

# *Bessemer Academy*

## **Parent/Student Handbook**

2016-2017



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## **BESSEMER ACADEMY MISSION STATEMENT PHILOSOPHY AND GOALS**

### **MISSION:**

Our goal at Bessemer Academy is to provide academic excellence, social growth, and moral development to our students. Through a variety of learning activities and experiences, we actively support each student in the quest of fulfilling his or her full potential and individual growth. We prepare each student to meet the challenges of today's society and tomorrow's workplace.

### **VISION:**

To empower the students of Bessemer Academy to reach their full potential through academic instruction, cultured development and growth in Christian moral and spiritual values.

### **BELIEFS:**

1. To lead our students to an understanding of our democratic society and help them develop the skills in order to successfully participate in that society.
2. To aid in the development of the highest standards of moral and ethical behavior in and out of the classroom.
3. To recognize that all students possess the ability to learn and that each student is a unique and valued individual.
4. To establish a learning program that meets the needs of our students.
5. To develop a spirit of cooperation and friendly interaction among our students. To teach an understanding and appreciation of the diversity of all people.
6. To have in place a clearly defined disciplinary system and defined rules of behavior that make the classroom conducive to learning and encourage teacher-student and student-teacher respect.
7. To use academic challenges, clubs, and extracurricular activities to develop student's self-esteem.
8. To offer services which aid our students in finding their places in society, continuing education or careers.

9. To offer a safe environment for learning.
10. To implement a program where local businesses and/or help with financial responsibilities of the school.
11. To have parents involved with their child's academic performance.
12. To be committed to continuous improvement in the school's curriculum and facility to enable our students to become more confident, self-directed, lifelong learners.

## **ATTENDANCE POLICIES**

### **APPLYING FOR ADMISSION**

Applications are accepted each year during open enrollment. The dates and fees are advertised each year.

### **ADMISSION POLICY**

Students of any race, color, or national and/or ethnic origin are admitted to Bessemer Academy and shall have all rights, opportunities and privileges generally accorded to students attending the institution. This school does not discriminate on the basis of race, color, and /or ethnic programs. This policy is in compliance with the requirements of Title 26, United States Code Section 501. In accordance with our mission, Bessemer Academy seeks to educate the average and above average student.

Students applying for admission to Bessemer Academy must present a record in good standing if transferring from another school and must display at all times after enrollment appropriate behavior. Students must not be under suspension or expulsion from another school and should be able to perform at their anticipated entrance level. Students who do not meet grade requirements may be considered for additional evaluation or may enroll on probation pending review of grades at the end of the first nine weeks. Students must have passed all core requirement classes and have an overall "C" average. Students who transfer from a non-accredited school may be required to take an exam for each credit they wish to transfer. Any student wishing to transfer to Bessemer Academy as a senior must be eligible to graduate from their former school. A student wishing to transfer to Bessemer Academy from block scheduling should be aware that their educational program could be in jeopardy.

A student at Bessemer Academy cannot be a parent, be expecting a child or be married. This policy applies to males and females alike. Expulsion will occur if this policy is broken. Any student wishing to enroll in K5 must be five years old on or before October 1<sup>st</sup> and any student wishing to enroll in the First Grade must be six on or before October 1<sup>st</sup>.

In order to have a safe and secure environment; no student who has a communicable and/or infectious disease may enroll. The prospective student could reapply after clearance from a doctor.

Enrollment at Bessemer Academy is based on a one-year contract between the parent, student and the school. The enrollment contract will be fulfilled at the end of one year and will not be automatically renewed. Parents of prospective students must complete an enrollment application. Bessemer Academy reserves the right to reject those students who have failing records, from a previous school and/or Bessemer Academy. In

some cases, further evaluation may be required. The Board of Directors of Bessemer Academy reserves the right to accept or reject any applicant for any reason deemed sufficient by the Board of Directors.

Each applicant must present a birth certificate, social security card, current immunization, previous school records and a nationally recognized test taken within the last two years. The test score must have a total of 5 or better to be approved. The applicant must complete an application, school contract, and student registration card and pay the application fee and the first month's tuition. The Administrator must interview the student and parent.

After the applicant has completed these requirements, the application will be reviewed by the Admission Committee and submitted to the Board of Directors for consideration. Following this evaluation, the applicant and his/her parents will be notified as to the acceptance or denial of the applicant.

Upon acceptance, tuition payments become due starting June 1<sup>st</sup> for 12 month contracts and August 1<sup>st</sup> for 10 month contracts.

## **ATTENDANCE POLICIES**

Punctual and regular attendance at school is extremely important. When a student is absent he/she must bring a written statement from his/her parents/guardian, doctor or dentist giving the reason for the absence on the day the student returns to school. One day's grace period will be given, but if written excuse is not brought in, the absence will be marked unexcused and no make-up work will be given. Exceptions are considered on a case by case basis. No medical notes will be accepted after the second day the student returns to school. The medical excuse will only be honored for the hours stated on the medical excuse. No altered medical excuse will be accepted. A physician's letterhead shall be the form used to verify absences due to illness. If you see a dentist or a doctor on a day missed from school, be sure to get a written excuse. Xerox copies will not be accepted. All excuses must be signed and the time of the appointment stated.

Check-ins will either be counted as a tardy or an absence according to the check-in time. Students will be counted absent from classes when more than ½ of the class is missed. Check-outs will be counted as absences in those classes missed. In the secondary school, credit is given class by class and attendance will be registered in each class. Students who are to participate in after school extracurricular events must be in attendance the entire day of the event to participate. Five (5) tardies per class constitute one (1) absence.

\*Note: Students must have a written note from a parent for check-out. The note must be verified before the student is allowed to leave. Otherwise, a parent must physically come to school and check a student out. No more calling for check-out.

## **ATTENDANCE – Middle School and High School**

An absence is defined as a student not being present for more than ½ of the class. **Absences are recorded per class.** Excused absences are given for illness of a student, serious illness in the immediate family, funeral or a court summons, doctor or dental appointments. A written excuse must be presented to the

Administrator or designee in order to be considered an excused absence. A doctor/dentist statement should verify all medical absences. Students returning after an absence must receive a permission slip from the office before being allowed to class or make up any work that may have been missed. Absence for vacation or pleasure trips will be excused only if prearranged with the Administrator. A student may not be given credit for a class if he or she has been absent eleven (11) days during a semester. Exceptions may be made for medical reasons, but the student must satisfy all other standards.

### **ATTENDANCE - Elementary**

All standards for high school attendance apply for elementary with the following exceptions: Students who are absent from a class more than fifteen (15) days per semester shall not receive any credit for the class. Exceptions may be made for medical reasons, but the student must satisfy all other standards. Five (5) days tardy constitutes one (1) absence.

### **HOURS OF OPERATIONS**

The school day begins at 8:00 a.m. Students will be marked tardy after this time. The following steps have been taken to insure the safety and security of our students. Supervision for the students is not provided until 7:45 a.m. Any student in K5– 6<sup>th</sup> grade who is dropped off before 7:30 must be in before-school care. All students are dismissed by 3:09 p.m. and the school is locked by 3:30 p.m. Students in 7<sup>th</sup> - 12<sup>th</sup> grades who can't be picked up by 3:30 p.m. need to make arrangements for after-school care (i.e., YMCA, etc.), Bessemer Academy will not be responsible for students left after 3:30 p.m. on the school grounds. If your student is not picked up by 3:30 p.m., they will automatically be sent to after school care.

Between the hours of 8:00 am – 3:00 pm, anyone other than registered students must check in with the school office and be issued a visitors pass before entering the school building.

### **CHECK – IN**

Any student who comes to school after 8:00 am must check-in and receive a tardy slip from the office before going to class.

### **CHECK – OUT**

Parents should not allow students to leave school except when absolutely necessary. Students who drive to school may not leave school without written permission from their parent. The permission slip, including checkout time and a number to reach the parent, must be presented to the office during homeroom. If a permission slip is not sent, a parent or guardian must physically check the student out. **STUDENTS WILL NOT BE ALLOWED TO CHECK OUT FOR LUNCH. ANY STUDENT LEAVING SCHOOL WITHOUT PERMISSION WILL BE CONSIDERED TRUANT AND SUBJECT TO SUSPENSION.**

### **TARDY**

After (5) five tardies during a nine-week grading period, parents will be notified and students will serve (3) three days morning detention from 7:15 a.m. - 7:45 a.m. After (5) five additional tardies, the student will serve (5) five days detention. Subsequent tardies may result in a suspension from school or loss of driving privileges. Five (5) tardies also constitute one (1) absence in a class.

### **MAKE – UP WORK**



The teacher may request the student to make up work before/after school hours. In such cases, a day's notice will be given for the student to arrange transportation. **It is the student's responsibility to see his/her teacher about make-up work and tests and arrange with the teacher for make-up work within two days of an excused absence.** If a student fails to do so, he or she will receive a zero for that particular work, be it a test or otherwise. Work missed because of unexcused absences may not be made up.

## **ACADEMIC POLICIES**

### **GRADUATION**

Upon successful completion of the prescribed number of credits, a student is awarded a diploma of graduation. A senior must participate in graduation practice in order to participate in the event. The practice is mandatory and may be varied by the Administrator. Any senior not completing the prescribed classes will not be allowed to participate in graduation. According to AISA Regulations, a student cannot participate in graduation unless all requirements are met.

### **PROMOTION POLICY**

#### **SENIOR HIGH PROMOTION POLICY**

To be classified as a senior for the current year and thereafter must meet the following requirements: to be classified as a sophomore a student must have at least six units, a junior must have at least eleven units; a senior must have at least seventeen units. Students who have not completed requirements will not be allowed to participate in graduation exercises. This includes those students who plan to complete requirements by taking courses in summer school. Seniors who have any accounts due may not graduate until payment is made.

Each student in grades 9 – 12 are encouraged to take at least six academic subjects (excluding P.E.) When the schedule permits a student should take seven academic subjects.

In accordance with the stringent requirements pursuant to the diploma, it is imperative that the students pass English, mathematics, history and science every year at each grade level in order to register for the next level subject, except with permission of the Administrator. The above statement is necessary in order for a student to earn a diploma and graduate in four years.

#### **MIDDLE SCHOOL PROMOTION POLICY**

Students in the sixth, seventh and eighth grades must pass five subjects to be promoted to the next grade. Four of the subjects that must be passed in order to be promoted are: English, math, social studies and science. Subjects not successfully completed in school must be passed in summer school. The first and second semester grades will be averaged together for the sixth, seventh and eighth grades **only**.

## **ELEMENTARY PROMOTION POLICY**

An elementary student who fails one academic subject: (math, reading, spelling, science, social studies, or English) must have 24 hours of tutoring or one-on-one tutoring before entering school the next year. The tutor must be an accredited teacher in either Early Childhood or Elementary depending upon the need of the child and must be approved by the Administrator and/or the Academic Committee of the Bessemer Academy Board of Directors. (Failure to abide by this policy will result in dismissal from the school or in having to repeat the grade.)

An elementary student in grades first or second who fails both language arts and math must repeat the grade or attend summer school and pass both subjects. An elementary student in grades 3 – 5 who fails two subjects (reading, math, English, social studies, or science) must repeat the grade or attend summer school and pass the two subjects. (Jefferson County provides summer school each year and would be available to these students.) Failure to accept either of these alternatives (summer school or repeating the grade) will result in dismissal from the school.

## **HONOR ROLLS**

“A” Honor Roll 90 – 100

“B” Honor Roll 80 – 90

End of the year honor roll is decided by semester averages for grades 6 – 12 and 9 weeks for grades 1 – 5.

## **CITIZENSHIP**

“O” Outstanding

“S” Satisfactory

“U” Unsatisfactory

## **PARENT NOTIFICATION OF ACADEMIC PROBLEMS**

Learning is the ultimate goal of Bessemer Academy. We send out regular progress reports to our parents so they may be constantly aware of what is taking place. We will attempt to accomplish this in the following manner:

1. Daily work that is done in class will be sent home for observation in grades K-5. Each student in elementary school will be given a folder to take home each week which will contain most of that week's work.
2. At the end of the fourth week of each nine-week grading period, parents will be notified of their child's mid-term grade. Teachers remain on campus until 3:15 p.m. every day. Students may request extra help during this time.
3. Teachers may request a conference with parents to help work out any difficulty a student may be having. If parents want a conference with a teacher, please notify the teacher at least one day in advance.
4. Report cards shall be sent home for each student at the end of each nine-week grading period, providing all financial obligations are current. Each nine-week's report shall indicate the student's progress for one half of that semester. The student's progress for that semester shall be determined by averaging the nine-week's grades and the semester exam if applicable. Report cards should be returned to the homeroom teacher within two days. Grades may be checked by parents online using Edline.

5. At the end of the school year, the report card will give a summary of the year's work and state whether or not the student has made sufficient progress to attempt the next level of work. Recommendation will be made for those students who may not have made sufficient progress.

### **ACADEMIC PROBATION POLICY**

Any Bessemer Academy student in grades 6 – 12 who has two or more grades below 60 at the end of any grading period will be placed on academic probation. At the end of the next nine-week grading period all previous grades below 60 must be improved to at least a 60 or the student could be asked to leave Bessemer Academy. The school staff will help to determine an appropriate course of action for any student who has one or more grades below 60.

### **CONFERENCES**

Classroom teachers are on duty from 7:45 a.m. until 3:15 p.m. Each teacher has one planning period each day. The period is used for parent-teacher conferences and planning time.

### **ASSIGNMENTS: HOMEWORK**

Homework is assigned at the discretion of each teacher. Nightly assignments are constructed to strengthen the understanding of materials presented in class during the day or to familiarize the student with materials that will be presented in class the next day. Completion of these assignments is required for the students to be sufficiently prepared for the following day as well as for the most successful completion of the course.

### **EXAMINATIONS**

Semester exams will be given at the end of the first and second semesters and include the following criteria:

1. Exams are given in grades 6 – 12.
2. Exams are given in prearranged 90-minute testing period.
3. No student will have more than two tests each day.
4. Exams will be comprehensive.
5. Exams will count 1/5 of the final grade.
6. Seniors will be exempt from all exams for the 2<sup>nd</sup> semester if they have a 2<sup>nd</sup> semester grade of 70 or above. Any student with a 2<sup>nd</sup> semester average below 70 will be required to take an exam.
7. Students with an "A" average will be exempt from final exams in those subjects during the second semester.
8. Students with perfect attendance and an average of 80 or above will be exempt from exams in those subjects during the second semester.

### **SCHEDULE CHANGE POLICY**

Schedule changes will be made as necessary at the beginning of each semester only. No changes will be made after ten days have passed. Any change made after that point would result in the student receiving an F in the class. Parents must request a schedule change in writing.

## **TESTING**

Students are expected to have at least three tests for each subject over the nine-week grading period. A major project grade can be substituted for a test grade if the teacher deems appropriate. All 11<sup>th</sup> graders who take the College Preparatory Curriculum are required to take the ACT and/or SAT test.

## **TRANSCRIPT OF SCHOOL RECORDS**

The school will furnish a transcript of the student's records upon written request by the parent or legal guardian. All financial obligations must be paid in full before releasing the record.

## **VALEDICTORIAN AND SALUTATORIAN**

Valedictorian (Honors Diploma) will be a student who has attended Bessemer Academy for their last 2 years of school and is working for the Honors Diploma and has the highest grade point average. If there is a tie numerical average will be used as the tie breaker.

Salutatorian (Honors Diploma) will be a student who has attended Bessemer Academy for their last 2 years of school and is working for the Honors Diploma and has the second highest grade point average. If there is a tie numerical average will be used as the tie breaker.

## **WORK STUDY**

Work study is a program available to juniors and seniors. Seniors are approved for two periods and juniors one period. This option must meet all AISA requirements.

## **STUDENT ACTIVITIES**

**CLUBS** – A student who registers for any extracurricular activity must have a 'C' average. Club Activities – Clubs and their activities must be school related and reflect the high ideals and spirit of Bessemer Academy.

## **BETA CLUB**

The classes from which senior members may be drawn shall be the ninth through the twelfth grades. The classes from which junior members may be drawn shall be the seventh through eighth grades. Effective for the 2014-2015 school year and thereafter, the scholastic requirements for membership in the Senior Beta Club shall be a cumulative grade point average (GPA) of 3.7000 on 4.0 scale for grades 9-12. A GPA of 3.6500 will not be rounded up. If a Beta Club member's cumulative GPA falls below 3.7 in any semester, the member will have one semester in which to bring the GPA up to the minimum.

All Jr. Beta candidates for membership must have completed at least one full semester as a student at Bessemer Academy before being considered for membership; all Sr. Beta candidates for membership must

have completed at least one full semester as a student at Bessemer Academy before being considered for membership. Grade 12 candidates are exempt from the one semester requirement.

Effective for the 2014-2015 school year and thereafter, the scholastic requirement for membership in the Junior Beta Club shall be a cumulative average of 90% or higher. If a Jr. Beta Club member's cumulative average falls below 90% at the end of any semester, the member will have one semester in which to bring the average up to the minimum. All members, of both Senior and Junior Beta Clubs, shall participate in at least one service project per year.

## **STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association is made up of officers elected by the student body of Senior High School. Two representatives from each grade level are elected to the SGA. SGA members must maintain a “C” average overall. Student Government Association officers elected by the student body are: President, Treasurer, Vice President, Chaplain, and Secretary

The Student Government Association provides leadership for all phases of school life. It encourages cooperation between student and faculty in all activities. It encourages school spirit and fair play. It encourages academic achievement. It provides ideas, interest and vision for students. It provides a democratic community where the principles of democracy may be studied understood and demonstrated.

### **CLUB OFFICERS AND ACTIVITIES**

Each grade level beginning with grade seven has class officers elected. These elections are held as a learning experience with the importance of responsibility and honor stressed. Class officers must maintain a “C” average. Each grade level elects the following:

President  
Vice President

Two Representatives to the Student Government Association

Committees may be appointed to help with the planning of parties, field trips and/or other activities and projects. The Pledge of Allegiance and reading of the Bible are part of each day’s devotion period.

### **ELECTIONS**

The results of all elections will be announced from the office of the Administrator. Members of the faculty will count all ballots and the results will be given to the sponsor.

The elections are determined by a majority vote of one vote. Only in the case of a tie will there be a run-off.

### **SENIOR CLASS**

The officers of the Senior Class, with their sponsors, will appoint committees and plan all activities of the Senior Class with the approval of the Administrator.

Activities for seniors are:

Class Day  
Senior Banquet  
Graduation

### **SOCIAL ACTIVITIES**

Guidelines:

1. Social functions will not exceed three hours in length.
2. A policeman may be present at all school functions.
3. Students and guests are encouraged to remain for the entire evening. If students leave the activity they may not return.
4. Any student with a visitor who is not a student of the Academy must register the visitor with the official.
5. The building will be appropriately lighted and decorated for all school functions.
6. All gym rules must be observed. (See Gym Rules)
7. A student shall not possess or use tobacco, or be under the influence of drugs/alcohol on school property or during school functions. Should a problem arise appropriate action will be taken.
8. Students will be asked to leave for any inappropriate behavior.
9. Any damage to the building or equipment should be reported to the sponsor.
10. School functions must be registered and approved on the Administrator's calendar one month prior to the function.

## **CHAPERONES**

1. One member of the Student Activity Committee will serve as chaperone for each school function. Other chaperones may be needed and invited, depending on the size of the group. Chaperones should be invited seven days in advance of the function and confirmation secured.
2. Chaperones should be present at least fifteen minutes before a function begins.
3. Chaperones should see that all students have transportation home and that faculty does not need assistance (i.e. cleaning, locking up etc.) before leaving.

## **DRESS AND ATTENDANCE**

- I. Dress
  - a. The everyday dress code is in effect at all school functions unless otherwise stated.
  - b. Semiformal means a dressy dress or pants outfits for girls, a sport coat and tie or a casual suit for boys.
- II. Attendance
  - a. Classes/organizations that are eligible to attend social functions will be announced.
  - b. Alumni are invited to Homecoming.
  - c. Dates from other schools and alumni dates are permissible for most dances unless otherwise stipulated, but non-students must register at the door.
  - d. Admission price will be announced for each dance.
  - e. Decorating and cleanup will be the responsibility of the sponsoring group.

## **ATHLETICS**

Students in grades 6 – 12 must pay an athletic spirit pack fee per sport. Parents of participating

athletes may join the athletic club. Football, basketball, or any other sport may be participated in only when a student meets AISA eligibility requirements. Anyone participating in athletics must be enrolled at Bessemer Academy prior to practice of any type.

## **SCHOOL RULES AND POLICIES**

### **FIRST AID**

When a student sustains an injury, it should be reported to his teacher immediately. If the injury is of a serious nature, the parents and paramedics may be called. All medicines taken by students must have a prescription label and left in the office.

### **GYM RULES**

1. The building is for school activities.
2. Only tennis shoes and socks should be worn on the gym floor unless otherwise announced.
3. There will be no eating or drinking in the gym. On special occasions, there will be designated areas for refreshments.
4. All activities must be scheduled through the Administrator who maintains the school calendar. Dates for an activity should be requested early so that conflicts may be avoided.
5. The entire building must be left in good order and decorations removed by the next day.
6. The group responsible for cleaning up the gym is the group in charge of the activity.
7. Any damage should be reported immediately to the school office.

### **GUM AND FOOD**

Food and drinks must be kept in restricted areas or lunchroom. Any violation of this rule will result in a clean up detail for one period in the restricted area, which must be met by the following day. Student violation of this policy could result in detention.

### **HALL PASSES**

No student is to be out of his or her assigned class unless they have a signed pass by the teacher in charge. The pass must be returned to the teacher who issued the pass.

### **INCLEMENT WEATHER**

On days when snow or icing conditions exist, an announcement will be made on local radio and TV stations along with a SchoolCast phone call by 6:00 a.m. regarding school closing. It is not necessary to call school officials.

### **LUNCHROOM**

All students must eat in the lunchroom or patio, including students who bring their lunches. During lunch periods, all students must remain in these areas and abide by all rules.

We ask that parents not bring fast food/restaurant food to school during lunch for students. Lunches should be handled prior to the student coming to school. Parents are invited to have lunch with their child, but this should be done "on occasion" as not to become repetitive and disruptive to our normal routine.

### **MOTOR VEHICLE AND DRIVING**



All students who drive cars to school must register that car in the office. To register a vehicle the student **must show proof of a Driver's License and insurance**. When the car is registered, the office will issue a parking permit. The permit is to be displayed on the rearview mirror while on campus. Failure to do so could result in driving privileges being revoked and/or suspension from school.

There will be no lingering in the cars once they have arrived on the school grounds. No one is to go to a car during school hours without the Administrator's permission.

Cars must be parked on the side parking lot or the football field parking lot.

Any student seen driving unsafe (reckless) will be reported to the office. Any student violating any of the above rules will be subject to the following disciplinary procedures. The student will be warned one time. On the second offense, the student will lose the privilege of bringing a car to school for a period of one (1) week. Any subsequent offense the student will lose driving privileges for the remainder of the school year.

## **SCHOOL TRIPS**

The Administrator prior to the date scheduled will approve all school trips. All students attending must have a signed permission slip in the office.

## **TUITION AND FINANCIAL OBLIGATIONS**

Student's tuition payments are due on the first of each month. A late fee of \$50.00 will be charged for any payment that is received after the 10<sup>th</sup> of the month. A charge of \$50.00 will be made for all checks returned by your bank for any reason.

Once an account becomes delinquent 20 days, the student will not be allowed to attend class until the account is brought current including late fees.

## **RELIGION**

At Bessemer Academy although not a church sponsored school, we do feel that we provide a Christian atmosphere for our students. As part of the day's announcements, a daily devotional along with a prayer is read. Most elementary teachers will have a short prayer before lunch.

## **TELEPHONE**

The office telephone will be available for student use in the case of an emergency. Students receiving calls will not be called out of class unless there is an emergency. Students must have permission from the office staff to use the phone.

## **TEXTBOOKS**

Students are to take care of textbooks. Students will have a book check monthly at the discretion of the teacher. Care should be taken to see that students are responsible for books and they are not abused.

## **CELLULAR PHONES**

Cell phones are allowed on campus. Cell phones are not to be displayed during class time. Cell phones should be turned off during class. Cell phones are only allowed during lunch or break. If a student needs to use the phone, permission to the office should be granted by teacher.

Additionally, I-Pods, MP3 players, PSP's, etc. should not be brought to school. Because these items are expensive, the school does not want the liability of them.

## **SOCIAL MEDIA**

Social media can be a tool for communication but also can be a detriment. Disciplinary action will be taken if students video and/or post events that occur during the school day without permission. Students and parents should avoid making derogatory or slanderous remarks towards Bessemer Academy and/or faculty and staff. These actions may affect enrollment status or discipline record. Parents and students should always consider communicating a positive image toward Bessemer Academy when posting on any social media. Posts that reflect a negative profile, inappropriate language, or conduct may result in dismissal from school.

## **VISITATION ON OTHER SCHOOL CAMPUSES**

No Bessemer Academy student may visit another school's campus during the school day or a Bessemer Academy holiday without proper authorization. If a Bessemer Academy student does visit another campus without proper authorization, Bessemer Academy does reserve the right to take proper disciplinary action.

## **VISITORS**

Parents and visitors are welcome at any time, however, please check in at the office and receive a pass. Students are not allowed to have visitors during school hours. We do welcome parent support and input in building an effective school program. Volunteers are important to our success; however, no parent should feel that he or she might circumvent policies that have been in effect for many years at Bessemer Academy. Please consider the following:

1. If you have business at the main building, gym, or cafeteria, please park in our parking lot and come into the office and we will courteously make arrangements for you in a manner that will help us maintain our stated objectives of teaching, learning and staff supervision.
2. If you wish to volunteer your services, we will provide a working area and assistance.
3. Our phone access is limited; please make arrangements with the school office for usage.
4. At no time should visitors interrupt a class in progress. Extended conferences with staff are best arranged after school hours.

## **DRUG POLICY**

In order to protect school staff, students, the public and school property from any danger this would result from the use of alcohol and other drugs. Bessemer Academy is committed to assuring that all employees, students, and any individual performing services on school property or while attending school related activities, will perform their duties free from the influence of illegal or inappropriately used drugs. It is our objective to provide and maintain a safe, drug-free school environment. All employees and students are required to abide by this policy as a condition of employment and school attendance.

Staff or students who inappropriately use alcohol or who use, distribute, buy, sell, transfer or possess illegal or prohibited drugs in any amount, at any time on school premises, in a school vehicle or while performing any time on school related activities whether on or off school premises will be subject to disciplinary action up to and including expulsion for the students or discharge for staff members. For purpose of this policy an illegal drug is any controlled substance that cannot be legally obtained or that although available legally, has been obtained illegally. A controlled substance is any substance listed on the schedule of U.S. Federal Control Substance Act. Prohibited drugs may include but are not limited to the following: THC (Marijuana), cocaine, opiates, amphetamines, phencyclinime, barbiturates, benzodoazepines,

methacholine, propoxyphene, ethanol and methadone. Alcohol is prohibited due to its depressing mood altering affects and because it is illegal for minors to possess or use. Over the counter drug abuse is prohibited because it may cause impairment. The conduct prohibited by this policy – included use of any illegal or prohibited drug before or after school, before or after school activities, or during breaks and meal periods. Violation is grounds for immediate disciplinary procedures as addressed in the Code of Conduct. Use of prescription drugs by staff members or students who are undergoing medical treatment with a prescribed controlled substance, or who are taking an over the counter drug which may alter physical or mental ability must report or have their physician report this fact to their teachers or school Administrator. In the case of a student it is the parent or guardian’s responsibility to notify the proper staff and provide the school with a copy of the prescription and /or other medical verification. Any abuse, overdose, or misuse of prescription or over the counter drugs, which may cause staff or students to be impaired, will be considered a violation of school policy and will be grounds for immediate disciplinary procedures as provided for in the Code of Conduct.

### **SUBSTANCE ABUSE TESTING (DRUG TESTING)**

Under the school policy all staff members and registered students will be subject to reasonable cause of alcohol and other drug screening and testing. All students are subject to random drug testing at the discretion of the Headmaster.

### **REASONABLE CAUSE**

The reasonable cause determination will be based on specific contemporaneous physical, behavioral or performance indicators, including but not limited to the following:

- a. Apparent unusual or bizarre conduct, or physical condition, appearances, or speech, which would indicate that the employee or student is under the influence of drugs or alcohol.
- b. Involved in a series or pattern of school accidents.
- c. Indictment, arrest, or conviction for controlled substance offenses.
- d. The smell of an alcoholic beverage on the breath, clothing, or about the body area.
- e. Speeding or driving recklessly on school property and / or while in control of a school-designated vehicle.
- f. When behavior is consistent with aberrant behavior warnings listed on aberrant behavior checklist.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

### **REFUSAL TO SUBMIT / INSUBORDINATION / DISCIPLINARY PROCEDURES**

Any school staff member or student who refuses to submit to a reasonable cause drug test, refuses to provide a specimen at the collection site, refuses to cooperate during the collection process, such as refusal to sign or fill out the urine screening custody and control form or any other required paperwork, fails to cooperate with the collection site personnel, fails to void an adequate specimen, engages in conduct which creates reason to believe a urine specimen has been altered or substituted, fails to report to the collection site without a legitimate reason, and fails to provide an adequate specimen without a medical basis will be subject to disciplinary action including termination or in the case of a student, expulsion.

#### Positive Test

Staff members or students testing positive for any mood, physical, or mind-altering chemical will be considered unqualified to continue in this school program or work. A positive drug screen or screen that is determined diluted or adulterated by a testing laboratory will place the subject in a position of being suspended, expelled or terminated.

## **BESSEMER ACADEMY CODE OF CONDUCT**

A tracking format will be utilized for discipline violations and consequences. Review carefully so student and parents will understand consistency of the process.

#### **Class I Offenses**

- a. Tardiness – reporting late to school or class
- b. Non-conformity to the Bessemer Academy Dress Code
- c. Use of profane or obscene language, any derogatory remarks in any manner including any social media in reference to Bessemer Academy
- d. Gambling – Any participation in games of chance for money and/or other things of value
- e. Inappropriate public displays of affection
- f. Intentionally providing false information to a School Board employee including, but not limited to, giving false student information, forgery of school notes, and concealment of information directly relating to school business
- g. Bringing a water gun to school
- h. Any other violation that the Administrator (or designee) may reasonably deem to fall within this category
- i. Possession of audio or video devices or other similar devices/materials (this includes but is not limited to CD's, Ipod, GameBoys, etc.) without teacher/administration permission.

- j. Any other violation the administrator or designee may reasonably feels falls within this category.

## **Disciplinary Actions for Class I Violations**

### **Grades K – 5**

First Offense: In-school conference and parental contact when warranted.

Subsequent Offenses: Parental contact and in-school disciplinary actions such as probation, detention, the assignment of reports related to the offense, work assignments before or after school, corporal punishment with parent permission, or suspension for one to three days at the discretion of the Administrator (or designee). The Administrator may take further actions.

### **Grades 6 – 12**

Disciplinary Tracking will be utilized to determine discipline action taken.

First Offense: In-school conference and parental contact when necessary. Circumstances may warrant disciplinary action as outlined under subsequent offenses.

Subsequent Offenses: In-school disciplinary action such as probation, corporal punishment with parent permission, detention, the assignment of reports related to the offense, work assignments before or after school, or suspension for one to three days at the discretion of the Administrator (or designee). If these disciplinary actions are not effective, the Administrator (or designee) may recommend extended suspension or expulsion.

## **Class II Offenses**

- a. Defiance of School Board employee's authority – any verbal or nonverbal refusal to comply with a lawful and reasonable direction or order of a School Board employee.
- b. Excessive distraction of other students – Any conduct and/or behavior that is disruptive to the orderly educational process in the classroom or any similar grouping for instruction.

- c. Continued violation of the Bessemer Academy Dress Code or Tardy Policy.
- d. Possession of tobacco products – Having tobacco products, including the possession of cigarette rolling papers, on the school premises. This includes Vapor cigarettes.
- e. Possession of cigarette lighters or matches.
- f. Battery upon students – Actually and intentionally pushing or striking another student against the will of the other student.
- g. Fighting – Any physical conflict between two or more individuals.
- h. Sexual Harassment – sexual advances, requests for sexual favors and any other physical, verbal or visual misconduct of a sexual nature, which creates an intimidation, hostile, or offensive educational environment.
- i. False accusation of sexual harassment.
- j. Directing obscene or profane language to a School Board employee.
- k. Leaving school grounds without permission.
- l. Unauthorized use of a stand-alone computer system, computer network, Internet or use or knowledge of restricted computer passwords; physical damage to any technology devices.
- m. Repeated disruptive and defiant behavior despite school-based intervention.
- n. Any other violation that the administrator (or designee) may reasonably deem to fall within this category.
- o. Any verbal or non-verbal conduct and/or behavior directed to a school employee or any other adult at the school (example, substitute) that is rude or discourteous.
- p. Possession of obscene or sexually explicit materials.
- q. Vandalism - any destruction or damage to school property. Restitution is required.
- r. Academic dishonesty/cheating on a test results in a 0 on assignment and tracking form discipline.

## **Disciplinary Actions for Class II Violations**

### **Grades K – 5**

First and Second Offenses: Parental contact and in-school disciplinary actions such as probation, detention, the assignment of reports related to the offense, work assignments before or after school, or corporal punishment with parent permission.

Subsequent Offenses: Suspension for 1 – 3 school days. If these disciplinary actions are not effective, the Administrator (or designee) may expel the student.

### **Grades 6 – 12**

**Tracking Form will be utilized to determine disciplinary action.**

First Offense: Extended work assignments before or after school, or suspension for 1 school day.

Subsequent Offenses: Suspension for 1 – 3 days. If these disciplinary actions are not effective, the Administrator (or designee) will recommend expulsion.

## **Class III Offenses**

- a. Assault on School Board employee – The intentional, unlawful threat by word or act to do violence to the person of another, coupled with an apparent ability to do so, and the doing of some act that creates a well-formed fear in the other person that violence is imminent.
- b. Harassment, threats, intimidation, and extortion – Verbally, non-verbally, or by a written or printed communication maliciously threatening injury to the person, property or reputation of another, with the intent to extort money or any pecuniary advantage at all, or with intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his or her will.
- c. Stealing – Larceny – Petty Theft – The intentional unlawful taking and/or carrying away of property belonging to or in the lawful possession or custody of another.
- d. Possession of stolen property with the knowledge that it is stolen.

- e. Trespassing – Willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited: or having been authorized, licensed, or invited, is warned by an authorized person to depart and refuses to do so.
- f. Sexual Harassment – Use of vulgar or sexually explicit comments, gestures or conduct, obscene or sexually explicit pictures; sexually oriented kidding, teasing, or practical jokes directed toward another person or offensive to a third party observer. No offensive touching of another person with sexual connotations, such a patting, pinching, or brushing against another’s body.
- g. Drugs – Unauthorized possession, transfer, use or sale of drugs, including over the counter and prescription medications
- h. Alcoholic beverages – Possession, transfer, use or sale of alcoholic beverages.
- i. Arson – The willful and malicious burning of any part of a building or its contents.
- j. Battery – The actual unlawful touching or striking of a School Board employee intentionally, or during the course of a physical altercation between students, the causing of bodily harm to a School Board employee or student.
- k. Illegal school entry – Breaking, entering or remaining in a Bessemer Academy structure or conveyance without justification or excuse during the hours the premises are closed to the public.
- l. Criminal mischief – Willful and malicious injury or damages to public property, or to real or personal property belonging to another.
- m. Possession of firearms – discharge, possession, transfer or sale of any firearm (including a starter gun, BB gun or pellet gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any similar destructive device.
- n. Possession of weapons – Possession of a knife, including, but not limited to, a switchblade knife, metallic knuckles, laser pointer; tear gas gun; chemical weapon or device, including mace or pepper spray; or any other weapon, instrument, or object which is used in a threatening manner and is seen by the individual being threatened as capable of causing physical harm (includes toy firearm replicas)
- o. Bomb threat – Any such communication directed at any Bessemer Academy facility that has the effect of interrupting the educational environment.
- p. Explosives, Ammunition (bullets), or firecrackers – Preparing, possessing or igniting on school property explosives likely to cause injury or property damage.
- q. Sexual Acts – Acts of a sexual nature including, but not limited to, repeated sexual harassment, battery, intercourse, attempted rape or rape.



- r. Any major disruption of the educational process caused by the wearing of apparel, possession of writings or drawings, use of social media, or the performance of gestures or signals which indicate affiliation with a gang, secret organization or other social group whose presence on school grounds poses a threat to the educational environment or creates a concern or fear with other students, faculty, or staff.
- s. Inciting or participating in a major student disorder – Leading, encouraging or assisting in (major) disruptions that place students, staff and the educational process at risk, or which result in destruction or damage of private or public property or personal injury to participants or others.
- t. Sabotage of a computer or computer system resulting in data modification, disclosure of restricted information, major disruption in the educational process, or the introduction of unauthorized software into the computer system.
- u. Any other offense that the Administrator (or designee) may reasonably deem to fall within this category.
- v. Stealing an exam/or key/solution.
- w. Conduct or behavior unbecoming of a BA student.
  
- c.
- d.
- e.
  
- f.

## **Disciplinary Actions for Class III Violations**

### **Grades K-12**

Commission of a Class III offense shall be reported immediately by the Administrator (or designee) to the following persons:

1. The student's parent(s) or guardian
2. The school board
3. Area police department if warranted

After notification of these persons the student will be recommended for immediate indefinite suspension or expulsion.

**Bessemer Academy**  
**Dress Code**

## **Grades K-5**

Dress must be in good taste, suitable for school year.

No shoes with skates are allowed.

## **Grades 6 - 12**

Personal appearance reveals the respect every person has for himself/herself and for others who must look at him/her. Neatness and modesty are of principle concern in the following guidelines. The parent(s) or guardian is urged to cooperate with the school regarding this policy.

1. Any garment with obscene or offensive language and/or pictures may not be worn.
2. There will be NO hats, caps, or sunglasses worn inside the building.
3. The following may NOT be worn:
  - a. Cut-offs.
  - b. Loose, baggy or sloppy clothes (ex. pajama pants), clothes with holes, rips or tears.
4. No visible tattoos.
5. Any extreme in dress, jewelry or cosmetics will be handled on an individual basis.  
Examples of extremes: Color (hair), size, number, words and logos.
6. No shoes with skates are allowed.
7. No bracelets, belts or other accessories with studs or spikes.
8. Athletic type pants / shorts may not be worn. (Including but not limited to, sweatpants, soccer shorts, wind suit pants, etc.)
9. No Clothing with open holes.

## **GIRLS**

1. Shorts will be no more than 4 inches above the knee.
2. Dresses and skirts will be no more than 4 inches above the knee. This includes the split in the hemline.
3. All sleeveless tops or dresses must have a 2-inch width covering the shoulder.
4. Dresses and shirts must not be cut low in front or back. Cleavage should not show in front.
5. Shirts must cover the waistband of skirts or pants with arms raised above the head.
6. Students may NOT wear see-through clothing, spandex or tight clothing, halters or midriff blouses.
7. No undergarments should show through or be seen outside outer garments.
8. No visible body piercing is allowed except earring in the ear lobe only. No cartilage piercing.
9. No leggings, jeggings, spandex or tight fitting pants.

## **BOYS**

1. Shorts must be knee length.
2. Gym shorts, sweat pants or sleeveless shirts should not be worn in the main building.
3. Hair should be clean and well groomed with no extreme hairstyles or ponytails. Hair should hang no longer than the top of the shirt collar and should not cover the eyes.
4. Boys are to be well groomed, no excessive facial hair, moustaches, beards, goatees or excessive sideburns. Students participating in AISA sanctioned athletic events must be clean-shaven.
5. No visible body piercing including ears and no cartilage piercing.
6. No undergarments should show through or be seen outside other garments. Pants must be worn at the waist. If problems persist, school administration will require shirts to be tucked in.
7. No house-shoes, slippers, etc.

**The Headmaster has final say on any questionable dress code violations.**

## **Parent Information**

Parents, please read the handbook guidelines to ensure review of rules.

### **Rules Regarding Drop Off/Pick up**

Elementary students housed on elementary hall should be dropped off and picked up at the elementary hall entrance. Those on the boardwalk are dropped off and picked up in the drive in front of the boardwalk. High school students should enter and exit through main door at front of school.

### **Loss of School Property**

Textbooks, library and any property loaned to students is their responsibility. Any loss or damage of this property requires replacement.

### **Room Mother**

Room mothers are chosen by classroom teacher. Those are at the discretion of each teacher.

# Graduation Requirements

## AISA Honors Diploma – 25 Total Credits

Subject	Credits Needed	Acceptable Classes			
		9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
<b>English</b>	4	Hon Eng 9	Hon Eng 10	Hon Eng 11	English 101/102 Hon Eng 12
<b>Mathematics</b>	4	Hon Algebra I Hon Geometry	Hon Geometry Hon Algebra II	Hon Algebra II Hon Pre-Calculus	Hon Pre-Calculus Hon Calculus
<b>History</b>	4	World History	US I Honors	US II Honors	Government & Economics, Hon
<b>Science</b>	4	Hon Biology	Hon Environmental Science	Hon Chemistry	Hon Anatomy Hon Physics Hon Forensics
<b>Spanish</b>	2	Spanish I	Spanish I Spanish II	Spanish I Spanish II	Spanish II
<b>Fine Arts</b>	½	Fine Art			
<b>Career Prep</b>	1	Career Prep			
<b>Health</b>	½		Health		
<b>PE -Life</b>	1	PE - LIFE			
<b>Electives</b>	4	Any class that does not count toward an above credit 3 credits must be in the areas of fine art, career tech, or foreign language.			
<b>Community Service Hours</b>	<b>75 Hours</b> by March 30 <sup>th</sup> of your senior year. You can begin accruing them the summer before 9 <sup>th</sup> grade. Documentation must be given to the counselor to receive credit.				

### Things to Know:

- a.** Pre-Algebra does not count toward a high school diploma.
- b.** Algebra II must be taken before or in conjunction with chemistry.
- c.** Only Honors diploma students are eligible for being named Valedictorian or Salutatorian.
- d.** Research and Writing is a required course for the Honor's diploma.
- e.** Hon = Honors
- f.** Some required courses (fine art, career tech, foreign language) may have to be taken in various years.
- g.** Examples of fine art courses are art, band, choir. Examples of career tech are work study, computer.

## Graduation Requirements

### Advanced Academic Endorsed Diploma – 24 Total Credits

Subject	Credits Needed	Acceptable Classes			
		9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
English	4	English 9	English 10	English 11	English 12
Mathematics	4	Algebra I Geometry	Geometry Algebra II	Algebra II Pre-Calculus	Analytical Math Calculus
History	4	World History	US I	US II	Government & Economics
Science	4	Biology	Environmental Science	Chemistry	Anatomy Physics Forensics
Spanish	2	Spanish I	Spanish I Spanish II	Spanish I Spanish II	Spanish II
Fine Arts	½	Fine Art			
Career Prep	1	Career Prep			
Health	½		Health		
PE LIFE	1	PE LIFE			
Electives	3	Any class that does not count toward an above credit 3 credits must be in the areas of fine art, career tech, or foreign language.			

#### **Things to Know:**

- a.** Pre-Algebra does not count toward a high school diploma.
- b.** Algebra II must be taken before or in conjunction with chemistry.
- c.** Only Honors diploma students are eligible for being named Valedictorian or Salutatorian.
- d.** Honors classes may also be taken.
- e.** Some required courses (fine art, career tech, foreign language) may have to be taken in various years.
- f.** Examples of fine art courses are art, band, choir. Examples of career tech are work study, computer.

## Graduation Requirements

### Alabama High School Diploma – 24 Total Credits

Subject	Credits Needed	Acceptable Classes			
		9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
<b>English</b>	4	English 9	English 10	English 11	English 12
<b>Mathematics</b>	4	Algebra I Geometry	Geometry Algebra II	Algebra II Pre-Calculus	Analytical Math Calculus
<b>History</b>	4	World History	US I	US II	Government & Economics
<b>Science</b>	4	Biology	Environmental Science	Chemistry	Anatomy Physics Forensics
<b>Spanish</b>	1	Spanish I			
<b>Fine Arts</b>	½	Fine Art			
<b>Career Tech</b>	1	Career Tech			
<b>Health</b>	½		Health		
<b>PE LIFE</b>	1	PE LIFE			
<b>Electives</b>	4	Any class that does not count toward an above credit 3 credits must be in the areas of fine art, career tech, or foreign language.			

**Things to Know:**

- a.** Pre-Algebra does not count toward a high school diploma.
- b.** Algebra II must be taken before or in conjunction with chemistry.



- c. Only Honors diploma students are eligible for being named Valedictorian or Salutatorian.
- d. Honors classes may also be taken
- e. Some required courses (fine art, career tech, foreign language) may have to be taken in various years.
- c. Examples of fine art courses are art, band, choir. Examples of career tech are work study, computer.

## Grading Scale

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

To graduate **with honors** from Bessemer Academy (now that an honors programs in English, science and math exists), the student must

For the graduating class of 2013 and thereafter

1. Meet all requirements for obtaining the highest diploma available
2. Successfully complete all Honors courses available with a grade of “C” or higher in each course.
3. If the student transfers to BA during grade 9, 10, 11, or 12, his previous English courses for these grades must have been at the advanced or honors level, and he or she must have earned at least a grade

of "C" or higher in each.

4. Complete all Honors math and Honors science classes that have been offered.

In addition, no student would be allowed to drop any level of Honors English, Honors math, or Honors science without prior approval from the honors teacher. This would apply both at the end of semester 1 and from year to year.

**Bessemer Academy  
Discipline Tracking Form**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom \_\_\_\_\_ Year \_\_\_\_\_  
\_\_\_\_\_ - \_\_\_\_\_

**Class I Offenses**

1<sup>st</sup> Offense: Violation Code # \_\_\_\_\_  
Date: \_\_\_\_\_ Referred by: \_\_\_\_\_  
Principal/Student Conference \_\_\_\_\_  
Parent Contact: phone \_\_\_\_\_  
letter \_\_\_\_\_  
E-mail \_\_\_\_\_  
Required academic assignment \_\_\_\_\_

2<sup>nd</sup> Offense: Violation Code # \_\_\_\_\_  
Date: \_\_\_\_\_ Referred by: \_\_\_\_\_  
Principal/Student Conference \_\_\_\_\_  
Parent Contact: phone \_\_\_\_\_  
letter \_\_\_\_\_  
E-mail \_\_\_\_\_  
Required academic assignment \_\_\_\_\_

3<sup>rd</sup> Offense: Violation Code # \_\_\_\_\_  
Date: \_\_\_\_\_ Referred by: \_\_\_\_\_  
Principal/Student Conference \_\_\_\_\_  
Parent Contact: phone \_\_\_\_\_  
letter \_\_\_\_\_  
E-mail \_\_\_\_\_  
Required academic assignment \_\_\_\_\_

4<sup>th</sup> Offense: Violation Code # \_\_\_\_\_  
Date: \_\_\_\_\_ Referred by: \_\_\_\_\_  
Principal/Student Conference \_\_\_\_\_  
Parent Contact: phone \_\_\_\_\_  
letter \_\_\_\_\_  
E-mail \_\_\_\_\_  
Required academic assignment \_\_\_\_\_

5<sup>th</sup> Offense: Violation Code # \_\_\_\_\_  
Date: \_\_\_\_\_ Referred by: \_\_\_\_\_  
Principal/Student Conference \_\_\_\_\_  
Parent Contact: phone \_\_\_\_\_  
letter \_\_\_\_\_  
E-mail \_\_\_\_\_  
Required academic assignment \_\_\_\_\_

6<sup>th</sup> Offense: Move to Class II First Level



**Class II Offenses**

1<sup>st</sup> Offense: Violation Code # \_\_\_\_\_  
Date: \_\_\_\_\_ Referred by: \_\_\_\_\_  
\_\_\_\_\_ Parent Conference \_\_\_\_\_  
\_\_\_\_\_ 2-day suspension \_\_\_\_\_

2<sup>nd</sup> Offense: Violation Code # \_\_\_\_\_  
Date: \_\_\_\_\_ Referred by: \_\_\_\_\_  
\_\_\_\_\_ Parent Conference \_\_\_\_\_  
\_\_\_\_\_ 3-day suspension \_\_\_\_\_

3<sup>rd</sup> Offense: Violation Code # \_\_\_\_\_  
Date: \_\_\_\_\_ Referred by: \_\_\_\_\_  
\_\_\_\_\_ IN-SCHOOL parent conference \_\_\_\_\_  
\_\_\_\_\_ Up to 4 days suspension \_\_\_\_\_

4<sup>th</sup> Offense: Violation Code # \_\_\_\_\_  
Date: \_\_\_\_\_ Referred by: \_\_\_\_\_  
\_\_\_\_\_ IN-SCHOOL parent conference \_\_\_\_\_  
\_\_\_\_\_ Up to 5 days suspension \_\_\_\_\_

5<sup>th</sup> Offense: Violation Code # \_\_\_\_\_  
Date: \_\_\_\_\_ Referred by: \_\_\_\_\_  
Same as Class III Offense

Class III Offense: Violation Code # \_\_\_\_\_  
Conference Date: \_\_\_\_\_  
Expulsion Review: \_\_\_\_\_

**BESSEMER ACADEMY  
STUDENT COMPUTER AND INTERNET USE**

The BA School unit provides computers, networks, and Internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. The School Committee believes that the resources available through the Internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that schools establish reasonable controls for lawful, efficient, and appropriate use of this technology.

Student use of school computers, networks, and Internet services is a privilege, not a right. Students are required to comply with this policy and the accompanying rules. Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

All computers remain under the control, custody, and supervision of the school unit. The school unit reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers.

While reasonable precaution will be taken to supervise student use of the Internet, Bessemer Academy cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school in violation of School Committee policies/procedures and school rules. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet.

Before a student is allowed to use school computers and Internet services, the student and the student's parent or guardian must sign and return the Computer / Internet Access Agreement. The signed agreement will be retained by the school.

The Headmaster shall be responsible for overseeing the implementation of this policy and the accompanying rules, and for advising the School Committee of the need for any future amendments or revisions to the policy. The Headmaster may develop additional administrative procedures / rules governing the day-to-day management and operations of the school unit's computer system as long as they are consistent with the Board's policies and/or rules. The Headmaster may delegate specific responsibilities to building administrators and others as he / she deems appropriate.

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### **STUDENT COMPUTER AND INTERNET USE RULES**

These rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with these rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

#### **A. Computer Use is a Privilege, Not a Right.**

Student use of the school unit's computers, networks and Internet services is a privilege, not a right. Unacceptable use / activity may result in suspension or cancellation of privileges as well as possible additional disciplinary and / or legal action.

The Headmaster shall have final authority to decide whether a student's privileges will be denied or revoked.

**B. Acceptable Use**

Student access to the school unit's computers, networks, and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum, and instructional goals.

The same rules and expectations govern student use of computers as apply to other student conduct and communication.

Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member / volunteer when accessing the school unit's computers, networks, and Internet services.

**C. Prohibited Use**

The user is responsible for his / her actions and activities involving school unit computers, network, and Internet services and for his / her computer files, passwords, and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to the following:

1. Accessing Inappropriate Materials – Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and / or illegal;
2. Illegal Activities – Using the school unit's computers, networks, and Internet services for any illegal activity or activity that violates other School Committee policies, procedures and / or school rules;
3. Violating Copyrights – Copying or downloading copyrighted materials without the owner's permission.
4. Plagiarism – Representing as one's own work any materials obtained on the school unit's computers or Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher, and website must be identified;
5. Copying Software – Copying or downloading software without the express authorization of the system administrator;
6. Non-School Related Uses – Using the school unit's computers, networks, and Internet services for non-school related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use;
7. Misuse of Passwords / Unauthorized Access – Sharing passwords, using other users' passwords without permission and / or accessing other users' accounts;
8. Malicious Use / Vandalism – Any malicious use, disruption or harm to the school unit's computers, networks, and internet services, including but not limited to hacking activities and creation / uploading of computer viruses;

9. Unauthorized Access to Chat Rooms / News Groups – Accessing chat rooms or news groups without specific authorization from the supervising teacher. No use of Facebook is allowed.

**D. No Expectation of Privacy**

The school unit retains control, custody, and supervision of all computers, networks, and Internet services owned or leased by the school unit. The school unit reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including e-mail and stored files.

**E. Compensation for Losses, Costs and / or Damages**

The student and / or the student's parent / guardian shall be responsible for compensating the school unit for any losses, costs, or damages incurred by the school unit related to violations of policy and / or these rules, including investigation of violations.

**F. School Unit Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use**

The school unit assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

**G. Student Security**

A student shall not reveal his / her full name, address or telephone number on the Internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

**H. System Security**

The security of the school unit's computers, networks, and Internet services is a high priority. Any user who identifies a security problem must notify the system administrator. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his / her privileges revoked and may be subject to additional disciplinary and / or legal action.

**I. Parental Permission Required**

Students and their parent / guardian are required to sign and return the Computer / Internet Access Agreement Form before being allowed to use school computers.

## **SIGNATURE PAGE**

**I hereby acknowledge by our signatures that we have received and read Bessemer Academy's handbook. We understand that these policies apply to all students and parents at Bessemer Academy.**

**Student's Signature**

**Grade**

**Parent's Signature**

**Date**



**THIS FORM MUST BE SIGNED AND RETURNED  
TO THE SCHOOL**

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