall be issued only as needed and must be turned in at the point of destination and returned to the teacher who originated the note. Students who are in the hallway without a pass will receive a discipline referral for skipping.

## CAFETERIA

The participation and cooperation of all students will help in determining the type of service offered to students. Students are expected to cooperate with cafeteria workers by helping to keep the cafeteria as clean and pleasant as possible. The lunchroom manager and staff want to serve you and they solicit your support for improving the cafeteria program.

1. Students should report directly to the cafeteria, courtyard, or commons area during the lunch period. Hall passes will not be issued during any lunches. Students are not allowed outside the designated lunch area without the permission of an administrator. Students will not be allowed to remain unsupervised in classrooms.
2. All trays and eating utensils should be removed from the table and placed in appropriate receptacles.
3. Commercial foods should not be brought into the cafeteria.
4. Students may purchase lunches by the day or by the week directly from the cafeteria.
5. No food is to be removed from the cafeteria unless approved by administration.
6. The throwing of food, napkins, utensils, etc. is prohibited.
7. Students who are not in the cafeteria, commons area, or the courtyard five (5) minutes after the bell rings will be considered out of place.
8. Students are not to leave the designated areas during lunch without the permission of an administrator.
9. Any food and drinks brought to school must be kept in a book bag until lunch. Glass containers are not allowed for safety reasons. Food is not allowed in the classrooms or hallways or anywhere outside the Cafeteria. Any beverages must be sealed and not to be consumed in the hallways.

10. You will be asked to dispose of any drinks or food seen in any of the non-permitted locations. Failure to comply with this directive will result in disciplinary action for insubordination.
11. Neither Beddingfield, nor any other Wilson County School, has open lunch. Students are expected to remain on campus for lunch.



## School Nutrition

**Eat fresh. Eat well. Eat with Wilson County School Nutrition.**

School Nutrition Services is continuing our commitment to making sure that all students are fully prepared and nourished for academic success.

**For the 2023-2024 school year, students enrolled in a Community Eligibility Provision (CEP) school will receive breakfast and lunch at no cost!**

### **FAQ:**

#### **Why are students at CEP schools receiving meals at no cost?**

The Community Eligibility Provision, often referred to as CEP, is a non-pricing meal service option offered through the USDA Healthy Hunger-Free Kids Act of 2010. The school must meet certain requirements to qualify for CEP which allows all enrolled students to receive a breakfast and lunch at no cost.

#### **Do I still need to complete a meal application form at a CEP school?**

No. An advantage of the CEP program is that applications are not necessary and will not be utilized under CEP.

#### **I have a student that is participating in a CEP school and receiving meals at no cost. I also have a student at WAAT and/or WECA. Do I still need to complete a meal application for the student at the non-CEP school?**

No. Wilson Academy of Applied Technology (WAAT) and Wilson Early College Academy (WECA) are not CEP schools but will be participating in Universal Free meals. This allows students at these schools to eat at no cost. Families are encouraged to complete a meal application but are not required.

#### **What if my student transfers to a Universal Free school?**

If your student transfers to Wilson Academy of Applied Technology (WAAT) and Wilson Early College Academy (WECA), these schools will be participating in Universal Free meals. This allows students at these schools to eat at no cost.

**Will “extra” items be offered for purchase in the cafeteria?**

Yes. Extra servings of any part of the day’s meal, along with a variety of snack and beverage choices, will be offered for purchase on a daily basis. Students must have funds on their account or cash to purchase these items. These items include ice cream, chips, fresh baked cookies, etc. Please note that all of our snack offerings are approved through USDA Smart Snack guidelines.

**How can I prepay for extra item purchases for my student?**

You can deposit money on your student’s account in several ways. We continue to accept checks or cash in the cafeteria (checks must include the student’s name and lunch number). You can also easily utilize the MySchoolBucks website, [www.myschoolbucks.com](http://www.myschoolbucks.com), to deposit money on your student’s account, check account balances, and review a transaction history. MySchoolBucks can also be accessed through the MySchoolBucks Connect App on a Smartphone. To create an account, you will need your student’s Student ID number which can be obtained from the school’s office.

**What is included in a school lunch?**

The School Nutrition department follows all guidelines and regulations set forth by the USDA Food and Nutrition Services. All meal patterns include a balanced meal that fits the Dietary Guidelines for Americans. Each lunch meal will contain an entrée, 2 vegetables, 1-2 fruits, and a milk. A variety of vegetable subgroups will be served throughout the week.

**Is my student required to take everything that is offered with lunch?**

No. The School Nutrition department follows a provision called Offer vs. Serve (OVS) allowed by USDA. This allows a student, in addition to their entrée choice, to decline 3-4 items offered. A student is only required to take 3 of the 6-7 items offered; however, one item must be a fruit or vegetable.

**What is included in a school breakfast?**

Each school breakfast consists of an entrée, a fruit, a 100% fruit juice or an additional fruit, and a milk.

**Is my student required to take everything that is offered with breakfast?**

No. Under the Offer vs. Serve (OVS) provision, a student is allowed, in addition to their entrée choice, to decline 1 item offered. A student is only required to take 3 of the 4 items offered; however, one item must be a fruit or juice.

For more information, please visit [www.wilsonschoolsnc.net](http://www.wilsonschoolsnc.net) or [www.wcsschoolnutrition.com](http://www.wcsschoolnutrition.com).

We thank you for your continued support of the School Nutrition program and our mission to nourish student’s minds for their continued academic success.

If I can be of any assistance, please feel free to contact me at 252-399-7845.

Jamie [Narron](#), Executive Director of School Nutrition Services

## **GENERAL INFORMATION**

### **SCHOOL CAMPUS**

Students should not arrive on Beddingfield campus before 7:00 a.m. unless there is a special project or reason to be on campus. When students arrive on campus, they are expected to immediately leave their vehicles and report to the building. Students who ride the bus or who are transported to school by their parents are not to be in the student parking lot before school. They should report to the building and prepare to go to class.

The school day is concluded at 2:30 p.m. for students. Unless students have a special reason or project on which they are working, they are expected to clear campus as soon as possible. Students will not be allowed to wait for extended periods of time for transportation. All students have access to the school buses and are welcome to make use of this service. All students, unless supervised in an activity, should be off campus by 3:00 p.m.

### **SCHOOL CAMPUS AFTER HOURS**

Instruction begins at 7:30 am, and the normal school day is over at 2:30 pm. Students are to leave the school campus immediately after school is dismissed. They should stay off campus unless they are to participate in school-sponsored events.

### **VANDALISM / PROPERTY DAMAGE**

Beddingfield High School is your school. Students are expected to have respect for school property and to take good care of books, desks, Chromebooks, and other furniture and equipment. Students who destroy or vandalize school or personal property will be required to pay for losses or damages. If students willfully destroy school property, suspension may be necessary. If you accidentally damage something, report it to a teacher or the office immediately.

### **INAPPROPRIATE PEER RELATIONS**

Students will not engage in behavior which is immoral or indecent, overly affectionate or of a sexual nature while on school property or at school activities or engaging in sexually harassing behavior toward another student.

### **CHANGE OF ADDRESS / PHONE # / EMAIL**

Students who move or whose address is otherwise changed *must* notify the office of the change for modification of records. Proofs of address must be provided. Telephone numbers and e-mail addresses *must* be updated as often as they change as well.

### **MONEY AND OTHER VALUABLES**

Students are not to bring large amounts of money, expensive jewelry, cameras, electronic equipment, etc. to school. Students are responsible for personal items left in book bags, desks, commons area, and the cafeteria. Beddingfield High School will not be responsible for lost or stolen items.

### **LOST AND FOUND**

Articles that have been found should be taken to the office. Lost articles can be claimed by proper

identification. It is a good idea to clearly mark items with the owner's name so they can be returned without delay.

## **SERVICES, ACTIVITIES, & FEES**

### **COUNSELING SERVICES (Student Services)**

The Counseling Department of Beddingfield High School exists to help students, parents, and teachers. It is important that students become aware of services available so that they can take advantage of all the services offered by the Counseling Department. Counselors are available to assist and advise each student about personal problems, academic problems, course selection, college choices, scholarships, and career choices. All students have the opportunity for one to one counseling throughout the year. The Counseling Office is open from 7:30 a.m. until 2:30 p.m. Appointments will not be scheduled that interfere with class time. If you wish to schedule an appointment with your counselor, stop by the Student Services before or after school or during lunch. Although each student is initially assigned a counselor, feel free to seek help, support, and guidance from any counselor available.

### **COLLEGE VISITS**

College visits must be cleared and pre-arranged through the Counseling Department and must be approved by the Principal. Seniors will be allowed two excused absences per school year to attend college sponsored programs only if they are pre-approved. A letter from a parent or guardian must be presented prior to the visit and a letter from the institution should be presented upon return.

### **LIBRARY MEDIA CENTER**

The Media Center contains research and recreational materials, including books, paperbacks, magazines, as well as visual, electronic, and audio equipment. There are desktop computers in the main area for individuals to use. The School Library Media Coordinator and the Instructional/Technology Facilitator are available to work with students doing research and class assignments or to provide assistance for special interests and/or leisure reading.

Students may come in without hall passes before/ after school and during lunch. Students must present hall passes in order to be admitted to the Media Center during the four periods of the school day. Students are expected to conduct themselves as good citizens when in the Library Media Center (LMC) and to follow all school rules.

The overdue fines for the Media Center are as follows:

Regular collection \$.10 per book

Overnight loans \$.25 per book

Periodicals \$.10 per book

Long Term Overdue \$1.00 per year to cover the costs of sending out overdue notices for fines owed for more than 1 school year



The maximum fine is \$5.00 per item per school year. Overdue fines are calculated by counting only school days between the date the item was due and the date it was returned. Lost items must be paid for at the replacement costs plus the overdue fine. If an item is found during the current school year, a refund is given less the accumulated fine.

A student must be in good standing (owe no fines) with the LMC to receive their student ID at the beginning of the year. Replacement IDs cost \$2.00. Students must also be in good standing to receive a Chromebook each year that they are distributed.

### TECHNOLOGY USER FEE

In order for students to receive their Chromebook, they will need to pay the yearly non-refundable technology user fee at the school (payable by cash only) or through the online payment system, accessible via the school’s website. The fees are as follows:

	<b>2024-2025 School Year</b>
Student Fee	\$30
Approved Waiver (Letter from Food and Nutrition or confirmation from online nutrition form)	\$0

The technology user fee is a flat fee that will not be prorated for students at any time during the school year. In the event that a student leaves Wilson County Schools, the fee will not be returned. If a student moves from one school to another, their paid technology fee will transfer.

### GENERAL FEES AND FINES

All student fees and fines are expected to be paid promptly. Please be advised that if you are scheduled to graduate this year, you may be precluded from participating in commencement if this matter is not resolved prior to the end of the school year this also includes prior unpaid fees.

<i>Student Fee</i>	<i>Fee Amount</i>
Beddingfield High School Senior Fee	\$60.00
Beddingfield High School Parking Permit	\$100/full year \$60.00/semester
Wilson County Schools Driver’s Education Class	\$65.00

## **TRANSPORTATION**

### **BUS TRANSPORTATION**

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he or she is assigned. Any emergency request to ride a bus or a different bus will be subject to approval by administration and the bus garage. Students will be allowed to get off buses only at school and approved bus stops.

According to State law, the school bus driver is authorized by the Principal to supervise the students who ride the bus to and from school. As a result, the bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus must comply with the request of the driver.

### **BUS DISCIPLINE**

Students with bus violations may face the following disciplinary action:

1 <sup>st</sup> Offense	Warning
2 <sup>nd</sup> Offense	3 day bus suspension
3 <sup>rd</sup> Offense	5-10 day bus suspension
4 <sup>th</sup> Offense	Bus suspension for remainder of school year

*\*Fighting on a school bus will result in an automatic suspension from school.*

*\*\*Administration reserves the right to further disciplinary action for more serious offenses.*

### **DRIVER'S EDUCATION**

Driver's Education classes are held throughout the year after the school day. Class work must be taken before "behind the wheel" training begins. In order to be eligible and to keep a driver's permit, a student must be fifteen (15) years of age or older, be enrolled in school, have passed at least three (3) out of four (4) classes the previous semester and must not have numerous suspensions. The fee for the Wilson County Driver's Education class is \$65. *In some cases, the fee may be waived.*

### **CAR TRANSPORTATION**

The State of North Carolina provides transportation for all students attending Beddingfield High School. It is a privilege for students to drive their cars on campus, therefore, these students must adhere to the following regulations or be restricted from driving.

1. Each student planning to park a car on school grounds must register the car with the parking attendant and pay a fee of \$100 per school year to receive a permit from Mrs. Bulluck in the front office. Students who purchase a pass for first or second semester

- only must pay \$60.
2. Students may not sell, sub-lease, or give their assigned parking decal/space to other students. Transferring a decal from one vehicle to another owned by the same individual (family) is permissible. Any special circumstance should be handled by school administration.
  3. No student parking is allowed in the school bus parking lot, faculty lots, visitor spaces, grass or other undesignated areas.
  4. The safe operation of motor vehicles is required. Vehicles must not travel in excess of 5 miles per hour on campus. All traffic laws apply. Seat belts are required for driver and ALL passengers. No squealing of tires, reckless driving, racing motors, improper use of brakes, loud music, hanging out windows, driving on grass or blowing horns for non safety reasons is permitted, as this will result in loss of driving privileges.
  5. There will be no loitering in parking lots in the morning or afternoon. All students must leave the parking lots immediately upon parking the vehicle. Loitering is defined as taking any more time than is necessary to park the car, pick up books, lock the car, and walk through the parking lot. If it is not obvious to an observer that a student is in the process of going immediately into the building, it will be considered “loitering” and will be subject to disciplinary action.
  6. If a parking permit is lost, the student’s driving privilege will be revoked until he or she secures another decal for a fee of \$10.00.
  7. Once a student enters campus he or she is not allowed to leave without following the procedure for checking out of school. All students should park and then immediately enter the building. Students are urged to lock their cars before leaving them.
  8. Once a student enters the building, he or she may not return to the parking lot during the school day unless provided special permission from administration.
  9. Students may not use their vehicles to illegally take themselves or other students off campus. Violations will result in disciplinary action.
  10. As a condition of being allowed to park on school grounds, the student and the student’s parent(s) or guardian(s) hereby must agree to allow school officials to search any vehicle at any time. This includes the trunk and glove compartment areas of the vehicle whether or not it is the vehicle to which the parking permit specifically applies. The school official will search the vehicle if he or she has reasonable suspicion to believe that the student has drugs, weapon(s), alcohol or any prohibited substance as defined in the Alcohol and Drug Policy of the Wilson County Board of Education.
  11. Students who drive to school must comply with the directives of the parking lot attendant, administrators, or other staff members.
  12. Students that drive to school and arrive late (without a valid reason) will be subject to consequences listed in the Tardy Policy. Instruction begins at 7:30 am! Driving to school and having a parking pass is a privilege. **Driving privileges will be suspended for a certain amount of time based on the frequency of the tardies. Once a student has received 10 tardies to school, their driving privileges will be suspended for a week.**

## **PARKING VIOLATIONS**

According to North Carolina State Law, any motor vehicle parked in a parking lot on school grounds in violation of the rules and regulations adopted may be removed from the grounds to a place of storage and the registered owner of such vehicle shall become liable for removal and

storage charges. We have adopted a “Boot” policy at BHS. Students parking in the student parking lot without a valid BHS parking permit will be charged a \$5 fine for the first time violation. The second violation, the car will be booted. In order to remove the boot, the student

must do all of the following: A) pay for a year or semester parking pass; B) pay \$10 boot removal fee; C) ensure the first \$5 violation has been paid.

### **ACADEMIC PRIVILEGE AND DRIVING**

The State of North Carolina has placed requirements on high school students to motivate them to achieve academically. This motivation is in the form of State law, which requires that every high school student must pass at least three units in the previous semester in order to retain their license to drive in the State of North Carolina.

Student grades are reported each semester to the State of North Carolina. If a student loses his or her license, they are NOT eligible to get their license back until they have demonstrated adequate academic progress at their school. This will consist of passing 3 of 4 courses in their present semester and 3 of 4 courses the next semester. Loss of license for academic reasons will mean at least 2 semesters without driving privileges.

## **EMERGENCY INFORMATION**

### **FIRE DRILLS**

In case of a fire emergency, the signal to evacuate the building will be an on-off sounding of the emergency alarm. There will be an evacuation plan posted in each classroom. Each teacher will instruct you regarding specific procedures. During fire drills, each student will remain with the teacher. Failure to do so will result in disciplinary action being taken. When the bell sounds to re-enter the building, students should move quickly and quietly back to their classrooms.

### **TORNADO DRILLS**

In case of a tornado emergency, notification will be made by the school public address system. Everyone will go to his/her assigned area and along the wall. There will be a tornado plan posted in each classroom. When students are asked to assume the “tornado position,” they are to do the following:

1. Sit on the floor facing the wall.
2. Remain quiet until “all clear” is sounded.
3. Then move quickly and quietly back to the classroom.

### **ILLNESS / INJURY AT SCHOOL**

If a student is injured or becomes ill at school, he or she is to report to his or her teacher and secure a pass to come to the main office. If necessary, the office staff will try to contact his or her parent/guardian. All students who are injured or become ill must check out through the main office before leaving school. Telephone information is essential. An accident/injury form must be completed at the time of the injury. If injury happens in the classroom, the classroom teacher must contact the parent/guardian immediately.

## **IMMUNIZATION CERTIFICATE**

North Carolina law requires all students enrolled in a North Carolina school to have an immunization record on file. This form can be secured from the Wilson County Health Department or from the child's personal physician. A new student may be enrolled temporarily for 30 days. A certificate must be presented by the 30<sup>th</sup> day of school or the student will be withdrawn from school as required by North Carolina law.

Twelfth graders are required to have immunizations updated prior to the beginning of school in their twelfth grade year.

## **MEDICATION**

Students needing doctor prescribed medication while at school must have a statement of permission signed by the parent or guardian. A labeled bottle with the student's name and dosage is required and must be left in the front office.

**POLICY CODE [6125](#) and [6125-R](#): ADMINISTERING MEDICATIONS TO STUDENTS** The Board recognizes that students may need to take medications during school hours. School personnel who are trained, approved, and supervised by a school nurse may administer medication prescribed by a licensed health care provider upon the parent/guardian's submission of a medical authorization form. In limited circumstances, a student may be authorized to self-administer medications. Additionally, parents may authorize administration of short-term prescription medication.

(Please click on "6125" above to see the policy in detail.)

## **SCHOOL INSURANCE**

Parents have the opportunity to purchase school accident insurance for their children. School-time and twenty-four-hour coverage will be available. An information sheet explaining the program is available in the office.

## **PARENTAL CONCERNS**

### **INCLEMENT WEATHER PROCEDURES**

WCS has a 24-hour weather line that gives the status of the school day in the event of inclement weather. The number is [252-265-4037](tel:252-265-4037). Parents should also make sure schools have their current contact information, so they receive all automated phone calls or email messages related to inclement weather. Parents can also find the status of the school day at [wilsonschooolsnc.net](http://wilsonschooolsnc.net), the WCS Facebook page, Twitter page and on WRAL Channel 5.

### **INVOLVEMENT**

In order for BHS to be effective it is necessary for parents to cooperate and become involved. Parents must be familiar with the building policies and procedures. Parents are encouraged to become active in parent-teacher conferences, PTO, booster clubs, and curricular and co-curricular activities.

### **VOLUNTEER TRACKER**

Volunteers are able to select schools where they wish to serve. Volunteers are also able to identify activities that they would like to participate in when volunteering. You are able to log the number of hours that you serve as a volunteer. Volunteers spend an overwhelming number of hours volunteering in the schools. Using the Log My Time feature in Volunteer Tracker, you will be amazed at the number of hours that you contribute to schools. Even though you may have been volunteering for years in Wilson County Schools, we want you to register in the Wilson County Schools Volunteer Tracker! Let's get registered today!

Volunteers can complete a volunteer application by following the link below:

<https://appgarden6.app-garden.com/VolTrackNC980.nsf>

The first time you access the system you will need to click on the registration link to register your email address and create a password. You will receive an email confirming your e-mail address. Then, go to your email and click on the link in the email to access the registration page. Once the application is submitted, you will receive an email that the application is submitted. Background checks will be initiated if needed based on the activity level selected. An email will notify the volunteers when they are approved. Thank you for volunteering in Wilson County Schools! Your contributions are invaluable!

## **CONFERENCES**

Parents are welcomed and encouraged to schedule a conference at school to talk with your teachers.

Appointments must be made to coincide with the teacher's schedule. Conferences may be scheduled through the front office at 399-7880.

Parents are to schedule conferences in advance at times convenient for both teachers and themselves. Conferences will be scheduled at such times that they do not interrupt or interfere with a teacher's classes.

## **VISITORS**

All visitors to the Beddingfield High School campus must check in at the office and obtain a visitor's pass which they are to wear throughout their visit. Visitors will not be permitted to loiter on school campus or in school buildings. Unauthorized visitors on campus or in the building will be considered trespassing and may be arrested. Students are not permitted to have visitors during the school day.

Parents, below are other board policies that Beddingfield High School suggests you are aware concerning issues regarding all students

**POLICY CODE [4700](#): STUDENT RECORDS**

**REGULATION CODE [4700-R](#): RELEASE OF DIRECTORY INFORMATION**

**POLICY CODE [1510/4200/7270](#): SCHOOL SAFETY**

## **POLICY CODE 3621: INTERSCHOLASTIC ATHLETIC ELIGIBILITY**

## **POLICY CODE 1720/4015/7225: DISCRIMINATION, HARASSMENT AND BULLYING COMPLAINT PROCEDURES**

### **STUDENT BEHAVIOR**

It is essential that students get along with people and conform to established rules and regulations. In order to establish this desirable educational climate, it is necessary to have an atmosphere that is safe, orderly, and disciplined. The purpose of discipline is to maintain an environment that is conducive to learning for all students.

### **CLASSROOM BEHAVIOR**

Students will...

- be in the appropriate area of the room as determined by the teacher before the tardy bell rings.
- be on time: students that are “*Late to Class*” will be assigned a consequence.
- come to class prepared with all necessary supplies and assignments.
- show respect, regard, and consideration for themselves and others which includes:
  - supporting the teacher and contributing positively to the learning environment.
  - actively participating in the lesson.
  - keeping hands to themselves (not touching things that are not their property) and behaving in an orderly fashion.
  - using only words of encouragement that build others up (Wilson County Schools has a zero tolerance for bullying).
- exercise integrity while doing/completing any assignments (no cheating).
- follow all directions.

### **PERIOD DETENTION**

Period Detention may be used by teachers to remove students from class for minor disciplinary infractions (excessive talking, sleeping, etc.) for that period only. When a student accumulates multiple period detentions, he/she will receive an office referral and be seen by an administrator. Students sent to period detention must report within 3 minutes of being sent out of the classroom.

Failure to report to period detention will constitute a failure to follow a lawful directive and appropriate action will be taken and could result in an Out-of-School suspension.

### **AFTER SCHOOL DETENTION**

As a behavior intervention, we provide After School Detention (ASD) and is from 2:40 pm – 4:00 pm on specific days of the week, which will be announced. Students assigned to ASD must report on time and remain until dismissed to receive credit. Failure to serve ASD will result in

more severe consequences.

### **POLICY CODE 4300: STUDENT BEHAVIOR POLICIES**

All decisions related to student behavior are guided by the Board's educational objective to teach responsibility and respect for cultural and ideological differences and by the Board's commitment to creating safe, orderly and inviting schools. Student behavior policies are provided in order to establish (1) expected standards of student behavior; (2) principles to be followed in managing student behavior; (3) consequences for prohibited behavior or drug/alcohol policy violations; and (4) required procedures for addressing misbehavior.

#### **A. PRINCIPLES**

The reasons for managing student behavior are to (1) create an orderly environment in which students can learn; (2) teach expected standards of behavior; (3) help students learn to accept the consequences of their behavior; and (4) provide students with the opportunity to develop self-control. The following principles apply in managing student behavior.

1. Student behavior management strategies will complement other efforts to create a safe, orderly and inviting environment.
2. Positive behavioral interventions will be employed as appropriate to improve student behavior.
3. Responsibility, integrity, civility and other standards of behavior will be integrated into the curriculum.
4. Disruptive behavior in the classroom will not be tolerated.
5. Consequences for unacceptable behavior will be designed to help a student learn to comply with rules, to be respectful, to accept responsibility for his or her behavior and to develop self-control.
6. Strategies and consequences will be age and developmentally appropriate.

#### **B. COMMUNICATION OF POLICIES**

Board policies related to student behavior are codified mainly in the 4300 series. The superintendent shall incorporate information from such policies into a Code of Student Conduct that notifies students of the behavior expected of them, conduct that may subject them to discipline and the range of disciplinary measures that may be used by school officials. At the discretion of the superintendent, the Code of Student Conduct may include additional rules needed to implement the Board's student behavior policies. Each school shall create a student behavior management plan that will elaborate further on processes for



addressing student misbehavior and the use of intervention strategies and consequences (see policy [4302](#), School Plan for Management of Student Behavior). The Code of Student Conduct must incorporate by reference any additional student behavior standards, prohibited conduct or disciplinary measures identified in individual school behavior plans developed in accordance with policy [4302](#), provided such measures are consistent with law and Board policy. The Code of Student Conduct must not impose mandatory long-term suspension or expulsion for specific violations unless otherwise provided in state or federal law.

At the beginning of each school year, principals shall make available to each student and parent all of the following: (1) the Code of Student Conduct; (2) any Board policies related to behavior that are not part of the Code of Conduct; (3) any related administrative procedures; (4) any additional discipline-related information from the school's student behavior management plan, including behavior standards, prohibited conduct or disciplinary measures; and (5) any other school rules. This information must be available at other times upon request and must be made available to students enrolling during the school year and their parents.

For the purpose of Board policies related to student behavior, all references to "parent" include a parent, a legal guardian, a legal custodian or another caregiver adult authorized to enroll a student under policy [4120](#), Domicile or Residence Requirements.

### **C. APPLICABILITY**

Students must comply with the Code of Student Conduct in the following circumstances: 1. while in any school building or on any school premises before, during or after school hours;

2. while on any bus or other vehicle as part of any school activity;
3. while waiting at any school bus stop;
4. during any school-sponsored activity or extracurricular activity;
5. when subject to the authority of school employees; and
6. at any place or time when the student's behavior has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

### **D. CONSEQUENCES FOR VIOLATIONS**

Violations of the Code of Student Conduct must be dealt with in accordance with the guidelines established in the school's behavior management plan (see policy [4302](#), School Plan for Management of Student Behavior).

#### **1. Minor Violations**

Minor violations of the Code of Student Conduct are those less severe infractions involving a lower degree of danger and harm. Examples of minor violations include, but are not be limited to:

- a. the use of inappropriate or disrespectful language;
- b. noncompliance with a staff directive;

- c. dress code violations; and
- d. minor physical altercations that do not involve a weapon or an injury.

Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation.

Minor violations of the Code of Student Conduct may result in disciplinary measures or responses up to and including short-term suspension. Further information regarding the procedures for short-term suspensions is provided in policy [4351](#), Short Term Suspension. Other disciplinary measures or responses may include, but are not limited to, the following:

- a. parental involvement, such as conferences;
- b. isolation or time-out for short periods of time;
- c. behavior improvement agreements;
- d. instruction in conflict resolution and anger management;
- e. peer mediation;
- f. individual or small group sessions with the school counselor;
- g. academic intervention;
- h. in-school suspension;
- i. detention before and/or after school or on Saturday;
- j. community service;
- k. exclusion from graduation ceremonies;
- l. exclusion from extracurricular activities;
- m. suspension from bus privileges; and
- n. placement in an alternative school.

The parent or guardian is responsible for transportation that may be required to carry out a consequence. With the exception of suspension from bus privileges, if a parent or guardian is unable to provide transportation, another consequence will be substituted.

## 2. Serious Violations

Serious violations of the Code of Student Conduct may result in any of the consequences that may be imposed for minor violations. In addition, serious violations that threaten to substantially disrupt the educational environment may result in long-term suspension, and serious violations that threaten the safety of students, school employees or school visitors may result in long-term suspension or expulsion. Certain violations involving firearms or explosive devices may result in a 365-day suspension. Further information regarding the standards and procedures for long-term suspensions, 365-day suspensions and expulsions is provided in policies [4351](#), Short-Term Suspension, and [4353](#), Long-Term Suspension, 365-Day Suspension, Expulsion. (See also policy [4333](#), Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety, for information regarding 365-day suspensions for certain violations involving firearms or explosive devices.)

**The following violations will result in a 10-day suspension regardless of offense number**

- Assault on a faculty member, staff member, or volunteer
- Assault on another student, including fighting
- Bomb Threats
- Threats against students, faculty, staff, or volunteers
- Possession of a weapon or explosive device
- Possession of drugs or alcohol
- Distribution of drugs or alcohol

**E. ENFORCEMENT**

The superintendent is responsible for supervising the enforcement of the Code of Student Conduct to ensure that school disciplinary policies are uniformly and fairly applied throughout the school system.

Students are required to comply with all school and district Student Behavior Policies. Students who violate these policies may be suspended up to ten (10) days at the discretion of administration.

**POLICY CODE [4316](#): STUDENT DRESS CODE**

The board believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The board requests that parents outfit their children in clothing that is conducive to learning. Generally, dress and grooming standards as determined by the student and his or her parents will be deemed acceptable. However, the board holds these expectations of all students:

1. Clothing and appearance must be age appropriate, not disruptive to the teaching-learning process and cannot be provocative, indecent, vulgar, or obscene.
2. Hats, sweatbands, bandannas, or sunglasses will not be worn inside the school buildings.
3. Shorts must be of adequate length to reach the ends of one's fingertips when the student is standing and the arms are by one's sides.
4. Skirts and dresses must be no higher than three (3) inches above the top of the knee.
5. Clothing will not be allowed which promotes alcoholic beverages, tobacco or the use of controlled substances, depicts violence, profanity, vulgarity or obscenity, is of a sexual nature, or is of a disruptive nature.
6. Shirts and blouses must cover the waist and midriff and go past the waistline. Tank tops or spaghetti-strap tops may not be worn as an outer garment.
7. Footwear is required. Bedroom shoes are not allowed. Students in laboratory or shop environments must wear closed-toe shoes. Students in physical education classes must wear athletic shoes. Shoes that have laces must be laced and tied.

8. Clothing is not to be sheer or mesh and cannot have excessive holes.
9. Undergarments are not to be visible.
10. Clothing must be worn appropriately (nothing inside-out or backwards, no rolled-up pant legs or unfastened bibbed overalls, no sagging pants, belts must be buckled and worn at the waistline, etc.).
11. Clothing will not be allowed that is intentionally shredded or torn.
12. Tight clothing, such as knit pants, spandex bicycle/biker pants, or overly tight pants, is not allowed.
13. Students shall not wear clothing articles with the intent to convey membership or affiliation in a gang.
14. *Hoods should not be worn on the head during the school day. (School Policy)*
15. *No holes above the knees on pants, skirts, dresses or leggings (School Policy). Opaque tights/leggings may be worn under pants to aid with compliance.*

Reasonable accommodations will be made by the school principal or principal's designee for those students who, because of a sincerely held religious belief, cultural heritage, or medical reason, request a waiver of a particular guideline for dress or appearance.

Before receiving disciplinary consequences, a student who is not in compliance with this policy or a school dress code will be given a reasonable period of time to make adjustments so that he or she will be in compliance. Disciplinary consequences for a student who fails to comply after being offered this opportunity shall be consistent with Section 1.01 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 violation of the dress code.

**POLICY CODE 4318: USE OF WIRELESS COMMUNICATION DEVICES** The Board of Education recognizes that the possession of wireless communication devices is a matter of convenience and safety for students and parents, but the use of these devices can also be a disruption of the instructional process. Through this policy, the Board of Education provides students the privilege of possession of wireless communication devices on school property, subject to the following provisions.

#### **A. Authorized Use**

Wireless communication devices include, but are not limited to, cellular telephones, electronic devices with internet capability, paging devices, two-way radios, or any similar device. 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 with the following provision: The school principal may develop and make available a plan for specific times and locations when students may access their wireless communication devices without consequences. 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 communications devices during such programs.

### **B. Liability**

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

### **C. Consequences of Unauthorized Use**

A student possessing a wireless communication device in violation of this policy will be assigned disciplinary consequences pursuant to policy [4300](#), Student Behavior Policies.

### **D. 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.