



## **Parent and Student Handbook 2022-2023**

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*Dear Bethesda Academy Parents,*

*By necessity, Handbooks are full of "do's" and "don'ts", rules and policies, procedures and consequences. These are the guidelines that dictate how we will conduct ourselves, what we as a community believe to be important, and what we hold dear to our hearts.*

*To a young man, these policies must sound stiff and restrictive, but as adults we know that it is only when we observe an orderly, considerate lifestyle that we are in a position to achieve our full potential. Conducting ourselves in a responsible manner consistent with our own best interests and those of the people we care about frees us to set lofty goals and pursue our dreams - something that we wish for every Bethesda Academy student!*

*With this in mind, we ask you to read the attached Handbook and discuss it with your son so that he understands the policies, the rationale behind the policies and the expectations that you have for him as well. Everything that we do at Bethesda is designed first and foremost to safeguard the health and well-being of our students and that is paramount. Beyond that, we seek that which George Whitefield sought for his young charges in 1740 - to foster a love of God, a love of learning, and a strong work ethic within our students.*

*It is that simple. But with boys, it can sometimes get very complicated.*

*Thus, we have a handbook that lets you know what you can expect from faculty members and administrators and what we expect from our students and their parents. When we have mutual expectations, the school year goes a lot smoother for all!*

*Bethesda is a special place. Translated, Bethesda means "house of mercy". I hope that it will also be a place of inspiration, comfort, challenge, joyfulness and accomplishment - for you and for your son.*

## School Hours, Absences and Attendance Procedures

### School Hours:

School Begins (for all students): 8:00 a.m.  
School Ends: 3:05 p.m.

### Morning Drop-Off:

Students may be dropped off beginning at 7:25 a.m. in the Dining Hall and beginning at 8:00 a.m. in front of the school. All students who arrive in the Dining Hall before 7:30 are welcome to eat breakfast.

Please note that no adult supervision is provided in the dining hall before 7:25 AM and in the front of the school until 7:50 AM.

### Dismissal:

Students are dismissed from the front of the school building unless the student has a class in the gym or chapel towards the end of the day. Parents may park in the front driveway (forming two lines) to wait for their student. Faculty supervision is provided for 15 minutes following dismissal, at which time all remaining students are checked into the Afterschool Program and regular charges will apply.

All students (grades 6 -12) who remain on campus after school must be in a scheduled activity and under the direct supervision of a faculty member, club advisor, coach or after school care supervisor. All others must leave the campus. There are no exceptions and students who are found outside of direct supervision will face serious consequences. This is for their own safety and welfare.

### Absences:

Students are allowed ten absences per year in each class and those students who exceed the ten absences face forfeiting credit for the class (by regulation of the State of Georgia Department of Education).

Parents are asked to call the front office at 912.351.2055 by 8:00 a.m. on the day that the student is absent. Upon their return to school, students must bring a written excuse from a parent. Students are encouraged to bring written documentation from their physician.

The limit of ten absences per class per year applies regardless of the reason for the excuse. Parents are strongly encouraged to schedule all physicians' and dental appointments for after school or school holidays, as these absences also accumulate towards the 10 allowed for the school year. Students are not allowed to attend athletic practice/game on the afternoon if they have missed any class time due to illness or attending an appointment.

### Tardiness:

Bethesda's tardiness policy is as follows:

#### Arriving to School:

1. All students must be in their homeroom by 8:00 .
2. Upon the fifth tardy, students will receive administrative detention.
3. After the 10th tardy the student and parents will meet with administration to discuss continued enrollment. .
4. Ten Tardies will be counted as a one day absence.

#### Tardy to Class during the School Day:

1. All students are expected to be sitting in their next class by the second bell (5 minute break in between classes) .
2. Upon the fifth tardy, students will receive administrative detention.
3. After the 10th tardy the student and parents will meet with administration to discuss continued enrollment.
4. Ten Tardies will be counted as a one day absence.

Please note that tardies are cumulative. Arrival and during the day tardies are counted together.

#### **Absence during the School Day:**

1. Parents who need to pick up their children during the school day are asked to send a note with the child to turn into the office at the beginning of the day to notify Bethesda that the child will need to be picked up from school.
2. Only those individuals on the authorized pick up list will be allowed to pick up a child during the school day.
3. The parent must come into the school building to sign a child out during the school day and must come back into the building to sign a child back into the program if he returns to school before dismissal.
4. These policies apply for students who drive to school. Parents are asked to also include a phone number where they can be reached on their note to the front office so that the front office can verify the note directly with you. If the office is unable to verify the note directly with you, the student will not be allowed to leave the campus.

#### **Absence during the school day for a school sanctioned activity:**

Students who miss school to attend a school sponsored activity (athletic competition, community service, field trip, etc.) are personally responsible for making contact with their teachers to secure their class and homework assignments and to make arrangements to make up their work and tests in a timely manner. Faculty members are willing to work after hours with students to explain missed material, etc.; however, students must take the initiative to make these arrangements directly with the faculty member and not wait for the faculty member to come to them. A student who does not have the responsibility and personal initiative to make arrangements for their missed work may not be suited to participate in the activity that caused him to miss school and may be removed from the activity.

#### **School Closings (Emergencies):**

**Regardless of whether Bethesda officially closes school due to hazardous weather, a parent has the right and responsibility to determine if road conditions are safe for them or their child to travel to school. If a parent decides that conditions are not safe for travel, the parent is encouraged to remain at home with the child and either delay their travel or miss school entirely for the day. Under these circumstances, the child's absence will always be considered "excused". Similarly, if a parent feels that their child is in danger due to threatening weather conditions, they are always allowed to retrieve their child from school at any time.**

Emergency closings for Bethesda Academy are largely determined by (1) travel conditions (2) the availability of electrical power (3) flooding or the potential for flooding, and (4) damage to buildings or the potential for damage to buildings. Any loss of power on the Bethesda campus results in:

- loss of telephone capability (when the power is out and you call the Bethesda campus, the caller will hear the ringing, but the receiver does not hear anything);
- loss of heating and air conditioning;
- loss of water supply, toilet availability and running water (Bethesda is on a well system and the well pump is powered by electricity);
- loss of capability of providing meals (all food preparation and refrigeration is powered by electricity).

In short, when the power is interrupted, students cannot go to the bathroom or eat meals and all landline communication is cut off. For these reasons, any time power is interrupted for any significant length of time (more than 3-4 hours), school must be canceled and students must return home until such time as electrical power is restored, regardless of the cause of the outage. Bethesda Academy relies on the services of Georgia Power to restore electrical power to the campus.

Every effort will be made to contact the news and radio stations in the event of a closing or early dismissal; however, television and radio stations are generally very busy when these events are taking place and they cannot always get our information on the air.

A good rule of thumb is: If Chatham County public schools are closing, then Bethesda is automatically closing. Even if Chatham County public schools are not closing, Bethesda may still have to close as our students do not ride school buses and driving to school may pose an unnecessary danger to our students and families. Additionally, if Bethesda has experienced a power outage, we cannot take care of our students.

While we cannot anticipate every emergency situation, we encourage parents to adhere to the following guidelines for Emergency Closings:

1. If Bethesda is closing due to weather conditions or power outage, every effort will be made to notify parents via email and notification on the Bethesda website. Please note that this may not be possible if loss of power is sudden and unexpected.
2. If school must be closed during the school day, parents may also be notified by telephone and parents should be prepared to retrieve their child just as they would if their child had become ill during the school day. **Parents are encouraged to keep their emergency contact numbers current with the front office.**
3. Students may be sent home from school or the cottage program **in anticipation of bad weather or a power outage** based upon the judgment of the school administration. Please remember that it is far more desirable to take action to safeguard student safety and well-being before a serious situation occurs than to wait until after it has occurred, even if it causes inconvenience to families and staff.

In the event of a closing, Bethesda Academy will attempt to get the information to the television stations, post it on the internet (if possible) and activate the call chain for all teachers to notify their students (if possible). Please keep in mind that the loss of electricity will severely limit our ability to get this information out electronically. We will also try to put a message on the school telephone answering machine; however, in the event of a power outage the school telephone system will not operate.

## **School Uniform and Dress Codes**

### **School Uniform:**

All Bethesda students are required to adhere to the Bethesda School Uniform Code. They are encouraged to take pride in wearing the Bethesda uniform; therefore, the uniform must be clean, in good repair and fit properly. Pants must be worn at the waist and belted. Students are required to wear their uniform properly any time that the uniform is worn, including before and after school and off campus. There is an approved uniform designated at A-1 Uniform and Embroidery. Any substitutions must be identical in make, fit, style, color and manufacturer. Any deviance from the prescribed uniform must be submitted to the administration for approval. The decision of the administration is final in all uniform matters. Parents who have questions about uniform items are encouraged to retain their purchase receipt and bring the item to school to present to the front office so that the item can be exchanged if it is incorrect. This is the responsibility of the parent.

### **The School Uniform Codes is as follows:**

Grades 6 - 8: Khaki pants or shorts, brown or black belt, yellow school shirt;

Grades 9 - 12: Khaki pants or shorts, brown or black belt, navy blue school shirt;

Grade 12: Khaki pants or shorts, brown or black belt, navy blue or black school shirt;

Khaki pants or shorts must be a classic fit of cotton or polyester. Khaki colored jeans, joggers, etc will not be allowed.

Students may wear neutral colored shoes that are free from patterns or bright colors. Printed socks are allowed but no inappropriate logos or designs will be allowed. If a student wears an undershirt it must be a neutral color and have no writing or pictures on them.

Students who need to use uniform items (because of intentional disregard for uniform policy) from the used uniform closet will be charged a nominal fee (not in cases of sickness). If we do not have the student's size uniform available the parent will have to come pick them up.

### **Hair:**

Students are expected to arrive at school with neatly groomed hair that is clean and free of *distracting* hair color, additives, decorations or cuts. Students who arrive at school and have not groomed their hair will be required to do so prior to entering the building. Hats, head wraps, sweat bands, etc. are not permitted. All judgments related to the appropriateness of hair style rest with the Bethesda administration.

The parents of students who report to school with unclean hair, distracting hair or an improper haircut will be notified and given 48 hours to take care of it. If not addressed in 48 hours students will be sent home until requirements are met. Again, all judgements rest with Bethesda administration.

### **Jewelry:**

Students are permitted to wear a practical, modest watch and a small, tasteful religious medal or cross with his uniform. Please note that no jewelry is allowed during athletic or physical activities as a safety precaution. Students may place their jewelry with a coach or in the front office for safekeeping at any time. Earrings or piercings are not permitted at any time while students are in the school uniform, out of uniform dress code or when chapel dress code is in place, either on campus or during off campus school activities.

#### **Facial Hair:**

Students are to be clean shaven at all times. Sideburns may be no longer than midway between the top and bottom of the ear. Students who fail to be clean shaven may be asked to shave and/or sent home from school before they are permitted to participate in class and will receive disciplinary consequences. If there is a medical reason why a student cannot shave he must present a doctor's note to be placed in his permanent record.

#### **Chapel Dress:**

Chapel dress consists of khaki pants/shorts, a brown or black belt, and a long or short sleeved collared dress shirt with a Bethesda tie (can be purchased at A-1 Uniform). Chapel dress is worn every Tuesday for Chapel services and can be required for other school related functions.

#### **Outerwear:**

The Bethesda coat or the Bethesda athletic jacket is the only permitted outerwear. These are available through A-1 Uniforms. Students who wear other jackets will be required to remove the jacket before entering the building at the beginning of the school day and cannot wear the jacket again until the dismissal. If this negatively affects the student's health or comfort, the parent will be contacted and asked to retrieve the student until the appropriate jacket can be purchased. **AT NO TIME IS A JACKET/SWEATER WITH A HOOD OR HOODIE ALLOWED IN THE SCHOOL.**

#### **Physical Education, Work Internship and Field Trip Dress Code:**

- Physical Education Classes
- Outdoor laboratory classes (at the discretion of the teacher)
- Work Internship program (grades 9 - 12, at the discretion of the teacher)
- Field Day activities
- Field trip activities

This policy is being put into place to guide parents on the appropriate attire for various physical activities, to discourage students from bringing expensive, valuable clothing to school, and to preserve the regular school uniform and keep it from getting damaged during physical activities. The P.E uniform dress code consists of shorts, a t-shirt, socks and athletic shoes. A similar uniform will be designated for cooler weather activities which will include long pants and a sweatshirt. Families are encouraged to purchase several sets of P.E. uniforms in order to keep clean uniforms available for students at all times. Failure to adhere to the P.E. uniform code will result in the student not being allowed to participate, a reduction in grade and disciplinary consequences.

Students may keep a P.E. uniform at school for use in the event of an activity or may bring their P.E. uniforms back and forth to school in their book bag or an athletic bag. Teachers ( teachers and Work Internship mentors) will give a student prior notice of an upcoming class activity requiring that they wear the P.E. uniform. Some work experience programs may require daily wearing of the P.E. uniform and other work experience programs, such as the video broadcasting program, may seldom require the P.E. uniform.

### **Out of Uniform Dress Code:**

The following dress code applies when students do not wear their regular school uniform. The out of uniform dress code applies for students:

- Anywhere on campus during the school day;
- At any school sponsored activity off of campus, including football games, etc.

Special conditions may apply to the out of uniform dress code, depending on the event being celebrated, but the general policy is as follows:

- Students may wear shorts that fit at the waist and fall above the knee
- T-shirts that are free of offensive graphics (bad language, drugs, alcohol, vulgar activities, cigarettes, etc.). Must not be sleeveless.
- No open toed shoes or slides
- No earrings or piercings
- Jeans or casual pants that fit at the waist, worn with a belt.

Students must adhere to the shaving and haircut policies.

On days that are deemed out of uniform for spirit wear, students will be permitted to wear a collared shirt or t-shirt that is Blazer Blue and/or white along with khakis or jeans. The normal school shoes and socks must be worn.

### **Dining Hall Dress Code:**

During the school day, students who visit the dining hall will wear their school uniforms. For other times, when the student would not normally be in a school uniform, students must tuck in their shirts and are not permitted to wear tank tops, sleeveless shirts, athletic uniforms or hats in the dining hall. Pants must fit at the waist and shorts must fall above the knee.

### **School Building Dress Code:**

Any time a student is in the school building - before, during or after school - he must be in school uniform or dressed according to Dining Hall dress. Students are not permitted in the building without shirts and shoes, and must have shirts tucked in, etc. Students participating in after school activities must wear either their school uniform or their P.E. uniform.

Parents or students who have questions about the appropriateness of any item of the school uniform or out of uniform dress, are encouraged to bring the items to the school or call the school administration to get clearance before the student wears the item to school. School Administration has the final say as to the appropriateness of attire at all times. Should a student report to school or school activity while in violation of the school dress code in



any way, his parent will be called to the office immediately to bring the correct and necessary items for him to correct his attire. Though this is an inconvenience to the parent, it is necessary to the enforcement of our uniform policy.

## **Personal Belongings, Valuables and Cell Phones**

### **Personal Belongings:**

Bethesda's personal belongings policies are as follows:

1. A book bag is required for each student for his personal supplies and belongings.
2. Students will be issued a locker. Students must provide their own lock.
3. All lockers, book bags and other personal storage items are subject to inspection by Bethesda faculty and staff.
4. **Parents and students are encouraged to label all personal items (including clothing and shoes) with the student's name in permanent ink.**
5. **Money, jewelry, CELL PHONES, CHARGERS, TABLETS, LAPTOPS, HEADPHONES and other valuable personal items** are brought to school at the student's own risk. Bethesda cannot accept responsibility for lost, stolen or broken personal belongings and bears no responsibility to replace or repair such items.
6. If a student must bring a valuable item or money to school, they may deposit it with the front office for safekeeping and can retrieve the item at the end of the day. These items will be locked in a secure location for the student.
7. Students who are participating in a school activity or sport may secure their valuables with the activity sponsor or coach. The item must be placed directly with the coach. Students and parents should assume that any items left in a locker room, the school hallway, athletic center, dining hall or media center, is being left in a public place and is not secure.

Students are not allowed to bring the following items to the Bethesda campus or any Bethesda sponsored activities off campus:

Cigarettes, lighters, toys, sharp objects, chemicals, tools, knives, guns, weapons, matches, laser points, electronic games, pornographic materials, illegal drugs or substances, drug paraphernalia, alcohol, or any other unnecessary item that can be used in a harmful or threatening way.

### **School Supplies:**

Students are responsible for bringing school supplies on the first day of school attendance. LAPTOPS AND CHARGERS ARE PART OF THE SUPPLY LIST. Students must have a laptop everyday to access the web based curriculum. Failure to have a computer will result in negative grades and potentially withdraw from Bethesda. School supply lists are available in the front office. TABLETS ARE NOT ALLOWED AND WILL BE CONFISCATED AND RETURNED TO PARENT.

Each student will be given a planner during the first week of school. If a replacement planner is needed it will cost \$5.00. Planners are required in all classes.

### **Textbooks:**

Textbooks are the property of Bethesda Academy. When textbooks are issued, students and their parents assume full responsibility for the whereabouts and condition of the textbook until it is returned to Bethesda at the end of the year. If a textbook is lost, stolen, damaged or worn beyond normal wear and tear, the parent will be assessed **the full replacement cost** of a new textbook. Transcripts will not be released until all textbook charges have been satisfied.

If a student has lost a textbook during the year, the parent must satisfy the textbook fee before another textbook will be issued. Students are encouraged to report lost or damaged textbooks to the teacher immediately so that steps can be taken to assist the student in finding the textbook.

### **Cellular Telephone:**

Cell phones are collected as they enter the school building. The cell phones are kept safe during the school day. At dismissal each student is given their cell phone.

**Between the hours of 8:00-3:05 students are not allowed to be in possession of their cell phones.**

We know that having a cell phone is very helpful for communication between parents and children for reasons of picking up from school and other helpful reminders. A student will be given their phone at 3:05 PM. If you need to get a message to your son during school hours, you will need to call the front office and a message will be delivered to your son.

## **Medications, Health and Safety Issues**

### **Medications:**

1. Medication should be administered at home if possible.
2. Students who require that medication be administered during the school day must bring a physician's note stating the name of the medication, its dosage, the student's name, the possible side effects of the medication and the medical necessity of the medication. Bethesda will only administer medication that must be given between 8:15 a.m. and 3:00 p.m. by doctor's orders.
3. Any student who requires that medication be on hand for a possible emergency medical condition must bring a physician's note stating the name of the medication, its dosage, the student's name, the possible side effects of the medication and the conditions under which the medication should be administered.
4. **Medication (prescription or over the counter) may not be brought to school by a student. Medication must be transmitted from the parent to the office staff or cottage teacher. There are no exceptions.**
5. It is the responsibility of the parent to monitor the status of their child's medication to ensure that refills are made in a timely manner. Any remaining medication will be returned directly to the parent at the end of the school year. Unclaimed medication will be disposed of after two weeks in a medically appropriate manner.

6. It is the responsibility of the parent to monitor the status of their child's medication to ensure that the medication has not expired and to see that medication is regularly replaced.
7. Bethesda Academy reserves the right to refrain from administering any medication for which staff is not sufficiently medically trained to guarantee accurate and responsible adherence. Under these circumstances, students may be required to remain at home until such time as they would no longer require the medication. Every effort will be made to accommodate a student's reasonable needs; however, the safety and welfare of the student remains of paramount concern.
8. If a student refuses to take a prescribed medication, the parent will be called immediately.
9. Students who need to take pain medication (other than across the counter pain medicine), who are not ambulatory, or who cannot eat and drink a normal diet, are generally deemed too ill to remain in school or the cottage until the illness is more fully resolved. Bethesda staff is not trained to administer medical care to students who require significant pain relief, ambulation assistance and/or an altered diet.

Bethesda Academy is not permitted to administer any medication, prescription or non-prescription, at its discretion. If a parent wishes for a non-prescription, over the counter medication to be administered to their child, they must have a doctor's orders for the medication, the dosage, and the circumstances under which to administer the medication, or must sign a release for Bethesda to administer such medication as the situation arises.

#### **Required Medical Tests/Procedures:**

##### **Health Insurance:**

All Bethesda students are required to demonstrate proof of health insurance coverage as a requirement of admissions and may be asked to demonstrate continued coverage throughout their enrollment at Bethesda.

##### **Sports Physicals:**

All students participating on a sports team at Bethesda Academy must have an annual physical examination. It must be documented on the appropriate SCISA forms. Students will be denied participation in athletic practices and events until they have successfully completed the sports physical.

##### **Illness during School Hours:**

Students who become ill during school hours will be sent to the front office and the parent will be called. Illness may include a fever, pain, nausea, diarrhea, open wound, coughing, congestion or any other physical discomfort that is out of the ordinary, possibly contagious, or uncomfortable.

Though many parents work outside of the home, and it is understandable that it may be difficult to leave their workplace with little notice, it is, nonetheless, the parent's responsibility to respond immediately to the school's request for the child to be retrieved, regardless of their status as a day student or resident. Parents are required to provide emergency contact information for other individuals who are in a position to retrieve the child should the parent be unable to do so. **Parents are required to keep their contact information and that of their emergency contacts fully up to date throughout the year.**

A student who is in immediate or severe medical danger will be transported immediately to the nearest medical facility at the parent's expense at the discretion of a school administrator, who may seek the professional advice of an athletic trainer, paramedic or medical professional. Every attempt will be made to reach the parent; however, the primary concern is for the student and the faculty member's attention will be upon the student until the student is out of medical danger, at which time the parent will be called.

Once reached, a parent may advise the administrator or coach as to his/her preference for hospital treatment, etc.; however, the judgment of the administrator and/or medical professional tending to the child will take precedence in an emergency situation and the child will be transported to the nearest medical facility that can provide effective treatment.

A parent can not prohibit Bethesda from seeking emergency treatment for a student unless the parent is present and agrees to take immediate custody of the student. In the event the parent does take immediate custody of the student, he/she assumes all responsibility and liability associated with the health and well-being of the student as well as any future conditions which may arise from his/her decision to not seek medical treatment for their child.

Faculty and administrators are entrusted with the health and welfare of their students even though they are not medical professionals; thus, Bethesda administrators will always err on the side of caution in seeking medical treatment for a student. If an administrator determines that a child is ill or injured, or if a parent fails to retrieve a child from school in a timely manner when called, the administrator will make arrangements to transport the child to a medical facility to receive medical care at the parents' expense. Further, the administrator will report any deliberate failure to take care of the medical needs of a child to the appropriate Family and Children's Services Agency.

### **Food Service:**

Lunch is provided in the Bethesda cafeteria for every student. Students are escorted to and from the cafeteria by faculty members and sit in designated areas. Students, in general, are required to eat all food items on their trays before they are permitted to get second helpings. Following any meal, students are required to take their trays, cups and trash to the designated window for clean-up. Students are also asked to clean their tables and floor area.

Students who are dropped off at school between 7:25 a.m. and 7: 50 a.m. are to report to the Bethesda cafeteria where they may eat breakfast. The cost of breakfast and lunch is included in student tuition.

Students who require an alternate diet will be evaluated on a case by case basis in consideration of the parent providing their meals to be served in the cafeteria.

If a student has a food allergy we ask that the parents write a letter to the school's cafeteria manager.

Students may bring their own lunch from home but no outside restaurant food is allowed in the cafeteria.

## **Bethesda Code of Conduct**

Bethesda students are expected to conduct themselves in a way that promotes a safe, peaceful environment conducive to learning.

Students are encouraged to take pride in their work, completing assignments neatly, completely, accurately and on time. Students are expected to dress neatly and maintain clean hygiene while upholding the dress code. Above all, students are expected to take responsibility for their own actions.

### **Classroom Conduct Policies:**

Each teacher will set classroom policies that clearly outline acceptable and unacceptable behaviors along with the consequences of those behaviors. These consequences, in general, will include exclusion from activities for varying amounts of time, reduction in privileges and reduced grades. Students who fail to correct their behaviors, consistently violate policies or act out in a disruptive or abusive way will be sent to the Assistant Principal or Principal for additional consequences that may include suspension or expulsion.

### **School-wide Conduct Policies:**

#### ***Discipline Chart – Violations & Consequences***

Any violation that a student is written up for will be recorded on a Demerit Slip. If it is determined by the teacher as a *Level 1* violation the teacher will alert the Assistant Principal by the end of the school day.

For *Level 2* violations (student will be sent to office), the Demerit Slip will be sent with the student to the office and will be handled by the Assistant Principal immediately.

Generally, any *Level 3* violation will prompt a call to the office for assistance from the Assistant Principal/Principal

Demerit Slips will be recorded in Ren Web by the Assistant Principal within twenty four hours. Demerits will be recorded on a scale from 1 to 5. Violations that are severe in nature will prompt a phone call to the student's Parent.

Note - If a student has a legitimate disagreement with being given a demerit slip they should comply with Teacher and sign the slip, then set up an appointment with the Assistant Principal to discuss, If a student refuses to sign the demerit slip they will not be able to return to that class until they meet with the Discipline Committee.

Three Demerits= Detention **DET**

Six Demerits = In School Suspension **ISS**

Nine Demerits= Out of School Suspension and Parent Meeting with the Discipline Committee **OSS**

#### **Level One**

#### **LEVEL 1 VIOLATIONS**

- Any out of uniform/dress code violations.
- Rude or disrespectful behavior toward another student, including name calling.

- Loud or disruptive behavior.
- Minor damage to school property or property of others.
- Isolated incident of classroom disruption.
- Isolated incident of not following directions.

### **LEVEL 1 CONSEQUENCES**

- Incident recorded in Ren Web.
- Loss of privileges.
- Special assignments.
- Exclusion from extracurricular activities.
- Student conference with Dean of Students for repeat offenders.

### **Level Two**

### **LEVEL 2 VIOLATIONS**

- Repeated Level 1 offenses (3 or more).
- Possession of cell phone during school hours
- Cheating or copying the work of another student/plagiarism.\*
- Refusal to follow directions of a Teacher or Staff member.
- Fighting or instigating a fight.
- Bullying/Cyberbullying of any type (no tolerance policy)\*\*
- Skipping Class
- Theft
- Computer/Internet Violations.
- Derogatory use of personal social media
- Possession of any tobacco/ vaping products.
- Engaging in verbal assault – threats of violence, racial slurs, abusive language.
- Use of Profanity in class.
- Extortion, Gambling, Forgery or any illegal activity.

### **LEVEL 2 CONSEQUENCES**

- Detention
- In School Suspension (ISS).
- Out of School Suspension (OSS).
- Restitution for damage to property or theft.
- Behavioral contract.
- Assignment to an alternative educational setting.
- Removal from Cottage Program.
- Referral to mandatory counseling.
- Removal from class.
- Repeat offenders with tobacco/vaping are required to attend an agreed program.

### **Level Three**

### **LEVEL 3 VIOLATIONS**

- Criminal/delinquent acts of theft or attempted theft.
- Engaging in the use of drugs illegal drugs.
- Joining of being a member of any gang or gang, or recruiting students for gang membership or engaging in any gang activity.
- Physical assault, battery or terroristic threats against anyone.
- Trespassing on school property after school hours for an unlawful purpose.
- Vandalism of school property or equipment.
- Intentional Vandalism of personal property
- Any conduct considered by the Principal or Assistant Principal to be substantially disruptive, to the point it affects the orderly operation of the school or school related activities.

### **LEVEL 3 CONSEQUENCES**

- Out of school suspension at home (5 to 10 days).
- Long term suspension (10 or more days).
- Expulsion for the semester.
- Expulsion (permanent)
- Court referral or reported to the authorities.
  
- Intentional vandalism of personal property will result in the requirement that the student replace or pay for the item(s) that were vandalized.

#### **\*Cheating:**

##### Level 1:

Copying another student's work to present as your own

Plagiarism (first incident)

##### Consequences:

A zero will be assigned to the work that the student cheated on.

Detention

Writing an essay about character/ethics

##### Level 2:

Cheating on a test/quiz. Using notes, technology, pictures, etc. to use during a test/quiz.

Plagiarism (second or third incident)

##### Consequences:

A zero will be assigned to the work that the student cheated on. The student will also lose 2 points on their quarter grade.

## Detention

Writing an essay about character/ethics

\*\*\*\*A student will attend a disciplinary meeting with their parents after any level 2 cheating incident. After a total of 3 cheating incidents the student may be expelled.

### Definition of common consequences:

1. **Demerit** – point system used when a student breaks school policy. Generally, minor infractions will merit one demerit, major infractions can be up to five demerits.
2. **Detention** – student will be required to stay after school for approximately one hour on specified day. Students will be required to complete various task around campus including: working on farm, clean up around campus, cleaning in school or other building and various other duties. Saturday School can also be assigned. Students will work on school homework or assignments.
3. **In School Suspension** – student will not attend normal classes and will be up to the student to attempt to make up any missed work. Student will remain in designated area throughout the length of the suspension.
4. **Out of School Suspension** – student will not be allowed to attend school and any work missed will be considered a zero.

### \*\*Bullying/No tolerance

Bethesda Academy believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

Bethesda Academy will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Bethesda Academy expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.



- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

### **Off Campus Activities:**

Students who attend school activities off campus (field trips, athletic events, etc.) are subject to all rules, policies and consequences that apply during the school day on campus. In addition, the supervising adult may attach additional rules and policies specific to the activity involved.

### **Driving Privileges:**

Students who turn sixteen and are in possession of a driver's permit may request driving privileges to and from the Bethesda Academy's campus. All driving privileges must be approved by the Assistant Principal and is contingent upon the student's demonstrated level of responsibility, good conduct and sufficient academic performance.

Upon approval, a contract is issued clearly outlining the expectations for student drivers. Among these expectations are:

1. Driving to and from campus only – no driving while on the campus and during the school day.
2. No transporting of students other than those included as passengers on the driving contract.
3. No leaving of campus during the school day without the permission of an administrator.
4. No loitering in the parking lot. Upon arrival, students must immediately vacate their vehicle and proceed to the school building. Upon dismissal, students must proceed to their vehicle and leave the campus. Students may not access their vehicle during the school day.
5. No loud music or excessive noise while entering and leaving campus.
6. No unsafe driving practices will be tolerated.
7. No illegal contraband may be present on the vehicle including guns, knives, weapons, alcohol, drugs or drug paraphernalia. All vehicles are subject to search.
8. Students must provide evidence of continuous insurance coverage.

### **Drug and Alcohol Policy:**

## INTRODUCTION

The purpose of this policy is to promote and maintain a safe and healthful environment for the entire school community. In order to meet this goal, Bethesda Academy adopts a substance abuse policy which delineates a plan of action which will aid students to abstain from the use of alcohol, other illicit drugs, and unauthorized drug use, intervene when student use is detected, take corrective disciplinary action, and provide aftercare and educational support for all students.

## I. PREVENTION

Bethesda Academy will provide students with a varied program of instructional activities that will focus on preventing students from using alcohol and drugs. The prevention program will provide updated instructional strategies, guidance, interaction with families and community involvement.

## II. INTERVENTION

Bethesda Academy will continue to establish and maintain a student assistance program along with ongoing inservice training for faculty and staff necessary for successful intervention and referral of students needing services.

Specific intervention strategies:

- The establishing and maintaining of a student assistance program that will:
  - Assess and develop goals
  - Recommend services such as assessment and counseling for students who have been referred
- Specialized training in:
  - Procedures for confidentiality
  - Drug and alcohol abuse and addiction
  - Intervention procedures
- Faculty and staff will be provided with ongoing inservice designed to focus on characteristics of a comprehensive intervention program.

## III. DISCIPLINE

Any student found to be possessing, using, or selling illegal or unauthorized drugs or alcohol or possessing illegal drug paraphernalia shall be suspended for up to ten days while the information is being reviewed by school administration. This policy shall be enforced in the school building, on school property, on school buses, and at school-sponsored functions sanctioned by the school administration.

When a student violates the drug and alcohol policy:

- The student will be immediately suspended for up to ten days while administrative review is completed.

- The appropriate law enforcement/juvenile officer will be immediately notified, and all evidence turned over to him/her. All evidence must be kept in a secured location until it is turned over to the appropriate authority.
  - The parents/guardians of the student will be notified, and a conference with the principal scheduled as soon as possible.
  - A report will be sent to the President with a recommendation regarding whether or not the infraction warrants the additional penalty of expulsion.
  - All procedural guidelines for suspension or expulsion will be followed.
- 
- IV. AFTERCARE
  - Students returning to school from a community inpatient or outpatient treatment program should be given aftercare educational support. Primary aftercare responsibility for students returning from a community treatment program rests with the student, parent, and community treatment program personnel.
  - School staff, the student, parents, and community treatment personnel will work cooperatively to facilitate the aftercare program.

## **Academics**

### **Assessment:**

Bethesda students are generally assessed prior to admission by reviewing the student's prior school transcripts, including past standardized testing scores, grades and a psycho-educational battery of tests. The school may also administer STAR testing for additional information about the student's achievement.

Bethesda students regularly take the ACT-Aspire (grades 6-10), the ASVAB test, the ACT and the SAT during their time at Bethesda. Additional evaluation measures include writing portfolios and teacher tests and evaluations.

### **Report Cards and Progress Notes:**

Report cards are issued quarterly. Grades on report cards are recorded on the student's permanent educational transcript. Conferences will be held at the mid-point of the first quarter for each student. Subsequent conferences will be called as needed by the teacher and parents may request a conference at any time with 24 – 48 hours notice.

The grading scale for the Middle and High School students is as follows:

A: 95 – 100

A-: 90 - 94

B+: 87 -8

B: 83 – 86

B-: 80 – 82

C+: 78 – 79

C: 75 – 77  
C-: 73 – 74  
D+: 72  
D: 71  
D-: 70  
F: below 70

Students will receive a final examination at the end of each semester which will be computed with the two quarter grades of the semester for a Final Grade for the Semester. For full unit courses, the final grade for the course will be computed by averaging the two semester grades together. For half unit courses, the final grade is the grade averaged by two quarter grades and a final examination grade.

Transcripts and report cards are provided to parents upon request contingent upon the parents' financial accounts being current (no delinquent tuition).

### **Academic Honors:**

High Honor Roll: To qualify, a student must have all A's on his quarterly grades.

Honor Roll: To qualify, a student must have an average of 85 or higher with no grade below a B (80). Two of the five major subject areas must be an A (Math, English, SS, Science, Foreign Language)

\*Conduct grade must be at least Satisfactory to receive honors.

### **Homework Policy:**

Students will be assigned homework regularly on weeknights and weekends. Homework for upper grade students generally will include both short-term and long-term projects. All students will have outside reading assignments. At no point should a student ever be able to say that he has "no homework". Even if assignments are complete, there are books to be read and notes to study.

Missed homework assignments will result in missed privileges, disciplinary consequences and the lowering of grades. Each teacher may determine their own policy for whether they will accept late homework and the amount of credit given to late homework.

Homework should reinforce lessons and skills that are mastered in school. A general guideline for homework is as follows:

6th – 8th grade: 60 – 90 minutes

9th – 12th grade: 90 – 120 minutes

If a student consistently fails to have homework assignments to complete on a nightly basis or consistently has homework in excess of the guidelines stated above, the parent is encouraged to contact the teacher. There may be a problem with how the student is going about the homework that can be solved with good communication. Homework should be engaging, but it should not be overwhelming.

## **Conduct Grade:**

Each student will receive a quarterly conduct grade. This grade is based on the following criteria:

E: Exemplary: Student must have no demerits or office referrals and can show he has gone above and beyond being an exceptional Bethesda Academy student.

S: Satisfactory: Student has received one or no demerits and no office referrals

N: Needs Improvement: Student has received demerits that have resulted in detention.

U: Unsatisfactory: Student has received multiple demerits, assigned detention or ISS/OSS.

## **Graduation:**

A variety of graduation activities are held in May in support of the school's seniors. Parents and family members are invited to all activities. Graduation announcements and other various graduation materials are made available for parents to purchase and distribute to friends and family. This is a joyous time and every effort is made to make the activities meaningful and ceremonial.

In order to graduate, a senior must have completed all requirements for the diploma including passing all required subjects, completing all Independent Learning course requirements, possess a suitable disciplinary record, complete any community service, work detail or disciplinary consequence requirements and the parents must have paid all tuition and related charges in full. There are no exceptions to this policy.

Parents will be notified as soon as it becomes evident if any of the above requirements have not been met in order to try to have the opportunity to resolve any concerns that may prohibit participation in graduation ceremonies.

## **Summer School:**

Students who fail a class will be required to attend summer school in order to remain on track with their academic program. Students who fail multiple classes may be held back to repeat the grade level. Administrators will meet with the parents to determine if Bethesda remains the best placement for a student is failing multiple classes.

Bethesda Academy will mail final report cards to the student address on record within one week of the end of the school year. Parents who do not receive their son's report cards within one week of the final week of school should contact the school office.\*Those parents of students who have failed one or more classes are encouraged to contact the Bethesda Guidance Counselor for advice on enrolling in summer school or summer tutoring options. Bethesda does not offer summer school and does not register students for summer school programs.

\*Please note that report cards will not be issued for those students who have delinquent tuition accounts.

## **Parent Contact and Communication**

### **Parent/Teacher/Student Conferences:**

Formal Parent/Teacher Conferences will be held twice a year. Parent and student attendance at the conference **is mandatory** for continued attendance at Bethesda Academy. This opportunity for the parents, student, faculty members and cottage teachers to meet and discuss goals, strategies and performance, is of paramount importance to ensuring a student's success at Bethesda.

Parents will be requested to attend conferences when a student's performance warrants serious review. In some cases, parents will be asked to attend a conference immediately and a student may be placed on home bound suspension until a conference takes place. Parents are also welcome to request a conference at any time.

#### **Communication:**

All faculty and staff have access to voice mailbox and electronic mail. Parents may call or email a teacher at any time during the school year and will receive a response within 24 hours during the school week. Concerned parents are asked to speak to their son's teacher first and may then elicit the help of other professionals in the school if the problem is not solved. Most problems can be addressed on the telephone or by e-mail; however, parents are always welcome to schedule a conference with 48 hours notice.

Teachers usually cannot respond to a parent email or telephone call during the school day as teachers are busy within the classroom. If a parent has an emergency situation that requires an immediate response, they are to contact the front office. The policies of the school Handbook may be altered, extended or added during the school year by being published via email and US mail. The policy becomes effective five days after the letter is mailed. Parents are encouraged to read Ren Web regularly for important information.

Parents will receive quarterly report cards. All parents will be asked to attend a parent/teacher conference during the middle of the first quarter. Subsequent conferences will be called as needed for academic and/or disciplinary purposes.

#### **Renweb Web-based Communication:**

Renweb is a simple, easily utilized program designed to allow parents immediate on-line access to their son's current grades and classroom policies, assignments, disciplinary reports and resources. Access can be granted by contacting the school's main office and receiving a password and username. There is no fee to use Renweb.

Teachers devote a considerable amount of time and effort to keep their Renweb pages up to date with the most current information. Parents are strongly encouraged to access their son's Renweb account in order to remain involved and supportive of their son's academic efforts. Problems can be identified early with the use of this resource, allowing parents and teachers to work together with the student to address concerns in a timely fashion.

While teachers make every effort to include all information on their Renweb pages, there is no substitute for requiring students to pay attention to a teacher's instructions voiced within the classroom. **Students are held responsible for all assignments and instructions issued in the classroom regardless of whether it is included on the teacher's Renweb page.**

#### **Parent Participation:**

Parents are greatly encouraged to participate in the life of the school through regular attendance at (parents, teachers and students), conferences, athletic events, the Fifth Quarter Athletic Club and fund-raising events. Please read all emails that are generated from Bethesda.

### **Tuition and Fees:**

Bethesda Academy is a privately funded institution and receives no local, state or federal funds. Bethesda privately raises \$.90 of every \$1.00 of the cost of educating and housing its students from donors, investments and private enterprise. Bethesda Academy acts as a steward of the investment that donors make into the education of Bethesda students and as such, as an obligation to insure that donors' funds are invested in students and families who embrace the Bethesda mission, put their best efforts forward in the educational process and fulfill their personal tuition commitment on behalf of their education.

Tuition is set individually for each family based on their ability to pay as determined by financial resources. Every effort is made to provide substantial financial aid; however, families must be willing to establish Bethesda as a priority and make a firm commitment to paying their tuition consistently and on time. If a situation arises that would prohibit a family from meeting their tuition commitment, it is their responsibility and obligation to notify the Bethesda business office as soon as possible, to make alternate arrangements. The Bethesda Business Office will work with each family to help them meet their commitment in a supportive, confidential way.

In the event that tuition is not paid, Bethesda will retain the student's official transcript until all financial obligations (tuition, fees, textbook replacements, etc.) are fulfilled. Overdue tuition must be paid by certified check or cash. Bethesda understands that students are not likely to be able to register for another school without a certified transcript; however, this is Bethesda's only recourse to collect payment for educational services already rendered.

Families who are delinquent with their tuition and fees can expect that students may not be allowed to complete their year of instruction at Bethesda. Families are always welcome to discuss their tuition and business matters with the Bethesda Business Office.

## **Activities and Events**

### **Anniversary Activities:**

The Saturday nearest April 23 is designated as the Bethesda Anniversary for the purpose of celebrating Bethesda's long and cherished history. A variety of activities are planned for the day including games, food and an awards ceremony. Though this day is held on a Saturday, it is considered an important part of Bethesda's history and program **and it is a required school day for all Bethesda students** who are receiving awards.

Family trips and student or parent work schedules do not constitute sufficient excuses for failing to attend Anniversary. Any student who misses Anniversary without a physician's written excuse for medical reasons can expect disciplinary consequences and seriously jeopardizes his financial aid status at Bethesda. Additionally, students must be in attendance at the Anniversary Awards Ceremony in order to qualify to win an award.

### **School Pictures:**

School pictures will be made of all Bethesda students in the month of September. Pictures will be made available for purchase to parents within approximately two weeks of the pictures being taken. Students will receive instructions on appropriate attire for the school picture.

## **Physical Education and Athletics**

### **Physical Education:**

The Bethesda School Physical Education Curriculum addresses the development of socialization skills, coordination, fitness, and varying levels of mastery in sports and recreational activities, such as basketball, soccer, football, baseball, swimming, volleyball, tennis and weightlifting. Good sportsmanship, healthy development and teamwork are emphasized in all sports activities.

### **Athletic Team Participation Requirements:**

Athletics are an important part of a student's development and can be a very motivating factor when it comes to maintaining good grades and acceptable behavior. Participating in athletics is a privilege and as such, it is subject to a student maintaining excellent classroom discipline and good academic standing.

Students who are experiencing difficulty in the classroom, through behavior or academics, will be subject to curtailment of athletic and extracurricular activities as determined by the faculty, cottage staff, Principal and Athletic Director.

The South Carolina Independent School Association requires that students pass five of their one unit courses each semester prior to the season of play in order to maintain academic eligibility. Though a student may fail a class during the second semester, but pass the class for the year (when the two semester grades are averaged together), he must still pass at least five classes per semester prior to the season of play in order to maintain eligibility according to SCISA. This may require summer school for some students to maintain eligibility for football. Additionally, all athletes are required to submit to yearly physical exams and must have their parents' written permission to participate in athletics off campus.

Athletes are required to undergo sports physicals in accordance with the South Carolina Independent School Association requirements. Please note the requirements in the Medical Section of this Handbook.

### **Injuries:**

In the event that an athlete is injured, the coach, Athletic Director and/or Principal reserves the right to determine the student's readiness to resume play, despite a personal physician's permission to do so. The school may request that the student seek a second opinion from a physician chosen by the school in making its decision. In the event that a physician or medical professional recommends that a student refrain from physical activity, that recommendation will be upheld by all coaching staff of Bethesda School.

### **Athletic Trainer:**

Bethesda Academy employs an Athletic Trainer in association with Chatham Orthopedics. The Athletic trainer is regularly in attendance at sports practices and events and administers first aid in the event of an injury. The Athletic



trainer also makes recommendations for treatment or further medical assessment to the coaching staff in the event of a medical emergency or injury. The Athletic Trainer also carefully monitors weather conditions and determines when practice or play should be suspended due to hazardous conditions.

Bethesda's athletic trainer is also equipped to administer reasonable physical therapy to students who require attention as the result of an injury or physical condition to include taping, application of ice and/or heat, stretching exercises and strengthening exercises. The services of Bethesda's Athletic Trainer is no substitute for a student's regular medical care undertaken by a physician. Any services provided by the Bethesda Athletic Trainer is offered in support of the physical comfort of a student and in support of the student's care as determined by his regular physicians and parents, and is not intended to serve as a substitute for the student's regular medical care provided by his physician. If a parent has any questions or reservations about the advice of the Bethesda Athletic Trainer or any Bethesda employee, he or she is encouraged to seek and act upon the advice of their regular physician.

## **Bethesda Spectator Code of Conduct**

**Bethesda Academy requires that its players, coaches, parents and spectators support its mission to foster good sportsmanship among its student athletes by adhering to the Bethesda Spectator Code of Conduct at all practices and competitions.**

### **AS A SPECTATOR, I WILL**

\*Promote sportsmanship

\*Always cheer in a positive manner and be considerate of players and their family members.

\*Be supportive of all participants, coaches, and officials before, during, and after the game.

\*Not embarrass any player by yelling at coaches, players, or officials before, during, or after the game.

\*Not coach any players from the sideline.

\*ANYONE WHO VIOLATES OUR CODE OF CONDUCT WILL BE ASKED TO LEAVE AT ANY TIME WITHOUT REFUND.

### **Practices:**

1. Practices are held following school on the Bethesda campus. Students are to leave the school building following dismissal and report directly to practice.
2. Students are not permitted to leave the campus between dismissal and practice sessions.
3. Coaching staff will set a dismissal time for practice and parents are free to pick up their sons at that time. Please note that practices are long, students are tired and hungry following practice - as are the coaches. Players and coaches appreciate you being on time to pick up your son.
4. Students who are assigned an afterschool detention will serve their detention prior to participating in practice. Student athletes are encouraged to carefully monitor their behavior so that they do not put their teammates at a disadvantage by missing practice due to disciplinary reasons.
5. Students who are absent from school may not participate in sports practice on that day.
6. Students who are absent from school may be required to remain after school to make up school work or tests prior to attending athletic practice.

### **Transportation:**

In general, coaching staff will make arrangements to transport students to games (middle school students may require parent transportation) and will bring the students back to the campus for dismissal. Please make sure that you are available to pick up your son immediately once they have arrived back on campus, as they often arrive late in the evening.

### **Recruiting:**

Bethesda athletes are fortunate to have the opportunity to develop skills that may be sufficient to attract college and university attention. The Bethesda Coaching staff adheres strictly to all NCAA recruiting rules and procedures and is willing to work with students and parents to ensure that they are in compliance with the NCAA recruiting policies.

When a Bethesda coach makes contact with a college coach on behalf of a student, or gives a positive recommendation to a college coach, he is putting his professional reputation and the reputation of Bethesda Academy to the test on behalf of the student. Though Bethesda seeks to support its deserving athletes in the college recruitment process, it is both ethical and moral to give assistance only to those who truly uphold the practices, work ethic, behavioral expectations and academic accomplishment that a college coach would expect of a signed student athlete.

Students who wish to seek a college athletic scholarship should identify themselves early in their high school career to the Bethesda coaching staff and the guidance office staff. Bethesda staff is very willing to meet with parents and students to create an action plan for seeing that the student meets all the requirements of the college (s) they wish to attend so that they put themselves in the best possible position to be recruited successfully. The recruiting process begins early - in the 9th grade - with a student's first report card. A successful "signing day" celebration is an endpoint to a four year process of working hard and making good choices.

### **Banquets and Awards:**

Bethesda's athletes celebrate their hard work and accomplishments with sports banquets at the end of each semester. Parents and family members are invited to join their celebration. Awards are given for a number of honors and voted upon by the coaching staff and in some instances, by the players themselves.

