

**Bear Grass Charter School
Code of Conduct
And
Parent / Student Handbook
2024-2025**



**Bear Grass Bears
www.beargrasscharter.org**

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Student Name _____

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Introduction and Mission

MISSION:

The mission of the Bear Grass Charter School, Inc. in partnership with family and community is to enhance the quality of life of all students by ensuring they possess the competencies to achieve academic success in a technological world. Our collaboration with East Carolina University will strengthen the focus on mathematics and science throughout the curriculum.

Directory Information

Where to go for help:

Need	Person/Place
Absences/Tardy Notes/Parent Portal	Data Manager <ul style="list-style-type: none"> ● Check in/ out window in main office
Athletics	David Blend Athletic Director <ul style="list-style-type: none"> ● Gym/Rm 106
Bus Assistance	Ashley Buck, Assistant Principal <ul style="list-style-type: none"> ● Admin Office 116
Change of Address Transcripts	Data Manager <ul style="list-style-type: none"> ● Check in/out window in main office
Checking Out of School	Data Manager <ul style="list-style-type: none"> ● Check in/out window in main office
Driver's Education	Data Manager <ul style="list-style-type: none"> ● Main Office
Illness/ Medication	Lauren Foell, Student Services Coordinator <ul style="list-style-type: none"> ● Media Center
Insurance	Stacey Wiggins, Secretary <ul style="list-style-type: none"> ● Main Office
Lost and Found	Main Office Staff <ul style="list-style-type: none"> ● Main Office
Parking Passes	Ashley Buck, Assistant Principal <ul style="list-style-type: none"> ● Admin Office/Website
Student Services <ul style="list-style-type: none"> ● Change of School ● College Inquiries ● Personal Concerns ● Scheduling Concerns 	Lauren Foell, Student Services Coordinator <ul style="list-style-type: none"> ● Media Center
Multi-Tiered Systems of Support (MTSS) Student Interventions	Catherine Taylor <ul style="list-style-type: none"> ● Room 116
Yearbook	Britney Rice <ul style="list-style-type: none"> ● Room 409

Daily Schedule

	8:00-8:45	6 th & 7 th Grade Elective Course 1
	8:45-8:48	6 th & 7 th Transition
	8:48-9:35	7 th & 7 th Grade Elective Course 2
	8:00-9:35	1 st Period 8 th Grade & High School
	9:35-9:38	Transition All Students
	9:38-11:08	Second Period All Students
	11:08-11:11	Transition All Students
Lunch	11:11-1:04	3 rd Period 6 th , 7 th & High School
	11:11-11:31	1 st Lunch
	11:11-11:56	8 th Grade Elective Course 1
	11:35-11:55	2 nd Lunch
	11:56-11:59	8 th Grade Transition
	11:59-12:44	8 th Grade Elective Course 2
	11:57-12:17	3 rd Lunch
	12:20-12:40	4 th Lunch
	12:44-1:04	5 th Lunch
	1:04-1:07	Transition All Students
	1:07-2:37	4 th Period All Students
	2:37	Student Driver/Bus Rider Dismissal
	2:39	6 th -11 th Dismissal

School Hours for Students

Regular school hours for Bear Grass Charter School students are 8:00 until 2:39.

General Information

Announcements

School-wide announcements are posted on the student / parent portal in Infinite Campus. Additional announcements may be made on the intercom on an emergency basis only. Every attempt is made to limit interruptions during the school day.

Parents need to make arrangements for the day with their son/daughter before they report to school. In a school this size, it is impossible to send messages throughout the building concerning personal information. Secretaries have been advised not to use the intercom, phone system or interrupt any class with personal messages.

School Telephone

The telephones in the school are for school business and are to be used by the students only in the case of an emergency. The office secretary will relay only those personal messages that constitute an emergency.

Courtesy

Courtesy to teachers, school employees, other students and visitors is an expectation at BGCS. Each of us should strive to be considerate of others, regardless of racial, religious or economic background. Respect and obey the judgment of your teachers. They are not only your teachers and adults but are considered your parents during the school day. Treat all other adult employees of the school with courtesy, as well, and follow any request or directive given by them. These include office personnel, bus drivers, and custodians. Rudeness and disobedience will result in disciplinary action.

School Visitation

Parents are welcome at Bear Grass Charter School for the purpose of communicating with the office staff or teachers, serving as volunteers in the school and for other legitimate business within the scope of the school/home relationship. Likewise, other members of the general public are welcome in school when on legitimate business. Any parent or other member of the general public who is not an employee of the school must report directly to the school office and state his/her purpose for being at school. Parents/guardians who request to observe in a classroom must have written approval from the principal or his/her designee. Parents/guardians wishing to discuss individual student progress should request a meeting with the teacher in advance. Such meetings should take place outside of regular classroom hours. Visitors may visit only in those areas for which approval has been granted. Students will not be allowed to bring children, relatives, or students from other schools to visit during school hours. Violators are subject to "trespass laws." Any individual; who disrupts the educational environment, acts in a disorderly manner, damages school property, violates policy or law, threatens students or staff, or otherwise poses a risk to safe and orderly school operations shall be asked to leave. The principal may prohibit such persons from attending school events or coming on school property. Unless necessary to ensure school safety, such prohibitions may last for no longer than the remainder of the school year. Unless inconsistent with safe and orderly school operations, the principal shall make reasonable allowances so that a person prohibited from coming onto school property may participate in the education of children for whom the person is legally responsible. All visitors will be provided a visitor badge. Teachers will direct to the office any visitor who does not have a visitor badge. Administration may establish and enforce additional reasonable rules to address this policy.

Assembly Programs

The majority of the assembly programs are sponsored by school organizations; however, pertinent programs from "outside" the school will occasionally be approved. The administration, faculty, and students make every effort to plan interesting and entertaining assembly programs. The importance of good manners and proper conduct during these programs cannot be over-emphasized. Without student participation and cooperation, assembly programs cannot be held.

Student Debts

Any student owing money to Bear Grass Charter School, whether through club activities, lost book/damage book fees, property damage, or class fees, etc. may not be allowed to participate in athletics, prom, extra-curricular activities, clubs, etc. Students with outstanding debts at the time of graduation will not have the privilege of marching across the stage at graduation.

All checks made out to Bear Grass Charter School are required to have the following information: full name, street address, and an up-to-date phone number.

Media Center

The Bear Grass Charter School media center offers many services to all students and faculty members. The media center houses a collection of books. Also, there is a comprehensive reference section available to students and faculty. BGCS is moving towards a more virtual Media Center. The Director of Student Service's office is located in the Media Center.

Gym

For the safety of all students, **only** students enrolled in physical education classes are allowed in the gym and locker room during school hours and **only** students participating in an athletic team are allowed in the locker room after school hours. The locker rooms will be locked during class time. All valuables should be kept at home. The school will not be held responsible for items lost or stolen from the locker room.

Physical Contact

No student shall engage in any physical contact of a romantic or sexual nature with any other person during any period of time while they are under the supervision of personnel at BGCS.

Senior Privileges

Senior privileges are given to first year seniors only. No senior will have senior privileges more than one year. Seniors will be permitted the following privileges contingent upon the rules and regulations set by administration.

- Seniors will have the privilege of leaving campus during their assigned lunch time.
- Seniors will be dismissed at the end of the day when the bell rings at 2:37 for senior dismissal. Only seniors immediately leaving campus will be allowed to dismiss early. Students remaining for athletics or their bus must remain until the second bell at 2:39.
- The picnic tables located outside the cafeteria are available for seniors during their lunch period.

Card Playing/Gambling

Students are **not** allowed to engage in any games of chance involving money or otherwise gamble on school campus.

Flowers/Balloons at School

BGCS strongly discourages the delivery of gifts, flowers and balloons during the school day. Any deliveries made to the school will be held in the office until the end of the day and will be sent home with the student.

Eating At School

No food or drinks may be taken out of the cafeteria for the purpose of eating during the school day except for bottled water. Students are encouraged to drink water during the school day. However, class should never be disrupted to get or drink water. Students are not allowed to be in the cafeteria or cafeteria area if it is not their assigned lunch time. Students are not allowed to eat in classrooms o

[Student Code of Conduct Overview](#)

Purpose and Applicability

The purpose of the following Code of Student Conduct is to present, in a single document, policies for the proper conduct and behavior of students at Bear Grass Charter School. This handbook makes no effort to recognize every breach of good behavior. Misbehavior (any behavior deemed inappropriate by school officials) will be addressed by the teacher and/or school administrator in an appropriate manner. The Code of Student Conduct illustrates expected, appropriate and respectful student behaviors and describes violations of the Code of Student Conduct and associated interventions and consequences that may be enforced if these rules are violated. These school policies and practices support character development, the development of self-control, and positive behavior choices. Developing positive and effective student behaviors requires collaborative efforts from school, home, and community organizations and agencies.

At the beginning of each school year, the principal is responsible for providing each student and his/her parent(s) or guardians(s) with a copy of the Code of Student Conduct along with any other school rules and procedures.

Unless otherwise specified, this Code of Student Conduct shall apply to all students in the school.

1. While in any building on school premises before, during or after school hours;
2. While on any school-owned vehicle or in any other school approved vehicle used to transport student to and from school or school activities;
3. While waiting at or departing from a designated bus stop;
4. During any school function, extracurricular activity, or any other school sanctioned activity or event;
5. During any period of time when students are subject to the authority of school personnel; or
6. At any time when the behavior of students has a direct and immediate effect on maintaining order and discipline and protecting the safety and welfare of other students and/or staff.

Authority of School Personnel

The following Code of Student Conduct is not intended to restrict in any way the authority of principals or teachers as they are authorized by law to make rules and decisions for the operation of their respective schools or classes. The Board encourages and supports the rights of the principal to employ a variety of disciplinary actions which may include but are not limited to in-school suspension, suspension from school events and activities, after-school detention and out-of-school suspension. The principal has the authority and responsibility to investigate and take appropriate action regarding any behavior referred to him/her. The teacher has the authority and responsibility to manage student behavior in the classroom and when students are under his/her supervision. Teachers and other school personnel also have the authority to manage or

remove disruptive or dangerous students from the classroom and other locations with the school building.

Corporal Punishment

Bear Grass Charter School does not use corporal punishment, believing that other consequences are more appropriate and effective for teaching self-control. Reasonable force necessary to protect oneself or others is not considered corporal punishment.

Basic Rights and Responsibilities

Parents/guardians, students, and all school personnel share the responsibility for maintaining a positive school climate conducive to the pursuit of learning, working, and living. It is the duty of all teachers, student teachers, substitute teachers, voluntary teachers, teacher assistants, and all staff, when given authority by the principal, to maintain good order and discipline and provide for the general well-being of students. Everyone is expected to work positively toward this goal and respect the individuality and the rights of each person. Any student who refuses to comply with reasonable rules, regulations, or directives imposed by the principal (or designee), teacher, or authorized school employee shall be held in violation of applicable Board of Director policies and the Code of Student Conduct.

The federal legislation Family Educational Rights and Privacy Act, prohibits the discussion of discipline issues and consequences with anyone but the parent/guardian/custodian of a student. Simply put, parents/guardians/custodians cannot ask for information regarding any student but their own.

Possible Consequences for Misbehavior

Except as otherwise indicated for violation of a specific rule, consequences for violating Board policies or school standards or rules may include, but are not limited to the following:

- a) parental involvement;
- b) isolation or time-out for short periods of time with supervision;
- c) behavior improvement contracts;
- d) individual or small group sessions with the director of student services;
- e) in-school suspension (ISS);
- f) detention before and/or after school or on Saturday;
- g) community service on school grounds with supervision;
- h) exclusion from extracurricular activities;
- i) suspension from bus privileges;
- j) short-term out-of-school suspension;
- k) long-term out-of-school suspension;
- l) expulsion, or
- m) restitution for property damage.

CODE OF STUDENT CONDUCT

Rule 1: General Misconduct - Disrespect/ Noncompliance/ Student

Insubordination

Students shall comply with all school and safety-related directions of school administrators, teachers, substitute teachers, student interns, teacher assistants, bus drivers, custodians, and all other school personnel who are authorized to give such directions during any period when they are subject to the authority of such personnel.

Consequences

Violations may result in disciplinary measures or responses up to and including ISS and short-term suspension. (Parent Contact/ISS 3, ISS 5, OSS 3, OSS 5, OSS 10)

Skipping Classes/Out-of-Area (On or Off Campus) – (Parent Contact/3 ISS, 3 OSS, 5 OSS)

Rule 2: Integrity and Civility

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

1. Cheating, including the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of any unfair advantage on any form of academic work.
2. Plagiarizing, including the copying of the language, idea and/or thought of another and representing it as one's own original work.
3. Violating copyright laws, including unauthorized reproduction, duplication and/or printed or electronic work, computer software, or other copyrighted materials.
4. Cursing or using vulgar, abusive, or demeaning language towards another person/ Playing abusive or dangerous tricks or otherwise subjecting a student or personnel to personal indignity.
5. The creation, possession or distribution of literature or illustrations which significantly disrupt the educational process is prohibited.
6. Misrepresenting information to a school employee.

Consequences

Consequences for conduct involving academic dishonesty are receiving a grade of zero on the assignment, parental conference with the teacher, and up to 3 days suspension.

Consequences for using vulgar, demeaning, or abusive language toward another student or school employee or subjecting another student or school employee to personal indignity are up to 10 days OSS, possible short-term suspension.

- Academic Dishonesty-(Zero on the assignment/parental conference, up to ISS 3, up to 3 OSS)
- Integrity and Civility
 - Inappropriate Language toward a staff member (Parent Contact/ OSS 3, OSS 5, OSS 10)

Rule 3: Disruptive Behavior

Students are prohibited from disrupting teaching, the orderly conduct of school activities, or any other function of the school. The following is illustrative of disruptive behavior and is prohibited:

- Repeated violations of school or classroom rules
- Intentional verbal or physical acts which result or have the potential to result in blocking access to school functions or facilities or preventing the convening or continuation of school-related functions.
- Appearance or clothing which violates the dress code.
- Possessing or distributing literature or illustrations which significantly disrupt the educational process, or which are obscene or unlawful.
- Engaging in behavior, which is immoral, indecent, lewd, disreputable or of an overtly sexual nature in the school setting.
- Failing to observe established safety rules, standards, and regulations, including on the bus and in hallways.
- Interfering with the operation of school/activity buses including delaying the bus schedule, getting off at an unauthorized stop, and willfully trespassing upon a school bus
- Horseplay

No student shall, through habitual violation of school or classroom rules, disrupt the educational process. Such habitual violations, no matter how minor, shall be considered a major violation when the student's disciplinary record shows a clear pattern of noncompliance with established rules and regulations.

Consequences

Violations may result in disciplinary measures or responses up to and including ISS, short-term suspension or long-term suspension.

(Conference and up to ISS 3, ISS 5, OSS 3, OSS 5, OSS 10, PLT)

Rule 4: Unacceptable Physical Conduct

Unacceptable conduct may consist of but is not limited to the following: behavior which is indecent, involves excessive or inappropriate touching, or engaging in any physical contact of a romantic or sexual nature with any other person during any period of time when they are subject to the authority of such personnel. (Examples: hugging, kissing, etc.)

Consequences

Violations may result in disciplinary measures or responses up to and including ISS, short-term suspension. Serious or repeated violations or violations involving physical sexual harassment may result in long-term suspension.

Minor Offense (Parent Contact and 1-3 OSS, 3-5 OSS, 5-10 OSS)

Major Offense (Parent Contact and OSS 10, PLT)

Rule 5: Gambling on Campus

No student shall gamble or engage in any games of chance.

Consequences

Violations may result in disciplinary actions.

(Parent Contact and ISS 3, OSS 3, OSS 5, OSS 10)

Rule 6: Dress Code

We expect a standard of clear professional appearance of our students. All Bear Grass Charter School students will follow this standard dress code during the school year. The BGCS Board of Directors has elected not to require uniforms currently. The dress code listed below must be followed in its entirety for this policy to be successful. The Board of Directors will review this policy and make changes as needed, including requiring uniforms if necessary. Each student is responsible for following the dress code.

STUDENT DRESS CODE

Students are expected to adhere to standards of dress and appearance. Our guiding principles assist students in learning the importance of a respectable appearance which is a lesson that can positively impact their self-respect and self-esteem. In addition, the dress code is fundamental to establishing a healthy school environment and ensuring students' right to a non-disruptive educational environment. Parents are asked to partner with the school to monitor student attire to help adhere to the guiding principles set forth in the policy.

To promote these goals, students may not wear or carry clothing, jewelry, book bags, or other personal articles that:

1. Depict profanity, vulgarity, obscenity, violence, or of a sexual nature;
2. Promote the use or abuse of alcohol, tobacco, vape or illegal drugs;
3. Threaten the health or safety of staff or students; or

Specifically:

1. Students must wear clothing that covers their skin from chest to below finger-tip with opaque (non-see-through) fabric in front, back, and on the sides.
2. Clothing must cover undergarments.
3. Clothing should be of an appropriate size; Shorts and skirts must be visible underneath/below shirts/sweatshirts/etc.
4. Hats and hoods are generally prohibited in the school building. Exclusions apply for religious and/or medical related concerns.
5. Appropriate footwear must be worn at all times. Appropriate footwear is that which can be worn safely and without fear of injury to oneself or others. (No bedroom shoes) All shoes should have a hard sole.

6. Clothing shall not have excessive holes that would reveal skin from chest to below finger-tip. Holes/rips must be below finger-tips.
7. Tight clothing such as spandex or leggings should be worn only with a shirt that covers both the groin/crotch area and buttocks.
8. Pajamas and sleeping attire is prohibited.
9. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards exist.

Enforcement:

Any school dress code enforcement actions should minimize the potential loss of educational time. Teachers or staff discussing a dress concern or violation with a student should present options for obtaining appropriate clothing (e.g., school clothing closet) or otherwise complying with this dress code (e.g., removing a problematic item, calling home, etc.). School-directed changes to a student's attire or grooming should be the least restrictive and disruptive to the student's school day.

1. Warning, Student required to change/modify clothing, parent notified.
2. Student required to change/modify clothing; parent notified, up to 3 days of lunch or after-school detention.
3. Student required to change/modify clothing, parent notified, student will receive a discipline referral for general misconduct (see pg. 12).

This policy is to be applied fairly and consistently without regard to race, gender, or other inherent traits or characteristics. Principals or their designees shall make reasonable accommodations for religious, educational, medical, or disability-related reasons and for cultural celebrations. The principal shall exempt a student from complying with this policy when compliance would impose a substantial burden on a medical condition or the exercise of a sincerely held religious belief.

Gym/PE Class Attire

Students will dress in a respectful manner and follow guidelines set by the teacher.

Art Class Attire

Art students will follow the guidelines set forth by the art teacher. Appropriate attire will be dependent upon the course taken.

Rule 7: Use of Wireless Communication Devices

Students are allowed to possess wireless communication devices on school property, so long as the devices are not used, activated, displayed or visible during the instructional day. Cell phones are to be off and properly placed in each classroom's designated phone pocket during class. Wireless

communication devices include, but are not limited to, cellular phones, electronic devices with Internet capability, paging devices, two-way radios and similar devices.

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

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

Consequences

All violations may result in confiscation of the item. Parents **only** may pick up item no earlier than the end of the school day. Violations involving the aggravating factors listed above may result in short-term suspension, recommendation for long-term suspension or alternative placement

Inappropriate Use – Parent Contact/Warning, Parent Contact 1 lunch detention/possible ISS, Office Referral (See General Misconduct)

Insubordination – Parent Contact/3 OSS, Parent Contact/5OSS, Parent Contact/10 OSS

Possession/Distribution of Explicit Student Images – Parent Contact/10 Days OSS, Possible report to law enforcement.

Rule 8: Devices Causing Noise or Disturbance

Unless prior permission is secured from the principal's office, recording devices, tape players, iPods, itouch, portable radios, whistles, bells, digital paging systems, beepers, walkie talkies, scanners, personal media devices, portable gaming devices, or other devices that create noise and disturbance shall not be used or displayed during the instructional day.

Students are personally and solely responsible for the security of their devices. The school is not responsible for the theft, loss, damage or for assisting in the recovery or investigation thereof.

Consequences

All violations will result in confiscation of item. Parent **only** may pick up item no earlier than the end of the school day.

(Warning/Confiscation of Item, ISS 2 days, ISS 4, OSS 3, OSS 5)

Rule 9: Tobacco Free Schools-Students

In support of the Board's commitment and state and federal law, students are prohibited from using or possessing any tobacco product, electronic cigarette (vape), electronic cigarette (vape) accessories (including but not limited to: cartridges (full or empty), chargers, etc.) or tobacco paraphernalia such as lighters or matches, unless it has a legitimate instructional or teaching purpose (1) in any school building, school vehicle or on the school grounds at any time; (2) at

any school-related activity, including athletic events; or (3) at any time when the student is subject to the supervision of school personnel, including school trips.

Consequences

1st violation - 5 days OSS and recommended cessation course.

Subsequent violations (OSS 10 and recommended cessation course, Suspension until Board Decision)

Rule 10: Drugs and Alcohol

Students are prohibited from possessing, using, transmitting, selling or being under the influence of any of the following substances:

Narcotic drugs; Hallucinogenic drugs; Amphetamines; Barbiturates; Marijuana or any other controlled substance; Synthetic stimulants, such as MDPV and mephedrone (e.g., “bath salts”), CBD gummies, and synthetic cannabinoids (e.g., “Spice,” “K2”,); Any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor; or Any chemicals or products procured or used with the intention of bringing about a state of exhilaration or euphoria or otherwise altering the student’s mood or behavior.

Students are also prohibited from possessing, using, transmitting, or selling drug paraphernalia or counterfeit (fake) drugs. Students may not participate in any way in the selling or transmission of prohibited substances, regardless of whether the sale or transmission ultimately occurs on school property. At all grades, students may self-medicate with prescription medicine only if they have permission to do so documented on the form entitled “Authorization for Medication During School Hours.” At the secondary level (9-12), students may self-medicate with over-the-counter medicines. The principal may authorize other lawful uses of substances that are otherwise prohibited by this policy, such as for approved school projects.

Reasonable Cause Alcohol/Drug Testing For All Students when a principal or assistant principal has a reasonable basis to believe that a student is using or is under the influence of alcohol or a controlled substance at school or a school activity, the school administrator may require alcohol / drug testing by the appropriate law enforcement agency.

Consequences

As required by G.S. 115C-288, the principal must report to the appropriate law enforcement agency any student who has used or possessed the substances prohibited by this policy. In addition, school sanctions will be as outlined below.

(Parent Contact and report to law enforcement/OSS 10 with possible long term)

Rule 11: Distribution and/or Misuse of Non-Prescription Medication

No student shall distribute or share any non-prescription medication. This includes, but is not limited to aspirin, Tylenol, cough medicine, herbal supplements, etc. Students may take medication only in the manner indicated on the medication label.

Consequences

On the first offense the student may receive a warning and maximum 10-day suspension. For subsequent offenses students will receive up to a 10-day suspension with possible principal recommendation for long-term suspension.

Rule 12: Theft

Students are prohibited from stealing or attempting to steal school or private property, aid in or conceal stealing and/or knowingly be in possession of stolen property.

Consequences

Violation of this policy may result in ISS, short-term suspension, long-term suspension, or expulsion. (Repayment/Return of Items/ 3 OSS, OSS 5 & Repayment/Return of Items, OSS 10 & Repayment/Return of Items, OSS 10 PLT & Repayment/Return of Items)

Rule 13: Damage to Property

Students are prohibited from damaging or attempting to damage any school property or private property at any time.

Consequences

Violation of this policy may result in ISS, short-term suspension, long-term suspension, or expulsion. (Payment Damages & OSS 1-3, Payment Damages & OSS 3-5, Payment Damages & OSS 5-10 with possible long term)

Rule 14: Trespass

Students are prohibited from trespassing on school property. A student will be considered a trespasser and may be criminally prosecuted in any of the following circumstances: the student is on the campus during the school day without the knowledge and consent of the officials of the school; the student is loitering at school after the close of the school day without any specific need or supervision; or the student has been suspended from school but is on the property of the school during the period of suspension without the express permission of the principal.

Consequences

Violations may result in disciplinary measures or responses up to and including short-term suspension. **Note:** Under G.S. 14-159.13, if a student or other person enters or remains in a school building or on school property without authorization after he/she has been notified not to enter or remain there by an administrator or other person in charge of the premises he/she can be charged with Second Degree Trespass. This includes instances when an administrator, a teacher or other adult in a supervisory position request that a student leave a particular classroom or area of the building. The student shall comply with this directive or risk being charged with trespassing. (OSS 3, OSS 5, OSS 10 PLT)

Rule 15: Assaults and Fighting

Students are prohibited from assaulting, physically injuring, attempting to injure, or intentionally behaving in such a way that could cause reasonable injury to any other person. Assault includes engaging in a fight.

Consequences

Violation of this policy may result in ISS, short-term suspension, long-term suspension, or expulsion. (Parent Contact & OSS 10, Possible long-term suspension and/or referral to Board.)

Rule 16: Threats

Students are prohibited from directing toward any other person any language that threatens force, violence or disruption, or any sign, communication or act which constitutes a threat of force, violence, or disruption.

Consequences

Violation of this policy may result in ISS, short-term suspension, long-term suspension, or expulsion. (Parent Contact OSS 10, Parent Contact & PLT)

Rule 17: Bullying and Harassment

BGCS is committed to providing an environment that is conducive to learning, free from harassment and bullying based on race, religion, gender, ethnicity, national origin, disability, or any other illegal conduct. Students, school employees, volunteers and visitors are expected to behave in a civil and respectful manner. Bullying or harassing behavior is any pattern of gestures or written, electronic, or verbal communications, or any physical act or threatening communication, that takes place on school property, at any school-sponsored function, on a bus, or at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the school and that (1) places a student or school employee in actual or reasonable fear of harm to his/her person or damage to his/her property, or (2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. Bullying or harassing behavior includes, but is not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristics or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability.

Harassment is an unwelcomed offensive verbal, nonverbal or physical conduct that is sufficiently severe, persistent or pervasive as to significantly affect a student's learning. Harassment includes, but is not limited to, abusive jokes, insults, slurs, name-calling, threats, bullying or intimidation, unwelcome sexual advances, or the exchange of benefits for performance of sexual or other favors.

Examples of sexual harassment include, but are not limited to deliberate, unwelcome touching; suggestions or demands for sexual involvement accompanied by implied or overt promises or threats; pressure for sexual activity; continued or repeated offensive sexual flirtations, advances, or propositions; continued or repeated verbal remarks about an individual's body; sexually degrading words used toward, or in the presence of, an individual or to describe an individual; or the display of sexually suggestive objects, signals, or pictures.

A hostile environment exists if the conduct of a sexual nature is sufficiently severe, persistent, or pervasive to limit a person's ability to participate in or benefit from the educational program or creates a hostile or abusive educational environment.

In addition, no student shall retaliate against anyone who reports or seeks remedies against harassment or bullying or otherwise aids or supports someone who aids in the enforcement of this policy.

Consequences

Complaints of bullying and harassment will be investigated. Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and remedial actions ranging from positive behavioral interventions up to, and including expulsion.

(Parent Contact/ OSS 3-5, OSS 5-10, Parent Contact & PLT)

Rule 18: Weapons and Weapon-Like Items

Students are prohibited from possessing, carrying, handling, using or attempting to use, or transmitting, whether concealed or open, any weapon, or any instrument that reasonably looks like a weapon or could be used as a weapon on school property or to a school-sponsored curricular or extracurricular activity. Weapons include, but are not limited to the following:

Loaded or unloaded firearm; Explosive or incendiary device; Knives, including pocket knives, bowie knives, switchblades, dirks, daggers, ice picks; Slingshot or slungshot; Leaded cane; Blackjack; Metal knuckles; BB gun, air rifle or air pistol; Stun gun or other electric shock weapon; Razor or razor blades (except solely for personal shaving); Fireworks; and Any sharp pointed or edged instrument except unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance.

Firearms include, but are not limited to the following:

Gun; Rifle; Pistol; Other weapon used for firing a projectile by means of an explosive.

Explosives include, but are not limited to the following: Dynamite cartridge; TNT, grenade or bomb; Blasting cap, detonators and fuses; Nitroglycerin; Rockets and missiles; Poison gas.

No student may knowingly or willfully cause, encourage, or aid another student to possess, handle or use any of the weapons, firearms, or explosives listed above. A student who finds a weapon, firearm, or explosive, who witnesses another student or persons with such items, or becomes aware that another student or other persons intends to possess, carry, handle or use such items, must notify a teacher or the principal immediately.

Consequences

A. General Consequences

As required by G.S. 115C-288, the principal must report to the appropriate law enforcement agency any student who possesses a firearm or weapon on school property or at a school-sponsored event. In addition, school sanctions will be as outlined below. Violation of this policy may result in long-term suspension, or expulsion. A determination of the appropriate consequence will be made in accordance with the provisions of those policies.

(Parent Contact/OSS 10/Possible Long Term and contact local law enforcement)

Rule 19: Bomb Threats and Hoaxes

Students are prohibited from making, aiding and/or abetting in making a bomb threat or perpetrating a bomb hoax against school system property by making a false report that a device designed to cause damage or destruction by explosion, blasting or burning is located on school property. No student may knowingly or willfully cause, encourage or aid another student to make a bomb threat or perpetrate a bomb hoax. Any student who becomes aware that another student or other person intends to use a bomb, make a bomb threat or perpetrate a bomb hoax must notify a teacher or the principal immediately.

Consequences

Violation of this policy may result in long-term suspension or expulsion. A determination of the appropriate consequence will be made in accordance with the provisions of these policies.
(Parent Contact OSS 10 PLT and contact local law enforcement)

Rule 20: Terrorist Threat and Hoaxes

Students are prohibited from:

Making or aiding and/or abetting in making, a false report that there is located on school property or at a school sponsored curricular or extracurricular activity any device, substance or material designed to cause harmful or life-threatening illness or injury; or

With intent to perpetrate a hoax, concealing, placing, disseminating or displaying on school property or at school sponsored curricular or extracurricular activity any device, machine, instrument, artifact, letter, package, material or substance which a reasonable person could believe to be a substance or material capable of causing harmful or life-threatening illness or injury; or

Threatening to commit on school property or at a school-sponsored curricular or extracurricular activity an act of terror that is likely to cause serious injury or death, when such threat is intended to cause a significant disruption to the instructional day or such activity causes such disruption; or

Making a report or having reason to know that the report is false, that is there about to occur or is occurring on school property or at a school sponsored curricular or extra-curricular activity an act of terror that is likely to cause serious injury or death when such a report is intended to cause a significant disruption to the instructional day or such activity or causes such disruption; or
Conspiring to commit any of the acts described in this section.

Consequences

Violation of this policy may result in long-term suspension or expulsion
(Parent Contact OSS 10 PLT and contact local law enforcement)

Rule 21: Threats to Safety of Students and Employees

Theft or attempted theft by a student from another person by using or threatening to use a weapon.

The intentional and malicious burning of any structure or personal property, including vehicles.

An attack by a student upon another person whereby the victim suffers obvious severe or aggravated bodily injury such as broken bones, loss of teeth, possible internal injuries, laceration requiring stitches, loss of consciousness, significant bruising or pain, or the victim requires hospitalization or treatment in the emergency room because of the attack.

Any intentional, highly reckless or negligent act that results in the death of another person.

Confining, restraining or removing another person from one place to another, without the victim's consent or the consent of the victim's parent, for the purpose of committing a felony or for the purpose of holding the victim as a hostage, for ransom, or for use as a shield.

The possession of a weapon on any school property, including in a vehicle, with the intent to use or transmit for another's use or possession in a reckless manner so that harm is reasonably foreseeable.

Taking or attempting to take anything of value from the care, custody or control of another person or persons, by force, threat of force, or violence, or by putting the victim in fear.

Any unauthorized and unwanted intentional touching, or attempt to touch, by one person of the sex organ of another, including the breasts of the female and the genital areas of the male and female.

The possession, manufacture, sale or delivery, or any attempted sale or delivery, of a controlled substance in violation of Chapter 90 of the General Statutes.

Any behavior resulting in a felony conviction on a weapons, drug, assault, or other charge that implicates the safety of other persons; and

Any other behavior that demonstrates a clear threat to the safety of others in the school environment.

Consequences

Violation of this policy may result in up to 10 days OSS, long-term suspension, or 365-day suspension or expulsion.

Rule 22: Tardiness to Class

No student shall be tardy in her/her arrival for school or class, without permission or excuse from school officials.

Consequences

Students who are excessively tardy to school or class may receive the following disciplinary actions:

1st Offense- Verbal warning

2nd Offense- Lunch detention

3rd Offense- After School Detention with the classroom teacher (dismissal 3:30)

4th Offense- ISS 1 period for the class tardy

5th Offense- ISS 1 day

6th Offense- 3 days ISS

7th Offense- Administrative Decision possible OSS

Rule 23: Truancy

No student shall fail or refuse to attend an assigned class. No student who attends school during any portion of any school day shall thereafter leave the school grounds prior to the end of the school day without permission or excuse from school personnel. Students must have parent permission to leave campus and sign out at the front office.

Consequences

Students may be suspended for up to 2 days out of school for truancy. Additionally, the principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences. (ISS 2, ISS 3, ISS 5)

Rule 24: Bus Conduct

A safe and orderly environment is critical whenever transporting students. All Board Policies on student behavior as well as rules listed in the Code of Student Conduct apply while riding, boarding or leaving the bus, and while at any designated bus stop.

It is the responsibility of the student to:

- learn and follow the rules and regulations of bus and bus stop behavior
- take responsibility for his/her actions and behavior
- ride the assigned bus

Only those students assigned to a bus are permitted to ride a school bus.

Bus discipline is the responsibility of the driver and the school administrator.

BUS AND BUS STOP RULES

At the Designated Bus Stop

- Arrive at the assigned stop five minutes before bus pickup
- Stand in an appropriately safe area
- Do not stand on the traveled part of the road
- Be respectful and watchful of traffic
- Wait quietly and orderly

When the Bus Arrives

- Allow the bus to come to a complete stop
- Board the bus in a quiet and orderly manner
- Look and wait for driver hand signals

On the Bus

- Remain seated at all times facing forward
- No feet/legs or other objects such as book bags in the aisle
- Cooperate with the driver and practice orderly conduct
- No throwing items from the bus or on the bus
- No profanity or obscene behavior

- No smoking/vaping
- No eating or drinking
- No vandalism
- No body parts outside the bus
- No live or dead animals
- No unsafe objects
- No weapons

Leaving the Bus

- Remain seated until the bus comes to a complete stop
- Get off at your assigned bus stop
- Leave in an orderly manner
- Cross in front of the bus

Consequences

1st violation-Counsel with student; parent notification and up to 3 days suspension from bus

2nd violation-Parent notification and maximum 5 days suspension from bus.

3rd violation-Parent notification and up to 10 days suspension from bus.

Subsequent violations- Student may be suspended from the bus for the remainder of the school year.

For serious violations, student may be suspended from the bus for the remainder of the school year.

Severe violations may result in greater consequences than are specified in this section.

Rule 25: Repeat Offenders

Students who are repeat offenders may be recommended to the board for long term suspension and/or expulsion.

Any more than four discipline referrals constitute a repeat offender.

PLEASE REFERENCE DISCIPLINE MATRIX ON PAGE 25 FOR FURTHER CLARIFICATION REGARDING DISCIPLINE POLICIES AND CONSEQUENCES.

Discipline Referral Process - Written referral on Weebly	Examples of Inappropriate Behavior	First Offense	Second Offense	Third Offense
Inappropriate use of electronics (non-instructional websites, gaming)	playing games, emailing, working on classwork from another class	Parent Contact/Verbal Warning	Lunch Detention and/or possible ISS (during electives if applicable)	Office Referral
Dress Code Violation	Inappropriate wording, bottom is not covered with a shirt when wearing leggings, shorts not fingertip length, hats on in the building	Student contacts parent to bring appropriate clothing.	Staff/teacher contacts parents for appropriate clothing, up to 3 days Lunch Detention or ASD	Discipline referral for General Misconduct (See GM level I)
General Misconduct (GM)	disrespect to staff/students, disruptions to learning, insubordination/non-compliance, cell phone misuse, petty theft	Up to 3 ISS	Up to 5 ISS	3rd - Up to 3 OSS, 4th - Up to 5 OSS, 5th - Up to 10 OSS, Any subsequent are up to 10 and possible board referral
Tardiness	8:00 - 8:05 teacher marks tardy. After 8:05 office marks tardy.	Staff warning.	Staff contacts parents and 1 day lunch detention.	3rd - Staff contacts parent and 2 days lunch detention. 4th - Parent contact, 3 days lunch detention, 5th - After school detention with teacher of classroom where tardy occurred. *After 5 tardies, office referral to admin.
Inappropriate Language Toward Staff	profanity, derogatory name calling (sexism, racism),	3 days OSS	5 days OSS	10 days OSS
Inappropriate Physical Conduct - includes horseplay	slap boxing, kissing, inappropriate touching of another human	1-3 OSS	3-5 OSS	5-10 OSS
Cell Phone Misuse/Smart	Refusal to turn in cell phone/smart	3 Days OSS	5 Days OSS	10 Days OSS

Watch (insubordination)	watch, use of decoy phone			
Theft	Stealing, taking items that belong to someone else - theft could result in a referral to law enforcement depending on the item/value of item stolen*	3 Days OSS and Restitution	5 Days OSS and Restitution	10 Days OSS and Restitution
Vandalism	destruction or damage to any school property	Restoration/restitution for damage and 1-3 days OSS/bus suspension	Restoration/restitution for damage and 3-5 days OSS/bus suspension	parent contact, restoration/restitution for damage, 5-10 days OSS/bus suspension
Bus Misconduct	insubordination, profanity, unsafe activity	Up to 3 days lunch detention/bus suspension	Up to 5 days bus suspension	Up to 10 days/bus suspension/removal of bus riding privileges
Skipping - on or off campus	*Out of Area - Not reporting to assigned area	3 ISS	3 days OSS	5 days OSS
Academic Dishonesty	Cheating, copying someone else's work (AI Included) and passing as your own	zero on assignment	zero on assignment and 1-3 ISS	zero on assignment and 1-3 OSS
Bullying	seek to harm, intimidate, or coerce someone	3 OSS	5 OSS, discipline committee referral	10 OSS, referral to board
Harassment	aggressive pressure or intimidation	5 days OSS	10 days OSS	suspension until referral to board
Possession or Distribution of Explicit Student Images - Digital or Print	pictures and videos sexual in nature, sexting		10 days OSS, possible referral to board, possible criminal charges	
Assault/fighting	A physical attack	10 days OSS, possible criminal charges		suspension until referral to board
Possession/use of vape	Includes vapes, cartridges (full or empty), chargers, and any other accessory	5 days OSS and recommended cessation class	10 days OSS required cessation class	suspension until referral to board
Possession/use of tobacco product	Includes cigarettes, pouches, chewing tobacco, snuff, lighters	5 days OSS and recommended cessation class	10 days OSS and required cessation class	suspension until referral to board

Possession/use of a weapon			10 days OSS, involve law enforcement, criminal charges, referral to board
Possession/use of drugs/alcohol			10 days OSS, admin contact law enforcement, referral to board
Threats toward school staff			10 Days OSS, Possible referral to board depending on results of the investigation.

School Resource Officer (SRO)

BGCS employs a School Resource Officer (SRO) to assist with security and order both during the school day and during after-school events. The SRO will be on campus daily. The purpose of the SRO is as follows:

- To be a peace officer by maintaining order on campus with the legal authority to arrest if required.
- To serve as a resource teacher in areas of Law Enforcement Education that can be applied in the classroom.
- Finally, the SRO can support students by listening to and assisting with various problems and concerns.

The School Resource Officer is a sworn deputy sheriff employed by the Martin County Sheriff's Department and has the full powers of a regular patrol deputy or Investigator. Therefore, interviews of students by law enforcement officers who show proper identification will be permitted during the school day upon officer request. In situations that require immediate action, custody and/or arrest may be affected by a law enforcement officer bearing proper identification if deemed necessary by the SRO.

Attendance / Tardy Policies

Bear Grass Charter School Student Attendance Policy

Policy Statement

Bear Grass Charter School is committed to the success of every student. No student is allowed to miss any school days **indiscriminately**. A student who misses in excess of 8 days per semester (**excused and/or unexcused**) in grades 9-12 will not be granted credit for the course.

The parent(s) or guardian(s) of the student is legally and primarily responsible for ensuring that the student meets his/her obligation to attend 100% of the classroom instructional sessions provided for each course in which he/she is enrolled.

Each high school student has a responsibility to complete 90 instructional sessions for each semester course.

Absences and Excuses (G.S. 115c-378)

Attendance is required of every student every day. Students who miss in excess of 8 days (high school) in a semester and /or do not meet the minimum academic grade of 60 will not be granted credit for the course. Middle school students who miss in excess of 16 days for the year and/or do not meet the minimum academic grade of 60 may be retained.

Absence Note Procedures

The parent, guardian, or custodian of a child shall notify the school of the reason for each known absence of the child, in accordance with the Bear Grass Charter School's policy. **Notes must be presented prior to school on the first day a student returns or an email sent to the BGCS data manager. Notes or emails shall be provided within 3 days of returning to school or the absence will be unlawful/unexcused. Notes must include the date of absence(s), specific reason for absence, parent/guardian signature, and a phone number where parent/guardian can be reached.** The Data Manager will retain these notes in the attendance file for the year. Students not following this procedure will receive unexcused absences. **Excused does not mean erased. The absence still counts.**

Lawful or Excused Absences Defined

The principal or designee shall excuse the temporary absence of a student upon showing of satisfactory evidence of one of the following:

1. Illness or Injury--When the absence results from illness or injury, which prevents the student from being physically able to attend school. Certification of an illness from a physician may be required to substantiate an illness.
2. Quarantine--When the isolation of the student is ordered by the local health officer or by the State Board of Health.
3. Death in the Immediate Family--When the absence results from the death of a member of the immediate family of the student. The immediate family of a student includes, but is not necessarily limited to, grandparents, parents and siblings.
4. Medical or Dental Appointments--When the absence results from a medical or dental appointment of a student. A written excuse should be presented with a doctor's signature or stamp.
5. Court or Administrative Proceedings--When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
6. Religious Observance--When the student or the student's parent, guardian, or custodian adheres to a religion whose beliefs requires, or suggests, the observance of a religious event. If the student is absent due to a religious observance, approval for such absence must be granted prior to the absence. Approval should be granted unless the religious observance, or the cumulative effect of religious observances, is of such duration as to interfere with the education of the student.
7. Educational Opportunity-- When it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity, such as travel (A brief description in writing of the Educational Opportunity). **Approval for such an absence must be granted prior to the absences.**(16 NCAC 2D. 0404)

Unlawful or Unexcused Absences Defined

For students between the ages of seven and sixteen and all other students who are entitled to attend public school and have enrolled in a public school, unlawful absences are defined as:

1. A student's willful absence from school with or without the knowledge of the parent or guardian; or
2. A student's absences from school for any reason other than those listed as "Lawful Absences."
3. A student who fails to provide a parent or guardian note within three days of an absence.

NOTE: Parents who refuse to comply with the health regulations of a community, such as compulsory vaccination, thereby causing a student to be excluded from the school, or parents

who permit a student to stay at home or to be employed in any way contrary to the Child Welfare Law (Chapter 110 of the General Statutes), are responsible for the nonattendance of the student.

Out of School Suspensions

Absence of a student which results

from the suspension or expulsion of that student shall not be used for a compulsory violation, although such absences will be considered unexcused for the purpose of make-up work and co-curricular activity eligibility. However, students suspended for 10 days or less will be provided an opportunity to take any quarterly, semester or grading period examinations missed during the suspension period.

Out-of-School Suspension absences (not included in the Eight-Day Rule)

School Related Activities for which a student shall not be counted absent.

1. Field trips sponsored by the school
2. School initiated and scheduled activities
3. Athletic events requiring early dismissal from school
4. In-School suspension
5. Senior project requirement
6. Job shadowing

Make up Days for At-Risk Students

High School

Identified at-risk students who miss in excess of eight (8) days (OSS days are not included) or classes per semester will be allowed to make them up during non-school hours. Time must be made up on an hour-for-hour/day basis. The classroom teacher will warn students when they have reached eight absences. Upon the ninth absence, the classroom teacher will notify the student and the Attendance Coordinator. It will be the sole responsibility of the student to arrange make-up time with the assistant principal. All absences over eight must be made up prior to the end of the grading period. A student who does not make up excess absences by the end of the grading period will receive an attendance failure and may be required to meet with the Attendance Committee.

Middle School

Identified at-risk students who miss in excess of 16 days (OSS days are not included) will be allowed to make them up during non-school hours. Time must be made up on an hour-for-hour/day basis. It will be the sole responsibility of the student/parent to arrange make-up time.

Make-up dates for the school year are as follows:

Fall Semester

November 2024

December 2024

Spring Semester

April 2025

May 2025

Failure to make up work will result in a zero for each assignment.

Grievance Procedure

The parent of a student missing in excess of the days stated in this policy may request a waiver by the end of each semester. The student must be receiving passing grades and the parent must have furnished within the 3 day time period (see pg 28) proper documentation showing unavoidable mitigating circumstances in order to be eligible for a waiver.

The school Attendance Committee shall hear requests for waivers and make recommendations to the principal.

Students Leaving School During The Day

1. A student who must leave school during the day because of doctor/dentist appointments or other warranted reasons, except for school sponsored trips, must bring a note from their parents to the front office before 8:00 a.m. Notes not presented at this time may not be accepted. Students are responsible for making up all of their work that was missed during their absence. At the approved time, the student must sign out through the office. Discipline for failure to sign out correctly will be at the discretion of administration. If the student returns to school the same day, the student is to sign back in to school through the office. The slip will be checked. If the student returns the next day, the slip should be presented for each missed class. It is the student's responsibility not to lose notes. **Students must be present no less than 45 minutes for the class period in order to be counted present for that period.**

2. A student who becomes ill during the school day and needs to go home must report to the office with a Hall Pass from his/her teacher. The parent will be called, and if the request to leave is approved, the student may sign out. The permit will be handled as stated above. **A student will not be signed out between classes, during lunch, or without a pass from his/her teacher.**

3. High School-A student must attend school **two full 90 minute class periods** to be counted present for the day.

Middle Grades- A student must be present no less than 45 minutes of each class period to be counted present for that period.

Make-Up Work

Students are entitled to make up work from an excused absence without receiving penalties to their marks or grades. High school and middle school students are responsible for securing and arranging make-up work from their teachers. Failure to make up work will result in a zero for each assignment.

All teachers will post make-up work procedures (for making up assignments such as labs, classroom, skill activities, homework, etc.) as part of their class expectations and as part of their grading policies, which will be issued to each student. Also, these procedures will be posted on the teacher's webpage.

Extracurricular Activities

No student who is absent from school may participate in any extracurricular, social, or athletic event held on the day of his/her absence, except where specifically exempted by a physician. Other exemptions may be granted by the principal of each school based on the Attendance Policy.

Students assigned to In-School Suspension (ISS) or related discipline programs shall not participate in athletics or any extra-curricular activity or practices during the assigned time and may regain eligibility at the completion of ISS or other related discipline programs.

After School Tutoring/Remediation

After school remediation will be held Wednesday afternoons (2:40 – 3:30 pm). Any teacher teaching a student participating in an athletic team or any extra-curricular activity may request alternate days/times for remediation. The coach must receive a teacher signed note for that student. No student will be penalized from his or her coach or club advisor for attending any remediation days. Students may also use this time to make up work which they have missed.

Bear Grass Charter School Tardy Policy

A student will be considered tardy if he/she is not in the scheduled classroom and in his or her desk when the bell rings.

Tardy to Class

Offenses	Consequences
First Time	Verbal warning by teacher
Second Time	Lunch Detention
Third Time	After School Detention with classroom teacher where tardy occurred
Fourth Time	1 Period ISS
Fifth Time	1 Day ISS
Sixth Time	2 Days ISS
Seventh Time	Administrative Decision
Eighth Time	Administrative Decision
Ninth Time	Administrative Decision

Tardies

Tardiness to class is disruptive to the instructional environment and in many cases is the result of lack of effort on the part of the student.

A student who arrives at school after **8:00 will be counted tardy. A student who arrives at school after 8:05 should report to the Data Manager** at the Check In/Out Window. Students signing in must be accompanied by a parent. After signing in, the students will receive an admission slip and then will report directly to their class. Tardies for 2nd, 3rd, and 4th period will be noted by each classroom teacher in PowerSchool.

A student who is tardy because of an appointment with a doctor/dentist may be excused if he/she has written verification from the doctor of the time of the appointment. If a student was tardy because of illness, the tardy will be excused only with a written note from the parent. These are the only excused tardies. All other reasons are considered unexcused unless authorized by the principal or his designee.

When a student abuses the tardy to school policy due to illness, the student must bring a letter from the doctor stating that the student has a medical problem, which may cause the student to be late more often.

Field Trip Policy

Parental permission slips are required for each student to participate in a field trip. Students who have been assigned OSS during the current school year may not be permitted to attend a field trip. The teacher/sponsor of a field trip may submit a written justification for a waiver to administration.

College Days

Seniors are encouraged to use “teacher workdays” to visit colleges. Because students should not visit schools unannounced, please call or write to the admissions offices to set up appointments (see the BGCS calendar for teacher workdays). The student services office will be responsible for approving college days. If the college or school establishes a special day for visitation (other than a teacher workday), invitations received by the students must be approved in advance by the student services department. Should permission be granted, an excused absence will be given. Students must bring written verification from a college official certifying the visit. Juniors will not be permitted to take college days. Underclassmen are to use holidays, weekends, and teacher workdays to visit colleges. The principal is the only individual that can make an exception to this policy.

Withdrawal From School

The following procedures should be used when withdrawing from school:

1. Go to the student services office for a Withdrawal Form.
2. Return the completed Withdrawal Form to the student services office. An exit interview will be conducted.
4. All books, technology devices and other items must be returned to the Media Center.
5. No student records presently or in the future can be issued until the Withdrawal Form is completed.
6. Transcripts and all official records will be mailed to the next school upon completion of the Withdrawal Form.
7. The Data Manager will receive written notification from the student services office of the student withdrawal.

DRIVING

Driver’s Licenses

North Carolina has passed legislation that reflects a coordinated statewide effort to motivate and encourage students to complete high school. Legislation was passed called Lose Control - Lose Your License. This initiative was put into place to help promote safe and drug-free schools. The following is information explaining each legislative bill.

Drop Out Prevention / Driver’s License Program

Who is affected by this legislation? The legislation is directed to all North Carolina students under the age of 18 who are eligible for a driving permit or license. This includes public school, federal school, home school, private school, and community college students.

Driving Eligibility Certificates

- A student will need to have a Driving Eligibility Certificate in order to receive a North Carolina driver's permit or license.
- The Division of Motor Vehicles will not issue a driver's permit or license without a Driving Eligibility Certificate.

What is adequate progress? Adequate academic progress will be evaluated at the end of each semester (January & June).

- A student must pass 3 out of 4 courses each semester in order to be eligible to receive a Driving Eligibility Certificate.
- Students who do not meet this criterion will be reported to DMV and will have their permit or license revoked.

Lose Control-Lose Your License

What does the law do?

- The law will suspend a student's driver's permit or license for one year.
- The legislation directs public schools, community colleges, and nonpublic schools to notify the North Carolina Division of Motor Vehicles whenever a student is given an expulsion/suspension for more than 10 consecutive days or an assignment to an alternative educational setting for more than 10 consecutive days for one of the following reasons:

The possession or sale of an alcoholic beverage or an illegal controlled substance on school property.

- The possession or use on school property of a weapon or firearm that resulted in disciplinary action if the conduct had occurred in a public school.
- The physical assault on a teacher or other school personnel on school property.

What is school property? The physical premises of the school, school buses or other vehicles under the school's control or contract and that are used to transport students, and school-sponsored or school-related activities that occur on or off the physical premises of the school.

Who is affected by this legislation? Students who are at least 14 years old or who are rising 8th graders are subject to this law.

What about students who turn 18?

Unlike the Drop Out Prevention/Driver License law that stops when a student turns 18 years old, the Lose Control law does not stop at age 18. It is possible for a student to have his or her

license suspended as a 17 1/2 year old. If a student is unable to demonstrate exemplary behavior, then he or she will be 18 1/2 before being eligible to drive.

Drivers' Education

Driver Education classes will be arranged through Martin County Public Schools. No academic credit is given for the course. The classroom instruction requires that a student have a minimum of 30 hours of instruction in order to pass. Students who successfully complete the classroom instruction will be scheduled for 6 hours of car instruction driving and 12 hours of observation at a later date, after school, on Saturday, or during the summer. Assignments will be made on the basis of age.

Parking on Campus

Parking on campus is a privilege. In order to park on campus, students must secure a parking tag and have parent permission on file in the office prior to leaving their vehicle on campus. Students must abide by the North Carolina Governor's Highway Safety Program and by the policies and procedures set by BGCS.

Below are the regulations, which apply to student vehicles and parking. Failure to comply with the regulations will result in termination of the student's driving and parking privileges on campus. **Students are not allowed to park in visitor parking at any time.**

North Carolina Governor's Highway Safety Program Guidelines

- Parent and Student must read and sign the High School Parking Privilege agreement each year prior to obtaining a parking pass. Forms are found on the BGCS website.
- All drivers and passengers are to be buckled up regardless of age or seating position.
- Student must wear seatbelts coming onto campus, leaving campus, and while the vehicle is being operated on campus.
- Cell phone use while driving is prohibited.
- G.S. 20-137.3 No person under the age of 18 years shall operate a motor vehicle while using a mobile phone or any additional technology associated with a mobile telephone while the vehicle is in motion.

Below are the Bear Grass Charter School Rules and Regulations not covered by the Governor's Highway Safety Program which apply to student vehicles and parking.

1. Students will drive on the right side of the roadway when entering or leaving campus.
2. Passing of slower vehicles is not permitted.
3. Students must adhere to the 5 mph speed limit.
4. Students must wear seatbelts coming onto campus, leaving campus and while the vehicle is being operated on campus.

5. No student may park in more than one parking space.
6. No student may purchase more than one parking pass without permission from the principal.
6. Students may only park in the designated student lot.
7. Students must park in their assigned space.
8. Do not sit in cars or loiter in the parking lot or vehicles after arriving on campus/nor in the evening unless you have a scheduled event after school.
9. No student may go to the parking lot during school hours without permission from the school office.
10. The use of a vehicle to skip school, drive in a dangerous manner, or violate other school rules can result in the loss of parking privileges.
11. All automobiles should be locked to prevent theft. BGCS is not responsible for break-ins.
12. A parking tag must be secured prior to parking on campus.
13. Parking tags must be displayed from the rearview mirror when vehicles are parked on campus.
14. No music allowed in parking lot. Radios must be turned off while on campus.
15. Students are responsible for all passengers in their vehicle.

The rules of North Carolina Law states as follows:

Level Two Limited Provisional License:

- Drivers must be at least 16 years old.
- All passengers must be restrained by seat belt or child safety seat.
- You may drive without supervision from 5 a.m. until 9 p.m. and at any time when driving directly to or from school, work or any volunteer fire, rescue or EMS (emergency medical service), if you are a member.
- When the license holder is driving the vehicle and is not accompanied by the supervising driver, there may be no more than one passenger under 21 years of age in the vehicle. This limit does not apply to passengers who are members of the license holder's immediate family or whose primary residence is the same household as the license holder. However, if a family member or member of the same household as the license holder who is younger than 21 years of age is a passenger in the vehicle, no other passengers under 21 years of age who are not members of the license holder's immediate family or members of the license holder's household, may be in the vehicle.
- You are not permitted to use a mobile telephone or other additional technology associated with a mobile telephone while operating a motor vehicle on a public street or highway or public vehicular area.
 {Exception} -You can use it to call the following regarding an emergency situation: an emergency response operator; a hospital, physician's office or a health clinic; a public or privately owned ambulance company or service; a fire department; a law enforcement agency; your parent, legal guardian or spouse.

Failure to comply with the regulations set by Bear Grass Charter School, North Carolina State Laws, or the Governor's Highway Safety Program will result in the termination of the student's driving and parking privileges on campus.

Parking violations will be rendered in the event that there is a violation of the parking privilege policy.

1st violation is a **WARNING**

2nd violation is **3 day driving suspension** off of the campus of BGCS

3rd violation is **5 day driving suspension** off of the campus of BGCS

4th violation is **7 day driving suspension** off of the campus of BGCS

5th violation is **10 day driving suspension** off of the campus of BGCS

6th violation will result in a **suspension for the remainder of the year** off campus of BGCS

Academic

Report Cards

Report cards are issued each nine weeks. The computerized report format allows teachers to report grades, absences, and comments relative to a student's participation in class. Parent conferences are strongly encouraged to improve communication and answer questions regarding the student's progress.

Progress Reports

All students will receive progress reports every 4 ½ weeks for all courses during each grading period. The dates that progress reports will be distributed will be posted on Bear Grass Charter School's website. Parents are encouraged to contact the teacher or principal if questions arise. Conferences are encouraged.

Honor Roll

A list of students who make all A's or all A's and B's during a grading period will be compiled and sent to the newspaper for publication.

Cheating

Students are encouraged to make good grades, but they must do so as a result of their own efforts. Cheating and/or plagiarism will not be tolerated. A zero will be given on the assignment and a record of the incident will be kept in the student's discipline file in the office. The teacher will maintain a record and notify the parents of the incident. Those in violation of this policy

may be placed in ISS. In addition, the student may not be allowed to participate in certain organizations as a result of the severity of the offense.

Schedule Changes

Each spring during course registration for the coming year, students will be given ample information, consideration, guidance and time to carefully select their courses for the coming year. From these student requests, teachers are employed, instructional materials are purchased, teaching stations are made available, and intensive planning is done to construct the best possible master schedule. Students will be told in the spring that their selections of subjects are considered final. Therefore, only if a student failed a required course in the previous semester should a student request a schedule change.

Only the student services department may make a schedule change. No student will make an unauthorized change. Schedules will be issued at the opening of school and these schedules must be followed until approval is given for a schedule change. Any student who fails to meet his/her assigned schedule will be subject to disciplinary action. Students will not be allowed to change course levels or to make parallel course moves, except in very unusual circumstances, and only with the approval of the principal. Students cannot drop courses during the school year unless they have specific permission from the principal.

Promotion / Graduation Requirements

Promotion Requirements

6 units to move to grade 10
13 units to move to grade 11
20 units to move to grade 12

Note: In order to be promoted, a unit of required English must be passed each year. With the principal's permission, seniors may take two units of required English to be in line for graduation.

“Course Unit or Credit”

A unit (or) credit means a minimum of 135 hours of classroom instruction.

“Transfer Course Credits”

Transfer students from school systems with course requirements different from those as required by the BGCS will receive credits at the discretion of the principal.

“Course Load”

All students are required to take four courses each semester unless otherwise approved by the principal. The principal is authorized to allow a student who is eligible to graduate to earn one extra unit per semester. If a student wants to earn more than five units per semester, a written request must be submitted by the principal.

Graduation – NC State Board of Education and Bear Grass Charter School Requirements:

Subject	Description	Unit
English	English I, II, III, IV	4
Mathematics	Math I, II, III 4th Math Course to be aligned with the student’s post high school plans	4
Science	A physical science course, Biology, Earth/Environmental Science	3
Social Studies	All students must take World History. 9 th , 10 th and 11th grade students (2022-23) must take Economics and Personal Finance. The Founding Principles of the United States of America and North Carolina: Civic Literacy Current 12 th (2022-23) grade students must take: American History I American History: The Founding Principles Civics and Economics	4

Foreign Language	Not required for high school graduation. Students who do not choose to take foreign language courses will choose two other electives. However, a two-credit minimum is required for admission to a university in the UNC system and for NC Academic Scholars.	2
Health/PE	Health/Physical Education	1
Career/Technical Education		1
Arts		1
Electives	2 elective credits of any combination from either: – Career and Technical Education (CTE) – Arts Education – World Languages 5 elective credits strongly recommended (four course concentration) from one of the following: – Career and Technical Education (CTE)**** – Arts Education (e.g. dance, music, theater arts, visual arts) – Any other subject area (e.g. social studies, science, mathematics, English)	7
Graduation/Senior Project (Local Requirement)	Senior Project Completion	1
Total Minimum Requirements For BGCS Graduation		28

Graduation Requirements for Academic Scholars

Subject	Description	Unit
English	English I, II, III, IV	4
Mathematics	Math I, II, III & Math 171	4
Science	Earth/Environmental Science, Biology, & Chemistry	3
Social Studies	All students must take World History and The Founding Principles of the United States of America and North Carolina: Civic Literacy.	4

- 9th, 10th and 11th grade students (2022-23) must take Economics and Personal Finance.
- Current 12th (2022-23) grade students must take: American History I American History: The Founding Principles Civics and Economics

Foreign Language	Students must complete a minimum of two course credits of a world language (other than English). These credits are also required for admission to a university in the UNC system.	2
Health/PE	Health/Physical Education	1
Career/Technical Education		1
Arts		1
Electives	<p>The student shall complete four elective course credits in any one subject area, such as Career and Technical Education (CTE), JROTC, Arts Education, World Languages, or in another content area</p> <p>The student shall have completed at least three higher-level courses during junior and/or senior years which carry quality points such as Dual Enrollment courses, Advanced CTE and CTE credentialing courses, and/or honors level courses.</p>	7
Graduation/Senior Project (Local Requirement)	Senior Project Completion	1
GPA	The student shall earn an unweighted grade point average of at least 3.50.	
Total Minimum Requirements for BGCS Graduation		28

Latin Honors:

Summa Cum Laude 4.25 or higher weighted GPA

Magna Cum Laude 4.00-4.249 weighted GPA

Cum Laude 3.75-3.99 weighted GPA

The University of North Carolina/16 Constituent Institutions

For minimum undergraduate admissions requirements see Student Services.

Transcripts

Students can now request their transcript electronically at the following website: [cfnc.org](http://www.cfnc.org). A student who has graduated, transferred, withdrawn, or left school for any other reason, and who has not previously received a transcript, shall be entitled to one transcript. Seniors who plan to attend a college in North Carolina are encouraged to send transcripts electronically through the College Foundation of North Carolina website at <http://www.cfnc.org>.

Mid-Year Graduation

There will be no mid-year graduation ceremony. Students who choose and are approved to graduate early will be allowed to participate in the end of the year commencement program. They will also be allowed to attend prom. Students who graduate early will not be eligible for Valedictorian or Salutatorian. **Students who graduate early are responsible for keeping up with all dates related to graduation.** Be sure to have a friend to keep you informed. **Bear Grass Charter School personnel are not responsible for contacting any early graduate concerning dates and times for graduation activities, or prom.**

Rank in Class

The student's class rank will be the average of the weighted grades for all courses for which a unit of credit is granted in high school. The student's class rank will be computed at the end of each semester of each school year.

Student Activities

The overall activities program of the school is under the general direction of the principal. The primary purpose or function of the activities program at Bear Grass Charter School is to provide educational and recreational experiences for the students in addition to those provided in the classroom. The activities program provides excellent training in the democratic process,

fellowship, sportsmanship, and leadership. The student activities are extracurricular and are offered as a privilege to those students willing to follow the guidelines provided by the school sponsor. Students who do not follow proper procedures may not be allowed to participate or may be removed from the activity. No student who is absent from school may participate in any extracurricular, social, or athletic event held on the day of his/her absence.

Junior- Senior Prom

The junior class of Bear Grass Charter School will host a formal prom in the spring of each school year. In order to provide a safe and enjoyable event the following rules will apply:

- ◆ Students must dress according to the “Prom Dress Code.”
- ◆ Guests not enrolled as a student at BGCS must present a NC Driver’s License or NC ID card upon entering the prom.
- ◆ A student must be a junior or senior to invite a guest.
- ◆ A student must pay again to attend the prom for a third time, if he/she fails during his/her junior or senior year and has been eligible to attend the prom twice.
- ◆ If a student from another school is invited to the prom, a Parent or Principal Form must be completed and presented to administration at least four weeks prior to the prom.
- ◆ Administration must approve all guests before prom tickets are issued. Guests over the age of 20 will need special approval from administration in order to attend.
- ◆ A prom guest must enter and exit the prom with his/her date.
- ◆ Prom fees **TBA**
- ◆ All prom dates will be charged: **TBA**

Prom Dress Code

- ◆ If the garment has a slit, the slit should be no higher than the longest finger while standing straight with arms to your side.
- ◆ Dresses should fit. The top should not gap open nor should it be so tight that cleavage is overly exposed.
- ◆ Correct foundational garments should be worn. No undergarments should be exposed.

- ◆ Dresses with backs exposed should not expose below the waistline and they should be self-supporting.
- ◆ Two-piece dresses should not expose more than two inches of midriff.
- ◆ Dress for the prom should be Sunday finest.

Note: Use good judgment. If you have any questions as to the appropriateness of your dress, bring in a picture to the Prom Committee to make sure you won't be disappointed when you arrive at the prom.

Athletics

Bear Grass Charter School seeks to offer its students a well-rounded athletic program. The following sports may be included in Bear Grass Charter athletics program:

- Basketball
- Baseball
- Cheerleading
- Volleyball
- Football
- Soccer
- Tennis
- Softball
- Cross Country

The primary aim of athletics is the building of strong, active bodies, and the development of cooperative attitudes and school spirit. Local standards require the student to pass the required English course for promotion (i.e. to be eligible as a 10th grade participant, the student must have passed 9th grade English.

Discipline: Local LEA decision

BGCS Clubs

All clubs, meeting and operating in the name of Bear Grass Charter School, must be properly approved and operate within guidelines set up by the school. School clubs should operate with the spirit of fair play, worthy objectives, and commendable conduct and under the guidelines of a

faculty sponsor. The following clubs and activities may be available at Bear Grass Charter School:

Art	Fellowship of Christian Athletes
Battle of the Books	Future Farmers of America
Beta Club	Hunting and Wildlife Team
Jr. Beta Club	Middle/High School Math Counts
MS Math Counts	Student Government Association
National Honor Society	4-H
Ducks Unlimited	Skills USA
Scuba	

Beta Club Requirements

Membership in the Bear Grass Charter School Beta Club consists of sophomores, juniors and seniors and is by invitation. In order to be considered for membership, the student must meet the following criteria:

1. An overall 3.75 grade point average
2. No six-weeks' grade less than a **B** for one year prior to induction
3. Rigorous academic class load
4. One Honors or AP class per year (in grades 10, 11 or 12)
5. No involvement in ISS or OSS
6. Adherence to school policies (attendance, tardies, cheating, smoking, etc.)

Causes for probation, which will last one semester:

1. Drop in GPA or grades below requirements
2. Two C's or lower in one marking period

Causes for expulsion:

1. Failure to raise GPA
2. Cumulative average below 3.75 after the junior year
3. Violation of behavior code
4. Gross misconduct
5. Commission of a felony
6. Two successive membership probations

Expulsions for disciplinary reasons may be appealed to the faculty/administration review board.

Establishing a New Club

Students or faculty members wishing to establish a new club must first enlist a faculty sponsor for the club. This faculty sponsor will then submit a written document to the principal or assistant principal, which describes the name of the club, the criteria for membership in the club and the objectives of the club. Further discussion may be necessary before a decision is made concerning the establishment of the club.

Club Meetings

A schedule will be developed which will allow each club to meet at least three times during the school year without conflicting with any other club meeting. Clubs may schedule meetings for after school hours.