

# Belton Preparatory Academy



## 2023-2024 Family Handbook

*This Parent/Student Handbook describes Belton Preparatory Academy's (BPA) current policies and practices concerning matters that affect our students and their parent(s)/legal guardian(s). Policies and practices described in this handbook are provided for the information and guidance of students and their parent(s)/legal guardian(s) and do not constitute, nor should they be relied on, as contractual obligations of BPA to any person. Further, the materials included are not all-inclusive, and the administration realizes that events may arise that are not specifically addressed in this document. BPA reserves the right to modify this Parent/Student Handbook at any time without notice. Its contents, as they now appear, or as they may be amended in the future, apply to all students enrolled at BPA.*

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**Belton Preparatory Academy**

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**ADMINISTRATION**

Principal

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**Mission Statement**

The mission of Belton Preparatory Academy (BPA) is for students, parents and faculty to provide a challenging educational environment that leads to the objectively measured excellence of each individual student, while also providing the students with the intellectual tools to become independent thinkers, respectful individuals, and valuable citizens, thus preparing them to compete and thrive in a 21st century global economy.

**Non-Discrimination Disclaimer**

Belton Preparatory Academy does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or immigrant status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle the nondiscrimination policies. For questions pertaining to Section 504, Title IX, and Medical Homebound, contact Alan Barr at 864-392-1173 ([abarr@beltonprep.us](mailto:abarr@beltonprep.us)).

## **Belton Preparatory Academy Statement of Values**

Students are expected to uphold the Belton Preparatory Academy Code of Conduct.

1. We cheerfully and promptly obey the authority under which we are placed.
2. We can appeal respectfully and courteously. We do not argue or negotiate.
3. We love and honor one another.
4. We give encouragement to one another.
5. We do not point out shortcomings of others in order to build ourselves up.
6. We will tell the truth.
7. We do not disrespect the classroom and teacher by interrupting.
8. We do not spread rumors or gossip.
9. We will not make excuses for our wrong actions but will admit them.
10. We will avoid cliques, clubs, or games that exclude others.
11. When others are sorry, we forgive them.
12. When others are sad, we comfort them.
13. When we have work to do, we do it without complaining.
14. If we make a mess, we clean it up.
15. We treat one another with respect and patience.

## **Belton Preparatory Academy Policies** *(in alphabetical order)*

### **Academic Policy**

#### **Grade Reports**

##### **Grades K**

BPA students in grades K will receive report cards every nine weeks. The following scale is used to assess Kindergarten:

**E=Excellent:** Performs at a 90-100% mastery of SC State Standards.

**S=Satisfactory:** Performs at an 80-89% mastery of SC State Standards

**P=Partial:** Performs at a 70-79% mastery of SC State Standards

**N=Needs Improvement:** Limited mastery of standards; 0-69%

Related Arts are graded as Pass (P) or Fail (F) for all grade levels.

PE/Health is ESPN for K5

PE/Health is a 10 pt. grading scale for 1-8 grades.

##### **Grades 1-8**

BPA students in grades 1-8 will earn numerical grades. A student's numerical grade is determined by the weighting of assignment grades; summative - 40% and formative - 60%. A student's final grade is an average of the Q1, Q2, Q3, and Q4 grades.

The following are performance levels of Belton Preparatory Academy's grading scale:

**A:** 90% and above denotes excellent progress

**B:** 80%-89% denotes above average progress

**C:** 70%-79% denotes average progress

**D:** 60%-69% denotes below average progress

**F:** Below 60% denotes unsatisfactory progress

To receive credit for a course, a student must complete instructional requirements in a satisfactory manner, 60 or above. A student who fails to comply may not receive credit for a course and may affect promotion to the next grade level.

#### **Progress Reports and Report Cards**

PowerSchool generated report cards will be issued beginning with the first nine (9) weeks grading period. The dates for issuing report cards will follow the school year calendar.

Mid-Term Reports are sent home halfway through each quarter for students in grades 1-8. Student Report Cards are completed at the end of each quarter. They will be sent home with students. Final Report Cards for all grades will be issued the last week of school.

### [Mid-term and End of Quarter Dates](#)

### **Student Services**

Student Services are rooted in the Multi-tiered System of Support (MTSS) approach. MTSS is a process schools use to help students that are not making sufficient progress toward their learning goals. When a school identifies a student not performing at a satisfactory level or projected rate of learning, the school must take a scientific approach to find and use effective instructional strategies based on student needs. MTSS requires school staff to critically evaluate classroom instructional and behavior programs. Teachers must deliver research-supported instruction. The instruction will be adapted to individual student needs.

### **Textbooks**

Textbooks are loaned free of charge to students. Each student issued a textbook has the responsibility to return it in the same condition as when it was issued, less normal wear. Reimbursement for lost or damaged textbooks, computer software, library books, or other school property is charged to the student using current replacement costs. The year-end report card will be withheld until the school's business office receives reimbursement monies. Fines will be charged for lost and/or damaged books up to the purchase price.

### **Make-up Work**

In the case of make-up work resulting from an absence(s), a student will have three (3) days, from the day the student returns to make up missed classwork. **Exceptions will be made for COVID, surgery, or other extreme illnesses or circumstances.** Contact your child's teacher for guidance if a student has been out more than 2 days.

### **Advertising on School Grounds**

All materials posted or distributed on school grounds must be submitted to the office for formal approval before posting or distributing. All items approved must be so noted via a method approved by the Principal. Any unapproved materials will be removed or confiscated.

### **Allergy Guidelines for Managing Students with Severe Allergies or other Conditions**

Severe allergies or other health conditions can be life-threatening. These guidelines minimize the risks and provide a safe educational environment for students with food allergies and other health conditions. (See **Appendix A: Family's, Student's, School's Responsibilities.**)

**BPA has adopted a Nut Conscious Policy.** (See **Appendix B: Nut Conscious Policy**)

## **Attendance Policy and Procedures**

**State law** requires all children between the ages of five and 17 regularly attend a public or private school or kindergarten approved by the state board of education or the South Carolina Independent Schools Association or to be approved by the district for homeschooling. A parent/legal guardian whose child or ward is not six years old on or before September 1st of the school year may waive kindergarten attendance for his/her child. Children are expected to attend school regularly. Regular attendance is necessary if students are to make the desired and expected academic and social progress. Attendance is the presence of a student on days when school is in session. Schools may count students present only when they are actually at school, on homebound instruction, in a home-based program, ISS, or are present at a school activity which is authorized by the school. This may include field trips and similar curriculum-related activities. The school year consists of 180 school days. For elementary and middle school, a student must attend a minimum of 170 of the 180 school days **OR** a minimum of 120 hours, per unit, regardless of the number of days missed. All absences accrued by the student in a given school year should be accounted for by the parent/legal guardian/student according to the process outlined in policy Student Absences and Excuses.

### **Requirements for attendance**

#### Elementary and Middle School Students

A student who has more than 10 absences whether excused (including medical), unexcused, or a combination may be subject to retention due to absences, pending review by the principal. A student in elementary or middle school must be in attendance at least one half of the school day (K5 - 1st 8:00 am - 11:30 am or 11:30 am - 2:20 pm and 2nd-5th, 8:00 am-11:30am or 11:30 am - 2:50 pm) to be counted as present.

Excused Absences are defined but not limited to one or more of the following:

- Illness with a written excuse, signed by a parent/legal guardian
- Medical/dental related, including appointments (medical excuse needed)
- School sponsored activities
- Absences related to the legal system
- Bereavement/funerals
- Religious observances

- Pre-approved absences

### **Attendance guidelines for synchronous/distance/virtual learning for school or class quarantine:**

In order to be counted present a student must:

- Check-in daily using the attendance post provided by the teacher.
- Submit assignments when due.
- Complete viewing attestation sheet for each video posted by the teacher.
- Have a parent signature for each day affirming the student has actively participated and completed the assignments for the day.

### **Tardies**

Students are considered **tardy** at 8:01 am unless the school is provided a valid parental excuse. Only tardies start over each semester.

### **Absences & Excuses**

Any student in grades K-7 who misses school must present a written/digital statement signed by a parent/guardian or a medical statement from a licensed/certified medical practitioner. If the statement is not turned in **within 24 hrs after the student returns**, the absence will be recorded as unexcused. ***Excuse must be signed and dated. You may send it to your child's teacher.***

Students may be absent for a portion of the school day or the entire day for school-sponsored activities such as field trips, academic competitions, athletic events or other extracurricular activities. The school will not count the student absent from class/school in such cases.

With approval from the school leader/principal, any tardiness or absence related to a child or youth's living situation shall be excused (McKinney-Vento Homeless Assistance Act).

### **Unexcused Absences**

An unexcused absence is also defined as "truancy." South Carolina State Law requires a minimum class attendance of 170 days during the academic school year for a student to receive credit. Any absence that exceeds 5 continuous days in a semester class and 10 days in a year-long class must be medically necessary and documented by a physician. Any BPA student who obtains 5 absences in a semester or 10 in a yearlong class may be in jeopardy of not earning credit for that course or year. **Medical excuses** must be submitted to the Attendance Office within 3 days after returning to school. Ten (10) consecutive days of unexcused absences will result in a student being dropped from school.



**Pre-Arranged Absences** A written note signed by the parent/guardian indicating the dates the student will be absent must be included in the notice. Absences have a detrimental effect on student accomplishment and progress. A student's academic grade may be adversely affected by absences and/or tardiness because attendance and participation are directly related to the achievement of instructional objectives and goals.

### **Early Dismissals**

Early dismissals for appointments or illness should be arranged prior to departure. Any student granted early dismissal must be picked up by a parent/guardian or other designated adult. Students are not to leave school grounds without permission. **In order to receive credit for a day, a student must be present 51% of the class/day.**

In order to ensure students' safety, the office of each building maintains a list of individuals who are authorized to obtain the release of students in attendance at the school. *A student will only be released into the custody of any individual who is not the custodial parent or guardian of the student unless the individual's name appears on the authorization list.*

A parent/guardian may submit a list of individuals authorized to obtain the release of their child from school at the time of the child's enrollment. A parent/guardian may amend a list submitted pursuant to this regulation at any time, in writing. *Certified copies of any court orders of divorce decrees provided by the custodial parent/guardian, which restrict another parent's/guardian's ability to seek the release of the child, shall also be submitted to the Administrative Office.*

If anyone seeks the release of a student from school, he/she must report to the Office and present satisfactory identification.

### **Attendance Intervention Plans**

Parents/legal guardians will be contacted after the 3rd, 5th, 7th, 9th, and 11th days. After the 5th **Unexcused Absence**, students may be referred to the designated Truancy Officer.

### **Behavior Policy**

#### **Student Discipline**

The BPA discipline plan is continuous for the entire school year. Teachers are expected to have clear and concise classroom rules and consequences and make every attempt to handle discipline in their classrooms. Prior to

writing referrals, contact parent(s)/legal guardian(s) for their assistance. Some offenses, however, require an immediate referral.

Students who have been identified as **children with a behavior difference** are not exempt from the rules regarding behavior as outlined in *Appendix C: Behavior Policies, Procedures, and Matrix*. All disciplinary actions involving these students will be addressed in accordance with state and federal law. BPA's policy on suspension and expulsion of students with differences will conform to the specific procedures for disciplinary actions that involve students with disabilities as outlined in the IDEA 2004 Amendments and Section 504 of the Rehabilitation Act.

All Class III Offenses will be automatically appealed through a **Due Process Hearing** conducted by the Executive Board. The primary purpose of the Due Process Hearing is to allow both parties to present and respond to evidence presented. A BPA Board Member shall preside over the Due Process Hearing. Prior to this meeting, you have the right to review your child's educational records. During this meeting, you have the right (1) to examine evidence the school presents; (2) to present relevant evidence in response to the allegations; (3) to confront and cross-examine witnesses that the school makes available and who support the allegations; (4) to call witnesses who will verify your child's version of events; (5) to have an advocate present to assist in your child's appeal; and, (6) to have counsel present to represent your child. *(Refer to Appendix C: Behavior Policies, Procedures, and Matrix)*

### **Bullying/Intimidation/Harassment**

BPA prohibits unlawful harassment of any nature of any student or person. BPA believes bullying is a form of harassment. Bullying is defined as the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but is not limited to, actions such as verbal taunts, name-calling and put-downs, and the extortion of money or possessions.

Harassment may also be sexual in nature. Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to, insulting or degrading sexual remarks or conduct and inappropriate touching.

Any student who feels he/she has been subjected to any type of harassment, intimidation, bullying, or cyberbullying should report the allegations to a teacher or principal immediately. All allegations will be investigated promptly, thoroughly, and confidentially.

A school employee, student, or volunteer who witnesses or has reliable information that a student has been subject to any form of harassment, intimidation or bullying should report the incident to school administration immediately. Reports may be made anonymously.

The school prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of such nature. BPA also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying/cyber bullying.

The particular consequences for violations of this policy shall be determined by the school administrators. The Principal or designee and the Board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

### **Is it Bullying?**

When someone says or does something  
*unintentionally* hurtful and they do it once, that's

**RUDE.**

When someone says or does something  
*intentionally* hurtful  
and they do it once, that's

**MEAN.**

When someone says or does something  
*intentionally* hurtful and they *keep* doing it -  
even when you tell them to stop or show  
them that you're upset - that's

**BULLYING.**

Copied (Author Unknown)

### **Cell Phones**

Parents/Guardians should refrain from using cell phones during drop-off/pick up to ensure the safety of all students, faculty, and staff. (Drop-off/pickup area begins at the sidewalk area.)

For students, the use of smart watches, cell phones, radios, iPads, headphones, etc. is strictly prohibited during school hours. All devices should be kept out of sight and turned off.

- Cell phones may NOT be on vibrate or silent.

- Students may NOT view text messages or receive calls from parents/legal guardians on cell phones during school hours.
- Cell phones and other electronic devices may be confiscated by faculty, staff, and/or administration students fail to follow the guidelines above.

### **Child Abuse and Neglect Policy**

Under this Policy, the abuse and neglect of a child (i.e., any individual under the age of eighteen (18) years) is defined as follows:

- Physical injury not necessarily visible of a child under circumstances that indicate that a child's health or welfare is harmed or at substantial risk of being harmed;
- The observable, identifiable, and substantial impairment of a child's mental or psychological ability to function;
- The failure to provide proper care and attention to a child, including leaving a child unattended, under circumstances that indicate that the child's health or welfare is harmed or placed at substantial risk of harm; or
- Any act that involves sexual molestation or exploitation of a child (i.e., any sexual contact or conduct with a child) regardless of whether the child has physical injuries.

Any employee of BPA who has reason to believe that a child has been subjected to abuse (including sexual abuse) or neglect by any parent, guardian, adoptive parent or other person who has permanent or temporary care or custody or responsibility for the supervision of such child (including, without limitation, school employees, or any household or family member of such child), shall make a report with the proper authorities. An employee must act on the basis of any information and belief. The law gives the Reporter very little latitude, but does provide immunity from legal action.

### **Child Find Policy**

Upon request, Belton Preparatory Academy is required to evaluate the child for eligibility for special education services. A request for evaluation is known as a referral. When the school receives a referral, the school will appoint an Evaluation Planning team to determine if the child has a learning difference, and if the child needs special education services. The school locates, identifies, and evaluates all children with differences who are enrolled by their parents.

A school staff member who reasonably believes a child may be a child with a learning difference has a legal duty to refer the child, including a homeless child, to the school in which the child is enrolled. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a learning difference may also refer to the child, including a homeless child, the school or district in which the child is enrolled.

Referrals must be in writing and include the reason why the person believes the child is a child with a learning difference. A referral may be made by contacting the Special Education Coordinator at 864-392-1173 or in writing at 5901 Belton Hwy., Belton, SC 29627. BPA's Child Find Notice may be found on the school website and posted within the school lobby.

### **Communication Policy**

It is important for parents/legal guardians to notify the school if there is a change in contact information such as mailing address, phone numbers, and/or email address. BPA will make every effort to keep parents/legal guardians informed.

All written communication will be sent home in students' folders/planners. This may include, but is not limited to, student newspapers, newsletters, permission slips, conference information, report cards, special event fliers, and homework. Parents should check their child's folder/planner daily, read the contents, sign any documents needing to be returned, and send it back.

All emails will be sent to the primary email address given to the school at registration.

### **Teacher Conferences**

Parent/Teacher conferences are scheduled in the fall. Arrangements for additional conferences may be made with your child's teacher before or after school hours. You may email the teacher directly, or request a conference using their preferred method (Bloomz, Remind etc).

### **Custody Issues**

If there is a custody issue, the office needs to have legal documentation within the student's file so that BPA can follow all court and legal orders. BPA cannot take verbal ruling; all changes must be documented from a court or legal advisor. Providing this information is the parent/legal guardian's responsibility.

### **Deliveries/ Celebrations/Special Activities Policy**

**Celebratory food and drinks are allowed but must be approved by the teacher and administration three (3) days in advance. Please drop off at the front office.** Because we are a nut conscious school and due to COVID-19 , all foods must be store bought with an

ingredients list clearly visible and packaging still intact. Prior communication with the teacher is required. Parents will drop items off at the front office. For the safety of our students, parents/visitors will not be allowed to enter the classroom for the celebration.

- Parents must make arrangements with the classroom teacher at least three (3) days in advance.
- All foods must be store bought with an ingredients list clearly visible and packaging still intact.

Teachers will follow all safety and hygiene protocols while handling and distributing food items.

### **Disruptive Behavior of Non-Students**

A parent/legal guardian or other non-student may not disrupt or interfere with the operation of a public school. Persons other than students, who insult or abuse staff members or students, will be ordered to leave the school grounds at once. Any violation will be referred to the local authorities.

### **Dress Code Policy**

BPA students should display themselves neat and clean in appearance. BPA believes that the manner by which students dress has the potential to avoid unnecessary distractions in the academic environment and reflect a positive attitude and body image in academic pursuits. BPA has a set of general standards that all students will adhere to. *(Refer to Appendix D: Dress Code Standards.)*

### **Drills**

- During a **FIRE DRILL**, students will line up and leave the building in an orderly manner. Students will remain quiet and wait for the teacher to take roll when they reach their designated area. After the signal has been given, students will return to class in an orderly manner.
- During a **TORNADO DRILL**, students will go to the area designated for each classroom and assume the protective position, sitting on knees facing the wall with a book over their head. Students will refrain from talking and return to class upon hearing the signal.

- During an **EARTHQUAKE DRILL**, students will assume the position in their classroom: squatting under a desk for protection. Students will refrain from talking and wait for the signal to return to their desks.

### **Drop-off and Pick-up Policy and Procedures**

**The drop-off/pickup route begins on PEA CREEK ROAD. (Do not ENTER the school campus from the Belton Highway; however, everyone will EXIT onto Belton Highway, not from Pea Creek.)** After entering PEA CREEK ROAD, turn into the church campus, then LEFT to follow the car route around the back of the school to the awning on the front lower level entrance. Faculty and staff will be there to greet your child. Exit onto the Belton Highway. Parents/Guardians should refrain from using cell phones during drop-off/pick up to ensure the safety of all students, faculty, and staff. (Drop-off/pickup area begins at the sidewalk area.)

**Drop-Off:** Student drop-off will be at the front, lower level doors at 7:30 am. Students will report directly to their classrooms. **Parents may not drop students off and send them to class after drop off time has expired. All students must check in at the front office.**

**Dismissal Procedures:** Dismissal begins at 2: 20 for 5K & 1st grade. Dismissal begins at 2:50pm for 2nd - 6th. Each vehicle must display the BPA **Window Placard. If a Car Placard is not visible, drivers will be directed to park and/or walk into the building to pick up their students upon proof of identification.** A single blank placard is provided by the school. Additional placards are \$1.00 each. . Please contact the front office if you need assistance.

Faculty and staff will escort students to the car and *place them in the car on the **passenger side.*** **Please move the car seats of siblings to the driver's side.** Parents may not exit the car in the pickup line. You may pull into the parking lot area to buckle your child, place book bags in the trunk, etc.

**K5-1st GRADE PICKUP:** K5 and 1st grade students will be picked up at the front, lower level doors at **2:20 pm.** K5 students with older siblings will be allowed to remain with teachers until siblings are released at 2:50 pm.

**2nd - 4th GRADE PICKUP:** Students will be dismissed at **2:50 pm** at the front, lower level doors. We ask that parents of 2nd - 6th grade students wait until 2:30 pm before entering the BPA campus to pick up students so K5/1st parents will not need to pass you in the carline. (Please allow Mail Man to access mailbox during pickup.)

**5th - 7th GRADE PICKUP:** Students will be dismissed at 3:00 pm at the half circle drive at the Calvary Church Campus. We ask that parents to wait until 2:45 pm before entering

**CHANGE IN TRANSPORTATION:** Changes in transportation must be indicated in a handwritten note sent in the child's take-home folder. In case of an emergency, call the school at 864-392-1173 and contact the homeroom teacher via Bloomz/Remind to report the change in transportation. For your child's safety, adults without car placards will be required to show identification and must be on the authorized list.

**Early Dismissal** -Please make every effort to schedule your child's doctor and dental appointments after school hours. If parents/guardians have an emergency that necessitates changing their child's transportation for the day, they must call the office by 1:00pm to provide the school with any dismissal changes. **Please avoid early dismissal after 2:00 pm.** Frequent early dismissals will be addressed by the Principal and may result in an Attendance Intervention Meeting.

### **Late Pick Up**

Please make every effort to pick up your child on time. The staff will not leave students unsupervised while he or she is waiting to be picked up from school or after school activities. **Habitual tardiness to pick up students will require a parent meeting with a BPA administrator where further action will be determined.** The office will immediately contact parents of those students who are not picked up within 15 minutes after the appropriate time. (Parents/legal guardians MUST notify BPA of all **court orders** limiting a person's visitation rights with students on our campus or transportation of students off campus.)

### **Electronic Use**

Belton Preparatory Academy Preparatory offers Internet access for educational purposes. Below are the rules and procedures for students' acceptable use of the BPA electronic network.

- Students may not access the Internet without the permission and/or supervision of school personnel.
- The BPA electronic network has been established for a limited educational purpose such as but not limited to classroom activities, career development, and limited high-quality self-discovery activities, including homework.
- The BPA electronic network has not been established as a public access service or a public forum.
- BPA has the right to place reasonable restrictions on material that is accessed or posted throughout the network.



- Parent/guardian permission is required for access by all students. Access is a privilege — not a right.
- It is presumed that students will honor this agreement they and their parent/guardian have signed. BPA is not responsible for the actions of students who violate the rules of access beyond the clarification of standards outlined in this policy.
- The school reserves the right to monitor all activity on this electronic network. Students will indemnify the school for any damage that is caused by students' inappropriate use of the network.
- Students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the BPA electronic network.

### **Children's Internet Protection Act**

- It is the policy of BPA to prevent users of its computer network, access to or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications
- prevent unauthorized access and other unlawful online activity;
- prevent unauthorized online disclosure, use or dissemination of personal identification information of minors
- comply with the ***Children's Internet Protection Act*** [Pub. L. No. 106-554 and 47USC 254(h)]. *(Refer to **Appendix E: Electronic Use Guidelines.**)*

### **Inclement Weather and Emergency School Closing**

If school is closed for inclement weather or any emergency, notifications will be posted on WYFF 4, Belton Preparatory Academy's Facebook page, and REMIND. The Principal must authorize school closings. BPA will follow Anderson School District #2 closings for inclement weather.

### **FERPA (Safeguard of Student Information)**

The Family Educational Rights and Privacy Act (FERPA - 20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education and medical records maintained by the school. Parents or eligible students must submit a request for school records to the Principal. The Principal will then obtain the records from the appropriate parties and provide them to the parent.
- Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - a. School officials with legitimate educational interest;
  - b. Other schools to which a student is transferring;
  - c. Specified officials for audit or evaluation purposes;
  - d. Appropriate parties in connection with financial aid to a student;
  - e. Organizations conducting certain studies for or on behalf of the school;
  - f. Accrediting organizations;
  - g. To comply with a judicial order or lawfully issued subpoena;
  - h. Appropriate officials in cases of health and safety emergencies; and
  - i. State and local authorities, within a juvenile justice system, pursuant to specific State law.

FERPA allows schools to release “**directory information,**” i.e., student's name, address, telephone number, date and place of birth, honors and awards, photographs, and dates of attendance. BPA considers photographs to include digital images, including digital photographs and recordings related to school or school-sponsored events, activities, and special recognition, as “directory information.”

Schools must inform parents and eligible students about “directory information” and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. A parent/legal guardian or eligible student who

objects to the student's inclusion/identification in publicized school recognitions/events/activities, including on a school-maintained website/Facebook page/Twitter/other social media, or wishes to opt out of the provision for contact information must advise the Principal in writing (annually) of the specific type of directory information to withhold

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTO bulletin, **student handbook**, or newspaper article) is left to the discretion of each school.

## **Field Trips**

Belton Preparatory Academy recognizes the importance of out-of-classroom experiences for students. Each of our classes may take field trips during the year. A field trip is a journey or excursion away from school grounds, involving two or more persons, organized and/or sponsored by the school or by an authorized employee of the school for curricular relevance.

### **Guidelines for Field Trips**

- All field trips must be approved by the Principal or designee.
- All field trips must have curricular relevance and are considered part of the school day.
- The school faculty or staff member (i.e. the trip director) designated to be in charge of a field trip has the responsibility to enforce compliance with school policy by all persons participating in the field trip.

*Students with excessive behavior offenses may not be allowed to participate in the field trip.*

- The trip director is responsible for ensuring that all students are accounted for on departure, arrival at destination(s), and on return.
- The parent or guardian of each student participant must sign a Field Trip Permission Slip.
- No student is allowed to leave before the termination of the field trip without notifying the director first and then completing an Early Release Field Trip form.
- When a bus is required, all students must ride to and from the event on the school bus. Exceptions may be made if approved by the Principal.
- Younger siblings may not accompany parent chaperones on field trips.

**Administrative approval may be necessary for students who have disciplinary referrals.**

## **Firearms/Weapons**

The possession or presence of firearms, imitation firearms, knives, or other weapons are prohibited on the BPA campus or at any school-related function. No vehicles parked on school property may contain firearms, knives, or other items which are generally

considered to be weapons. The Principal will bring a recommendation for expulsion to the Board for a firearm infraction.

### **Homeless Student Rights**

BPA will provide homeless students access to educational and other services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held. A homeless student is defined as an individual who lacks a fixed, regular, and adequate nighttime residence.

BPA will immediately enroll the student even if the student is unable to produce records normally required for enrollment, such as academic records, medical records, proof of residency, or other documentation. BPA will contact the school last attended to obtain relevant academic records. BPA will maintain all records and make the records available to the student if that student enters a new school.

### **Illnesses/Contagious Conditions**

Regular school attendance is expected. However; if a student is ill, he/she should not attend school. The school must be notified if a student has a contagious condition such as, but not limited to, chicken pox, head lice, or pink eye. Parents/guardians will be called and expected to pick-up their child when the preceding symptoms are present at school. Please keep a student home in the morning if any of the following symptoms are present:

1. a fever of 100.4 degrees or higher
2. vomiting or diarrhea
3. evidence of a severe head cold, persistent cough, or sore throat
4. evidence of a suspicious rash or other contagious condition (e.g., pink eye, head lice)
5. Strep Throat (must have been taking an antibiotic for at least 24 hours before returning to school)

\*If your child is sent home from school for any of the above reasons, a doctor's note must be provided if he/she **returns to school in less than 24 hours** from the time he/she was sent home sick. Students must be symptom-free and/or properly treated for 24 hours (and/or medically cleared by your healthcare provider) before returning to school.

For Lice/Nits, the No Nit Policy must be followed. *(Refer to **Appendix F: No Nit Policy**)*

Parents/guardians will be called and expected to pick-up their child within **30 minutes** of being notified when the preceding symptoms are present at school. Parents must notify the school via email or phone if a student has a contagious condition such as, but not limited to,

chicken pox, pink eye, or head lice. (Refer to **Appendix J**: *DHEC Interim COVID-19 Guidance for Schools: Management of Suspect and Confirmed COVID-19 Cases*)

### **Individual Health Care Plan (IHP)**

Students may be authorized to self-monitor and self-administer medication as prescribed by the student's health care provider with written authorization from the parent/legal guardian for the student to self-administer medication as well as a written statement from the student's health care provider verifying that the student has a medical condition and has been instructed and demonstrates competency in self-monitoring or self-medication or both. Receipt of the written statement will authorize a student to possess and administer medication while in the classroom or on school grounds, at a school-sponsored activity, in transit to and from school or school-sponsored activities, or during, before, or after-school activities on school-operated property.

The student's IHP will contain components as required by the state department of education and will be developed with input from and approval of the following individuals:

- Student's healthcare provider,
- Parent/legal guardian,
- Student, if appropriate, and
- School nurse or other designated school staff member.

The school may revoke a student's permission to self-monitor or self-administer if the student endangers him/herself or others through misuse of the monitoring device or medication.

### **Immunizations**

A record of current immunizations is required by law for all students **within 30 days of enrollment** at BPA. Failure to present this record will result in the student's **suspension** until the record is presented to the school. This is ultimately the parent's responsibility to provide to BPA. A schedule of required immunizations can be obtained at the SC DHEC website as well as the Health Department or one's health care provider.

### **Incontinence**

All children attending BPA are expected to be potty trained before starting kindergarten. However, it is understood that accidents sometimes happen. Parents/guardians may send a change of clothes with the child in case of "accidents."

If a child accidentally urinates on himself/herself while at school, he/she can change clothes and return to class. If the child accidentally has a bowel movement on himself/herself, then he/she will be cleaned up as best as possible, as well as change his/her clothes. However, he/she will have to be sent home in order to be cleaned properly in order to prevent infection.

**Lunch/Nutrition** **Due to a lack of dining facilities**, Students bring their own lunches to school. Due to lunch being eaten in classrooms, food will not be microwaved, so please plan accordingly. Thermoses are perfect for keeping food warm. Please practice opening food items with your child at home. Make sure to include eating utensils and napkins.

BPA is committed to providing an environment that enhances the development of lifelong wellness practices and ensures that all students are fit, healthy, and ready to learn. It is recommended that student beverages reflect BPA's commitment to lifelong wellness. BPA recommends that students drink low fat or nonfat milk, water, and 100% juice with no added sweeteners for lunch. Due to individual dietary restrictions and food allergies, students at BPA are not to share food or drink items with others.

Students will not be allowed to drink from water fountains but may bring a **water bottle** that can be refilled during designated times during the day. Please label the water bottle with the child's name.

If a student forgets his/her lunch, the parent will deliver the lunch to the front office. To keep classroom disruptions at a minimum, and maintain the security of the school, parents are not to enter the classrooms to deliver lunches to students.

**MASKS:** Students may wear masks but are not mandated to do so. Faculty/staff will not be responsible for ensuring students are wearing masks.

### **Medicine Guidelines and Requirements**

Injuries or health concerns that occur outside of school should be treated at home or by students' health care providers. The school nurse or other designated staff member cannot diagnose or prescribe medications. Medicine should be given at home if at all possible. If the doctor's orders indicate that medicine must be given during school hours, it will be given by the school nurse (or a staff member designated by the nurse). Before the school nurse, or other designated staff member will administer or assist a student with medication, the parent must submit a signed, dated "Permission for Medication" form to the school nurse or other designated staff member for each new or changed medication. A

healthcare provider's original signature (not a stamped signature) will be required for prescribed medication administered at Belton Preparatory Academy. Belton Preparatory Academy will NOT give the first dose of ANY medication that the student has never received before.

One permission slip per year will suffice for medications that will be given on a long-term basis or those medications which must be administered in case of exposure to allergens, for example: adrenalin for bee stings. Medications will be administered by the school nurse or other designated school employee.

The school retains the discretion to reject requests for assisting students with medication. Neither the school district nor its personnel will be responsible for the occurrence of any adverse drug reaction when the medication has been given in the manner prescribed.

*(Refer to **Appendix G: Medicine/Equipment Guidelines and Requirements.**)*

### **Searches**

BPA reserves the right to conduct a reasonable search of areas such as backpacks, student's purses, cars, computers owned by the school or electronic devices such as but not limited to cell phones brought on school property at any time pursuant to any applicable laws or regulations. Strip searches are prohibited. School administrators will report crimes as required by law and will call local law enforcement when an administrator suspects that a crime has been committed on campus. At the time of the search, only the student and involved personnel will be present so as to maintain the student's privacy. Parents of any involved students will be notified as soon as possible if such actions are required.

### **Tobacco and Alternative Nicotine Products Policy**

**Tobacco products or alternative nicotine products by any person in school buildings, school facilities, on school campuses, and in or on any other school property owned or operated by the local school administrative unit is strictly prohibited at all times.**

Tobacco products or alternative nicotine products by persons attending a school-sponsored event at a location not listed in this subsection when in the presence of students or school personnel or in an area where smoking or other tobacco use is otherwise prohibited by law is strictly prohibited. *(Refer to **Appendix H: Tobacco and Alternative Nicotine Products Policy.**)*

### **Volunteers/Volunteer Guidelines Policy**

BPA welcomes and encourages volunteers in our school. Parents and community supporters may volunteer for committees and numerous other activities. In order for this to remain a positive experience for the volunteers, the students, and the faculty and staff of BPA, volunteers are asked to adhere to the guidelines set forth by BPA. Please respect the integrity of the classroom and arrange in advance with your child's teacher regarding days/time to volunteer. Teachers have the right to decline volunteer help at any time. **All volunteers must provide a SLED Check to the Principal before being approve. d**

### **Goals of Volunteer Program**

- To increase the quality of education that students receive
- To increase the base of volunteers, to include community and business members, retired teachers, and those with special skills to enrich and broaden the experiences of students
- To provide needed extra help to assist staff members and teachers in providing a superior education, and to stimulate community support for our students
- To regularly recognize volunteers in a fashion that never leaves them with any doubt that volunteers do make a difference

*(Refer to **Appendix I: Expectations for Volunteers.**)*

### **Visitors**

Visitors will not be allowed in areas other than the Main Office unless a conference has been scheduled. Visitors attending a conference must sign in at the front office and obtain a visitor's badge. Before leaving campus, the visitor must report back to the office to sign out and return the badge.

## **APPENDICES**

### **Appendix A: Family's, Student's, School's Responsibilities (COVID-19)**

**Family Responsibility: Notify the school immediately for COVID-19 related diagnosis or close contact.**

- Notify the school nurse and/or principal of the child's allergy or health condition.
- Work with the school allergy team to develop a plan that accommodates the child's needs in his or her environment throughout the school day, including the classroom, cafeteria, after-school care, school-sponsored activities, and on the school bus/carpool. Parents should also provide a Severe Allergy Emergency Action Plan.



- Provide a medication permission form completed by the physician.
- Provide a medical note by a physician stating that it is medically necessary for a classroom to be peanut-free if that is the case for your child.
- Provide the school with emergency contact information.
- Provide the school with up-to-date emergency medications to be stored in a secure location as decided by the school nurse and/or school allergy team and parents.
- Educate the child in self-management of his/her severe allergy or health condition including:
  - a. Safe and unsafe foods
  - b. Strategies for avoiding exposure to unsafe foods or allergens
  - c. Symptoms of reactions
  - d. Knowledge as to how and when to tell an adult or responsible friend they may be having an allergy-related problem
  - e. Proper way to read food labels
  - f. Provision of emergency medicine needed to treat the severe allergic reaction on or before the first day of school, or the next day of school after a child first learns of their severe allergy
  - g. Awareness of the guidelines/procedures by the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred

### **Students' Responsibilities:**

- Learn to recognize symptoms and take them seriously in the early stages of reaction.
- Take as much responsibility for avoiding allergens as possible, based on developmental level, including participation in planning the allergy action plan.
- Learn to read labels.
- Do not share or trade foods.
- Wash hands before and after eating.
- Promptly inform an adult if you suspect that you have contacted an allergen.
- Develop trusting friendships with peers and ask them for help if needed.
- Report teasing or harassment immediately.

### **School's Responsibility:**

- Be knowledgeable about, and follow applicable federal laws, including ADA, IDEA, Section 504, FERPA and any SC laws or district policies or guidelines that apply.
- Review the health records submitted by parents and physicians.
- Identify a school allergy team of, but not limited to, designated school employee, teacher, and administrator to work with parents and the student (age appropriate) to establish a prevention plan. Changes to the prevention plan to promote allergy/health management should be made with the school allergy team's input.

- Include students with food allergy or health conditions in school activities. Students should not be excluded from school activities solely based on their severe allergy or health condition.
- Instill confidence in students by demonstrating awareness and understanding of the seriousness of food allergy or health condition. Do not define the student by his/her food allergy(s) or health condition(s); rather, take the allergy or health condition into consideration when applicable.
- Assure that all teachers understand the allergy, can recognize symptoms, know what to do in an emergency, and work with other staff to reduce the risk of exposure of allergens in the meals, educational tools, arts and craft projects, or incentives of the student with allergies.
- Review the Severe Food or Sting Emergency Action Plan before an allergic reaction occurs to assure the efficiency/effectiveness of the plan.
- Coordinate with the designated school employee to be sure that emergency medications (provided by the parent) are ordered by a physician and stored properly. The epinephrine or other medications will be stored in location(s) agreed upon by the school nurse, or designated school employee, school allergy team and parents, with appropriate photo identification. Students with food allergies are allowed to carry their own epinephrine or emergency medications, if age appropriate, after approval from the student's physician, parent, and school nurse/designated school employee.
- Designated school personnel will be properly trained to administer medications in accordance with the SC Nursing and Good Samaritan Laws governing the administration of emergency medications.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day, school bus, and/or after school care/activities.
- In the event buses are used, ensure that all school bus drivers' training includes symptom awareness and what to do if a reaction occurs and enforce a "no eating" policy on school buses with exceptions made to accommodate special needs under federal and state law (students with Diabetes would be allowed to eat if blood sugar was low.)
- Discuss field trips with the family of the student with food allergies to decide appropriate strategies for managing the allergy.
- Follow federal/state/district laws and regulations regarding sharing medical information about the affected student.

### **Appendix B: Nut Conscious Facility**

Belton is a "nut conscious" school. Teachers will be informed of student allergies by the school nurse. At the beginning of the school year, parents will be notified if their child is in a class with a student who has a known peanut/tree nut allergy. No food containing peanut

or nut ingredients may be brought into this classroom. This includes lunches and celebratory food. For classes without nut allergies, food containing nuts will be allowed.

### **Appendix C: Behavior Policies, Procedures, and Matrix**

BPA will require good manners, respect for self and others, an appreciation for property, honesty, punctuality, reliability, and responsibility from all students, staff, parents, and community participants. We believe that teachers are important to each student, and each student has a right to learn in a safe and supportive environment. We fully expect the focus on ethics and individual responsibility to lead to an environment where good character is important to all. BPA's intention is to praise rather than to reprimand whenever possible. However, if redirection is necessary due to disruptions to others' learning experiences, offense guidelines will be enforced.

Behavior definitions

Cheating is defined but not limited to: **Willful or deliberate or unauthorized use of another person's work for academic purposes, or unauthorized use of notes or other material or any form of communication in the completion of an academic assignment or test. In addition to disciplinary responses, the student may receive no credit for the assignment, test, or exam at the discretion of the teacher.**

Lying is defined but not limited to: **The act of making false or misleading written and/or verbal communication to a school staff member with either the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member.**

Bullying is defined but not limited to: **Abusive behavior between or among students - Such as teasing, name calling, gossiping, spreading or starting rumors, and purposely embarrassing or humiliating another student, profane, obscene, or abusive language/materials: The use of either oral, written or bodily language (including designations or abbreviations that connote offensive meaning), electronic messages, computers, gestures, objects, or pictures which are disrespectful or socially unacceptable, and which tend to disrupt the school environment, a school function, or an extracurricular activity.**

BPA has adopted a description of violations defined as Class I, II, or III offenses. The school has determined that students who exhibit any Level I offense will be subject to primarily school-based action. Should Level I offenses become habitual, offenses may escalate to Level II which may carry out-of-school consequences. A Level II violation will result in an in-school suspension or temporary suspension from BPA for up to 10 days. Any student

receiving a total of *three* (3) out-of-school suspensions totaling 10 days or more within a current academic year, or committing any Class III offense, may be expelled from the school. The BPA School Board and school administration will make decisions regarding the future status of this student's enrollment.

Day-to-day application of the discipline code will be the responsibility of the teacher and Administration. Disciplinary issues will be evaluated on a case-by-case basis, and an appeal procedure will be available for consideration by the Managing Director and the BPA Board. All Level III offenses will be automatically appealed.

The classroom teacher will make every effort to correct the student's behavior before issuing an office referral. Teachers have approved behavior plans, stating expectations and consequences that will be shared with parents within the first 10 days of school.

**The following Discipline Matrix serves as a guide for disciplinary procedures. Administration reserves the right to determine appropriate disciplinary actions.**

### **Level I OFFENSES**

| <b>Student Code of Conduct Matrix</b>  |                 |                        |                        |                        |
|--|-----------------|------------------------|------------------------|------------------------|
| <b><u>Level I: Behavioral Misconduct</u> - Behavioral misconduct is defined as those activities engaged in by student(s) which tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which interrupt the classroom or school. The provisions of this regulation apply not only to within-school activities, but also to student conduct on school bus transportation vehicles during school-sponsored activities.</b> |                 |                        |                        |                        |
| <b>Code</b>  | <b>Offenses</b> | <b>1st Consequence</b> | <b>2nd Consequence</b> | <b>3rd Consequence</b> |

|      |                        |  |   |  |
|------|------------------------|--|---|--|
| 1.01 | <b><u>Cheating</u></b> | <ul style="list-style-type: none"> <li>-Parent contact;</li> <li>-Written reflection;</li> <li>-MAY retake using a different test/assignment with the same material with a possible cap on earned credit determined by the teacher.</li> </ul> | <ul style="list-style-type: none"> <li>-Parent Contact;</li> <li>-Intervention meeting with teacher, administration, and interventionist;</li> <li>-Redemption Plan</li> <li>-May retake and conditions to be determined by the teacher.</li> </ul> | <ul style="list-style-type: none"> <li>-Parent Conference.</li> <li>-May receive a zero on assessment.;</li> </ul>   |
| 1.02 | <b><u>Lying</u></b>    | <ul style="list-style-type: none"> <li>-Parent contact;</li> <li>-Written reflection;</li> </ul>   | <ul style="list-style-type: none"> <li>-Parent contact;</li> <li>-Redemption Plan</li> <li>May receive detention;</li> </ul>  | <ul style="list-style-type: none"> <li>-Parent conference each time.</li> <li>-May serve multiple detentions or suspension</li> </ul>                            |
| 1.03 | <b><u>Bullying</u></b> | <ul style="list-style-type: none"> <li>-Parent contact;</li> <li>-Written reflection;</li> </ul>   | <ul style="list-style-type: none"> <li>-Parent contact;</li> <li>May receive detention;</li> <li>-Redemption Plan</li> </ul>  | <ul style="list-style-type: none"> <li>-Parent conference each time.</li> <li>-May serve multiple detentions or suspension.</li> <li>-Redemption Plan</li> </ul> |

|      |  |   |  |   |
|------|--|---|--|---|
| 1.04 | <p><b><u>Failure to comply with directives from school/district personnel or agents (to include volunteer aides or chaperones)</u></b> -</p> <p>Insubordination, refusal or failure to comply with a direction or an order from a school employee.</p> | <p>Parent contact;</p> <p>-Written reflection;</p>  | <p>--Parent contact;</p> <p>-Redemption Plan</p> <p>May receive detention;</p> |   |
| 1.07 | <p><b><u>Avoiding class</u></b> - If a student is absent from class/activity without permission from the teacher or authorization from administration to do so.</p>  | <p>Parent contact;</p> <p>-Written reflection;</p>  | <p>--Parent contact;</p> <p>-Redemption Plan</p> <p>May receive detention;</p> | <p>Parent Contact each time. May be escalated to a Level II offense</p> |
| 1.10 | <p><b><u>Violation of Uniform Dress Code - child who is not in compliance to dress code set forth by BPA</u></b></p>   | <p>-Parent contact;</p> <p>-Written reflection;</p> | <p>Parent to bring proper uniform attire</p>                                   | <p>Parent to bring proper attire;</p> <p>Parent/Admin Conference</p>    |
| 1.11 | <p><b><u>Horseplay, roughhousing, wrestling, pushing, scuffling, clowning, or acting out</u></b></p>   | <p>-Parent contact;</p> <p>-Written reflection;</p> | <p>--Parent contact;</p> <p>-Redemption Plan</p> <p>May receive detention;</p> | <p>-Detention;</p> <p>-Parent conference</p>                            |
| 1.13 | <p><b><u>Disrespect or rude behavior toward adults:</u></b></p> <p>Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior.</p>                        | <p>-Parent contact;</p> <p>-Written reflection;</p> | <p>--Parent contact;</p> <p>-Redemption Plan</p> <p>May receive detention;</p> | <p>-Detention;</p> <p>-Parent Conference</p>                            |

|      |   |  |   |                    |
|------|---|--|---|--------------------|
| 1.16 | <u>Repeated acts of classroom disruptions of misconduct which interferes with the orderly operation of the classroom including but not limited to excessive or disruptive talking, throwing objects, verbal exchanges, arguing, passing notes, etc.</u> | -Parent contact;<br>-Written reflection; | --Parent contact;<br>-Redemption Plan<br>May receive detention; | Parent Conference. |
| 1.17 | <u>Behavior that puts safety at risk</u>  | -Parent contact;<br>-Written reflection; | --Parent contact;<br>-Redemption Plan<br>May receive detention; | Parent Conference. |

## Level II OFFENSES

### Student Code of Conduct Matrix

**Level II: Behavioral Misconduct - Disruptive conduct is defined as those activities engaged in by the student(s) which are directed against persons or property, and the consequences of which tend to endanger the health or safety of oneself or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings. Behavioral misconduct (Level I) may be reclassified as disruptive conduct (Level II) if it occurs three or more times. The provisions of this regulation apply not only to within-school activities, but also to the student conduct on school transportation vehicles, and during other school-sponsored activities. Consequences MAY RESULT IN OUT OF SCHOOL SUSPENSIONS.**

| Code | Offenses | 1st Consequence | 2nd Consequence | 3rd Consequence |
|------|----------|-----------------|-----------------|-----------------|
|------|----------|-----------------|-----------------|-----------------|

|      |  |   |  |   |
|------|--|---|--|---|
| 2.01 | <p><b><u>Violation of a Level I intervention plan and/or behavioral contract;</u></b><br/> <b><u>Repeat offender of a Level I offense;</u></b><br/> <b><u>Repeated misconduct which tends to disrupt an orderly school environment or extracurricular/co curricular activity.</u></b></p>  | Parent conference and possible detention                              | Parent conference with possible suspension | Parent conference with possible suspension or expulsion |
| 2.02 | <p><b><u>Threatening:</u></b> The verbal, written, electronic, conduct, action or physical threat to <b>kill or any act of violence which may cause death</b> and creates fear or apprehension in that person that such violence is a serious expression of intent to cause present or future harm, along with the individual having the capability to actually carry out the threat</p> | Parent conference and possible detention                              | Parent conference with possible suspension | Parent conference with possible suspension or expulsion |
| 2.03 | <p><b><u>Fighting</u></b> - Minor physical contact between two or more students which is harmful or disruptive. Self-defense is described as an action taken to block an attack by another person or to shield oneself from being hit by another person. Retaliating by hitting a person back is not self-defense and will be considered as fighting.</p>                                | Parent contact and possible detention                                 | Parent conference with possible suspension | Parent conference with possible suspension or expulsion |
| 2.04 | <p><b><u>Vandalism</u></b>- the willful or malicious destruction, damage, or defacement of school property or the property of others including the acts of defacing with graffiti, keying, or scratching a car, or trashing a room resulting in damages.</p>   | Parent Contact; Restitution of property and damages where appropriate | Parent conference with possible suspension | Parent conference with possible suspension or expulsion |



|      |  |   |  |   |
|------|--|---|--|---|
| 2.05 | <b><u>Stealing:</u></b> Taking the property of another person or school without permission   | Parent Contact; Restitution of property and damages where appropriate | Parent Contact;; Restitution of property and damages where appropriate | Parent conference with possible suspension or expulsion |
| 2.06 | <b><u>Threats against others</u></b> - or intimidation: The verbal or physical threat to do harm or violence to another student(s) or to the property of another person. Any verbal, written, or printed communication maliciously threatening any injury to the person, property, or reputation of another, with or without the intent to extort money or any pecuniary advantage whatsoever; or with intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will. | Parent contact and possible detention                                 | Parent conference and possible suspension                              | Parent conference with possible expulsion               |
| 2.07 | <b><u>Trespass - Unauthorized entry into school property, a school function, or extracurricular/co-curricular activity and/or remaining after the administrator or designee has directed such person to leave that location</u></b>  | Parent contact and possible detention                                 | Parent conference and possible suspension                              | Parent conference with possible suspension or expulsion |

|      |   |                                       |   |   |
|------|---|---------------------------------------|---|---|
| 2.08 | <p><b><u>Cruelty:</u></b><br/>Directing obscene, profane, offensive or abusive language to school employee or another student: Any behavior offensive to common propriety or decency directed to a school employee including, but not limited to, any verbal, written, electronic, or physical conduct such as threats, bullying, slurs, innuendos, or harassment, which has the purpose or effect of creating an intimidating, hostile, or offensive educational environment</p> | Parent contact and possible detention | Parent conference and possible suspension | Parent conference with possible suspension or expulsion |
| 2.10 | <p><b><u>Possession of Firearm Facsimiles: Possession, sale, or discharge of any facsimile, toy-type replica of a firearm or empty shell</u></b></p>  | Parent contact; Confiscate items.     | Parent conference and possible suspension | Parent conference with possible suspension or expulsion |
| 2.11 | <p><b><u>Illegally occupying or blocking in any way school property</u></b> with the intent to deprive others of its use</p>  | Parent contact and possible detention | Parent conference and possible suspension | Parent conference with possible suspension or expulsion |
| 2.12 | <p><b><u>Unlawful assembly, publications, etc.: Demonstrations and/or petitions by students, or possession and/or distribution of unauthorized publications, including misuse of electronic messages or computers which interfere with the orderly process of the school environment, a school function, or extracurricular/co-curricular activity.</u></b></p>   | Parent contact and possible detention | Parent conference and possible suspension | Parent conference with possible suspension or expulsion |

|      |   |                                       |   |   |
|------|---|---------------------------------------|---|---|
| 2.13 | <b>Disrupting lawful assembly</b>   | Parent contact and possible detention | Parent conference and possible suspension | Parent conference with possible suspension or expulsion |
| 2.14 | <b>Inappropriate use of technology</b> (e.g., bullying, harassing, or intimidating other students or district employees, plagiarizing copyrighted materials, and accessing inappropriate websites)  | Parent contact and possible detention | Parent conference and possible suspension | Parent conference with possible suspension or expulsion |
| 2.15 | <b><u>Use or Possession of a wireless cell phone device inconsistent with school board policy: Wireless cell phones may be brought to school, but must be kept out of sight and in the "off" position/mode while on school property during school hours (while classes are in session) as well as during school activities and on field trips. Use of a wireless communication device may include the imposition of criminal penalties if the device is used in a criminal act. (Any student who chooses to bring a wireless communication device to school shall do so at his/her risk.)</u></b> | Parent contact and possible detention | Parent conference and possible suspension | Parent conference with possible suspension or expulsion |

|      |   |                                       |   |   |
|------|---|---------------------------------------|---|---|
| 2.17 | <b><u>Unauthorized video or sound recording of other students or BPA Staff.</u></b>   | Parent contact and possible detention | Parent conference and possible suspension | Parent conference with possible suspension or expulsion |
| 2.25 | <b><u>Inciting, leading, or participating in any act which substantially disrupts the orderly conduct of school or a school function.</u></b> This may also include any false accusations made by a student that jeopardizes the professional reputation, employment, or professional certification of a school employee. | Parent contact and possible detention | Parent conference and possible suspension | Parent conference with possible suspension or expulsion |
| 2.26 | <b><u>Smoking and other use of tobacco products or alternative nicotine products</u></b>  | Parent contact and possible detention | Parent conference and possible suspension | Parent conference with possible suspension or expulsion |
| 2.28 | <b><u>Conspiracy - Creating or organizing a conspiracy of any kind with regard to the school and/or its' employees. Intentionally making false accusations that jeopardize the professional reputation, employment, or professional certification of a teacher or other member of the school staff</u></b>                | Parent contact and possible detention | Parent conference and possible suspension | Parent conference with possible suspension or expulsion |

|      |  |                                       |   |   |
|------|--|---------------------------------------|---|---|
| 2.54 | <p><b><u>Extortion:</u></b> The willful malicious threat of harm, injury, or violence to the person, property, or reputation of another with the intent to obtain money, information, services, items of material worth, or to cause fear</p>  | Parent contact and possible detention | Parent conference and possible suspension | Parent conference with possible suspension or expulsion |
| 2.55 | <p><b><u>Sexual Harassment - Any unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, electronic, or physical contact of a sexual nature when submitting to or rejecting the conduct, which affects or unreasonably interferes with the learning environment or creates an intimidating, hostile, or offensive educational environment. It includes, but is not limited to, sexually-oriented jokes, verbal/physical touching, pinching, patting, sexually-oriented kidding, teasing, using language that has a double meaning and is sexually suggestive.</u></b></p> | Parent contact and possible detention | Parent conference and possible suspension | Parent conference with possible suspension or expulsion |

|      |  |                                       |   |   |
|------|--|---------------------------------------|---|---|
| 2.56 | <p><b><u>Harassment - Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or employee in fear of harm to his/her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.</u></b></p> | Parent contact and possible detention | Parent conference and possible suspension | Parent conference with possible suspension or expulsion |
| 2.57 | <p><b><u>False 911 Call/ False Fire Alarm - Making a false call to 911 services from school or personal phone; the willful and/or malicious activation of a fire alarm system or the willful and/or malicious reporting of a false fire</u></b></p>  | Parent contact and possible detention | Parent conference and possible suspension | Parent conference with possible suspension or expulsion |
|      | <p><b>Disclaimer: Due to the serious nature of these offenses, administration reserves the right to increase the level of consequences to fit the severity of the offense.</b></p>   |                                       |   |   |

**Level III OFFENSES**

| <b>Student Code of Conduct Matrix</b>  |  |
|--|--|
| <b>Level III: Behavioral Misconduct - Criminal conduct is defined as those activities engaged in by student(s) which result in violence to oneself or another's person or property or which pose a direct and serious threat to the safety of oneself or others in the school. When school officials have a reasonable belief that students have engaged in such activities, then these activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of the Resource Officer or other local law enforcement authorities, and/or action by the local school board. The provisions of this regulation apply not only to within-school activities, but also to student conduct on school transportation vehicles, and during other school-sponsored activities.</b> |  |
| <b>Discipline Code</b>   | <b>Offenses - Due to the severity and nature of these offenses, there is no step progression for consequences. These matters will be handled on a case-by-case basis. The school will notify authorities and will follow law enforcement's directions and legal counsel.</b> |
| 3.01   | <b><u>Assault and battery that poses a serious threat of injury or results in physical harm -</u></b>  |
| 3.02   | <b><u>Extortion</u></b>  |
| 3.03   | <b><u>Threat of the use of a destructive device (bomb, grenade, pipe bomb, or similar device)</u></b>  |
| 3.04   | <b><u>Possession, use, or transfer of dangerous weapons</u></b>  |
| 3.05   | <b><u>Sexual Offenses</u></b>  |
| 3.06   | <b><u>Vandalism (second offense) the willful or malicious destruction, damage, or defacement of school property or the property of others including the acts of defacing with graffiti, keying, or scratching a car, or trashing a room resulting in damages</u></b>         |

|      |  |
|------|--|
| 3.07 | <b><u>Theft, possession, or sale of stolen property - Larceny/Theft over \$300 - The act or attempted act of taking, carrying, or riding away of property from the possession or constructive possession of another person.</u></b>                              |
| 3.08 | <b><u>Breaking and Entering - The unlawful and willful entry or attempted forcible entry of any school property, or the personal property of students and/or school personnel</u></b>  |
| 3.08 | <b><u>Arson - The willful and/or malicious burning of, or attempt to, burn or destroy school property, contents (in or on the property), or personal property of others.</u></b>   |
| 3.09 | <b>Furnishing or selling unauthorized substances as defined by law and/or local school board policy</b>  |
| 3.10 | <b>Furnishing , selling, or possession of controlled substances (drugs, narcotics, poison)</b>   |
| 3.11 | <b>Illegal use of technology (e.g., communicating a threat of a destructive device, weapon. or event with the intent of intimidating, threatening, or interfering with school activities and maliciously transmitting sexual images of minors and the like.)</b> |
| 3.12 | <b>All other Level III behavioral misconduct which result in violence to oneself or another's person or property or which pose a direct and serious threat to the safety of oneself or others in the school.</b>   |

**Safe Harbor Note:** Any student who inadvertently possesses or finds a weapon or substance, which may subject the student to a possible expulsion, may or may not be recommended for these sanctions if the student voluntarily surrenders the property to a school staff person prior to discovery by another person. This should be done as soon as the student realizes that he/she is in possession of or has knowledge about the weapon or substance.

### **Procedural Process for Student Discipline Hearing**

- With regard to the procedural process at the student discipline hearing, the hearing will begin with the administration presenting information in support of its recommendation that the student be expelled from BPA.



- Among other things, the administration may seek to introduce information about the incident(s) leading to the recommendation, such as any statements or other materials gathered in the investigation of the incident(s), the student's prior disciplinary records, and information regarding the student's grades and attendance.
- Following the administration's presentation, the parent/legal guardian will be provided an opportunity to ask questions of the administration's witnesses.
- After the administration concludes its presentation, the parent/legal guardian will be given an opportunity to present the student's case. The parent/legal guardian's case may consist of written statements or other materials, in addition to any testimony offered by the student and witnesses on the student's behalf.
- Following the parent/legal guardian presentation, the administration will also be allowed an opportunity to ask questions of the student and/or any witnesses presented. Each side's presentation will be limited to twenty minutes and each side's opportunity to ask questions of the other side's witnesses will be limited to ten minutes.
- Following both presentations, the Board will have an opportunity to ask questions. The Board will then deliberate and return to open session to issue a decision. The student's name will not be used in an open session.
- BPA will provide the parent/legal guardian with all documents the principal has provided the Board to consider in connection with the recommendation to expel the student for the remainder of the school year.
- BPA will request that the parent/legal guardian provide the Board with copies of any documents the parent/legal guardian would like the Board to consider at the hearing 48 hours before the hearing. This information will be shared with the Principal.
- The Board expects all participants to be civil and maintain appropriate decorum at all times during the hearing. The Board will confirm its decision in writing with both parties within ten days of the hearing.
- The parent/legal guardian may contact the Board chair if he/she has any questions regarding the student discipline procedural process.

#### **Appendix D: Dress Code Standards**

### **BPA Dress Code Standards**

**2023-2024**

Each student is responsible for purchasing and maintaining the uniform of BPA, which shall consist of (as applicable to boys or girls), Many of our parents shop for uniform sales at Walmart, Old Navy, French Toast, JC Penny, Target, and Kohl's, both online and in stores. You may also order polos with logos online from School Belles. See website for more information.

Each student is responsible for purchasing and maintaining the uniform of BPA, which shall consist of (as applicable to boys or girls).

You may also purchase polos and take them to Three Girls Design in Honea Path to be embroidered. This is the only local vendor with rights to BPA's logo.

- **Polo Shirt with Logo:** solid navy, white, light gray, kelly green
- **Pants, Shorts, Skirt:** solid khaki or navy
- **Dress, Jumper:** solid khaki or navy (Solid white blouse or school polo may be worn under jumper.)
- **Sweat Shirts:** may be crewneck or hoodie style, **must** be school colors (solid navy, light gray, or Kelly green), BPA Crest/Logo, OR Collegiate Team/School.
- **Tights:** solid white, tan, navy (no fishnet or mesh material)
- **Socks:** worn with shorts, skirts, or dresses. Preferred colors are white, navy, tan, or gray
- **Shoes:** tennis shoes, street shoes, boots, sandals (no flip flops, bedroom shoes, or shoes with lights or wheels)

#### **STUDENTS WILL WEAR PE UNIFORM OR THEIR PE DAYS**

- **PE Shorts:** black, navy, or gray
- **PE Athletic Pants:** black, navy, or gray
- **PE T-shirt:** BPA gym shirt. Order through Schoolbelles.
- **PE Shoes:** tennis shoes, no lights or wheels, no crocs
- Coats and Sweaters are not required to be school colors.

#### **Shirts:**

- Abdomen, chest, and back must be covered at all times.
- Shirts, though recommended to be tucked in, can be untucked as long as the shirt does not extend below the lower hip and does not result in a disheveled appearance.

#### **Pants:**

- Back pockets must be at hip level.
- Pants should not drag the floor.
- Holes are not permissible.

#### **Skirts, skorts, dresses, and shorts:**

- Hemline should be **no higher than 3 inches above the knee OR hem is as long as the tip of the middle finger..**
- **Spandex leggings** are not to be worn with shorts, skorts, skirts, or dresses.

#### **Coats and hats:**

- No hats, headgear of any type, hoods, or sunglasses are to be worn inside the building.

#### **Hair:**

- Hair is to be neat and well groomed.
- Hair color may not be unnatural colors such as pink, blue, purple, orange, etc.

#### **Piercing, Body Art, and Jewelry:**

- For girls, body piercing must be limited to the earlobes with no more than 2 sets of earrings.
- Boys may NOT wear earrings.
- Any other piercings must not be visible.

- Spiked collars, spiked wristbands, and spiked belts are prohibited.
- Body art, to include but not limited to temporary tattoos, marker paintings, etc., is not permissible.

**Other:**

- Students may not wear clothing that is grunge, ripped, torn, bleach spotted, or see-through.
- Undergarments should not be visible.
- Students will not wear clothing that is excessively large or baggy or unduly tight or form fitting.

## **Appendix E: Electronic Communication Guidelines**

### **Access to Inappropriate Material**

To practical extent, technology protection measures (or Internet filters) will be used to block or filter access to inappropriate information from the Internet or other forms of electronic communications.

Specifically, as required by the **Children’s Internet Protection Act**, blocking will be applied to visual depictions of material deemed to be obscene, or to be child pornography, or to any material deemed to be harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To practical extent, steps will be taken to promote the safety and security of users of the BPA’s online computer network when using electronic mail, chat rooms, instant messaging and other forms of electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes (a) unauthorized access, including so-called “hacking” and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Education, supervision and monitoring**

It shall be the responsibility of all members of the BPA staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act and Protecting Children in the 21<sup>st</sup> Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Information Technology or designated representatives.

### **General Unacceptable Behavior**

While utilizing any portion of the BPA electronic network, unacceptable behaviors include, but are not limited to, the following:

- Students will not play games, use IM, email, listen to music or any other activities, applications or functions during class time, unless expressly approved by a teacher for the educational goals of that particular course and during that particular class.
- Students will not post information that, if acted upon, could cause damage or danger of disruption.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use criminal speech or speech in the course of committing a crime, such as threats to the President, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Students will not use speech that is inappropriate in an educational setting or violates school rules.
- Students will not abuse network resources such as sending chain letters or "spamming."
- Students will not display, access or send offensive messages or pictures.
- Students will not use the BPA electronic network for commercial purposes. Students will not offer, provide, or purchase products or services through this network.
- Students will not use the BPA electronic network for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.
- Students will not attempt to access non-instructional school systems, such as student information systems or business systems.
- Students will not use any wired or wireless network (including third party internet service providers) with equipment brought from home. Example: The use of a home computer on the network or accessing the internet from any device not owned by the school

- Students will not use school equipment, network, or credentials to threaten employees or cause a disruption to the educational program.
- Students will not use the equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Students will not tamper, alter or delete any of the software that BPA installs on the student's computer until such time as the license expires or the student receives express permission to do so.

**E-Mail**

- Students may be provided with e-mail accounts for specific educational projects or activities.
- Students will not establish or access Web-based email accounts on commercial services through the school network unless such accounts have been approved for use by the individual school.
- Students will not repost a message that was sent to them privately without the permission of the person who sent them the message.
- Students will not post private information about another person.

**World Wide Web**

- Access to information for students on the Web will generally be provided through prescreened sites and in a Manner prescribed by BPA administration and staff.

**Real-time, Interactive Communication Areas**

- Students may not use chat or instant messaging unless under the direct supervision of a teacher or in a moderated environment that has been established to support educational activities and has been approved by the BPA Managing Director.

**Web Sites**

- Students may be identified by their full name with parental approval. Group or individual pictures of students with student identification are permitted with parental approval.
- Material placed on student Web pages are expected to meet academic standards of proper spelling, grammar and accuracy of information.
- Material (graphics, text, sound, etc.) that is the ownership of someone other than the student may not be used on Web sites unless formal permission has been obtained.
- All student Web pages should have a link back to the homepage of the classroom, school or school district, as appropriate.

**Personal Safety While on the Internet**

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
- Students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or without specific building administrative approval.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.

### **System Security**

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person.
- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Students will not attempt to gain unauthorized access to any portion of Belton Preparatory Academy electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access Web sites blocked by school policy, including the use of proxy services, software, or Web sites.
- Users will not use sniffing or remote access technology to monitor the network or other users' activity.

### **Software and File**

- Software is available to students to be used as an educational resource. No student may install, upload or download software without permission from the school technology department.
- A student's account may be limited or terminated if a student intentionally misuses software on any school-owned equipment.
- Files stored on the network and on individual computers are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the Belton Preparatory Academy electronic network may lead to

discovery that a student has violated this policy or the law. Students should not expect that files stored on school servers are private.

### **Technology Hardware**

- Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the school technology department.

### **Digital Vandalism**

- Any malicious attempt to harm or destroy data, the network, or other network components connected to the network backbone, hardware or software will result in cancellation of network privileges. Disciplinary measures in compliance with the school's discipline code and policies will be enforced.

### **Copyright Infringement**

- School policies on copyright will govern the use of material accessed and used through the school system.
- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document on the system, or must be obtained directly from the author.

### **Student Rights**

- Students' right to free speech applies to communication on the Internet. Belton Preparatory Academy electronic network is considered a limited forum, similar to the school newspaper, and therefore the school may restrict a student's speech for valid educational reasons. The school will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed.
- An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

### **Due Process**

- The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school network.
- In the event there is an allegation that a student has violated the school's acceptable use regulation and policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a

neutral administrator (or the student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).

- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.
- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

### **Limitation of Liability**

- The school makes no guarantee that the functions or the services provided by or through the school network will be error-free or without defect. The school will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
- The school is not responsible for the accuracy or quality of the information obtained through or stored on the network. The school will not be responsible for financial obligations arising through the unauthorized use of the network.

### **Violations of this Acceptable Use Policy**

- Violations of this policy may result in loss of computer use, loss of access as well as other disciplinary or legal action. Students' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to the following:
  1. Use of school network only under direct supervision,
  2. Suspension of network privileges,
  3. Revocation of network privileges,
  4. Suspension of computer privileges,
  5. Suspension from school,
  6. Expulsion from school, and/or
  7. Legal action and prosecution by the authorities.
- The particular consequences for violations of this policy shall be determined by the school administrators. The Principal or designee and the board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

## **Appendix F: No Nit Policy**



Belton Preparatory Academy recognizes that good physical health goes hand in hand with good academic performance. Health problems may prevent a child from achieving his/her fullest potential. Unfortunately, many such difficulties go undetected for years. If a teacher or any member of the faculty or administration suspects a child of having head lice or nits, he/she will notify the school nurse or principal's designee. At the school nurse or principal's discretion, school personnel will contact the parent/legal guardian to pick up the child from school. The parent/legal guardian will be notified by telephone or in writing with recommendations for treatment procedures.

### **READMISSION TO SCHOOL**

The student who meets the following conditions will be readmitted to school:

- The student shows evidence of treatment as determined by the school
- The student passes a physical screening by the school nurse or principal's designee that shows the absence of head lice or nits. At no time will a student be allowed to return to school without proof of treatment and screening. Any student who is absent for more than three (3) days to treat head lice or nits must present a doctor's or nurse's note for the days to be considered as excused absences.

### **Appendix G: Medicine/Equipment Guidelines**

#### **Prescription Medicine/Equipment**

All prescription medications must be in the original prescription bottle and labeled with the student's name, date, name of medicine, dose, and time it is to be given. A parent/guardian must bring the medicine to school and sign a form authorizing the nurse, or other designated school employee, to administer the medicine. If a student is found with prescription medicine on his/her person, the medicine will be confiscated and held in the office until a parent or guardian can pick up the medicine or sign a permission form for the medicine to be dispensed at school. The student may not carry controlled substances such as prescription pain medicine, Ritalin, Adderall, and others to school. Parents must bring these to the nurse/designated staff member and sign permission for them to be given. There are serious legal consequences for students who are carrying these kinds of medicines at school.

**Crutches/ Wheelchair policy:** If your child requires use of crutches or a wheelchair at school, a medical note is required. A designated student, assigned by each teacher, will assist with transporting book bags and students will be allowed to leave 5 minutes early from class.

A doctor's written authorization is required for the following:

1. Prescription medicine that is to be given daily on a long term basis

2. Emergency medicine such as bee sting kits or epi-pens
3. Self-administration of certain medicines (such as an inhaler for asthma)
4. Usage of any medical equipment (such as wheelchairs, crutches, etc.)

**Over-the-Counter Medicines:**

1. The parent/guardian must bring the medicine to the Health Room and sign a form authorizing the nurse (or a designated staff member) to administer the medicine.
2. All medicine must be in the original package with the full label intact.
3. Only the dose listed on the package as appropriate will be given.

Students found to be in possession of medicine at school will be subject to the discipline code.

Parents should complete and return the health update sheet as soon as possible. A new update should be filled out each year. Parents/Guardians should call the school nurse, or designated school staff member, if their child's health status changes during the school year.

**Appendix H: Tobacco and Alternative Nicotine Products Policy**

Tobacco products or alternative nicotine products by any person in school buildings, school facilities, on school campuses, and in or on any other school property owned or operated by the local school administrative unit is strictly prohibited at all times. Tobacco products or alternative nicotine products by persons attending a school-sponsored event at a location not listed in this subsection when in the presence of students or school personnel or in an area where smoking or other tobacco use is otherwise prohibited by law is strictly prohibited.

- Adequate notice will be given to students, parents or guardians, the public, and school personnel of the policy
- Signs prohibiting at all times the use of tobacco products to include vaping and/ or alternative nicotine products by any person in and on school property will be posted.
- School administrator or designee is required to enforce the policy, including appropriate disciplinary action

Disciplinary actions for violating the policy may include, but not limited to:

- *for students:* administrator and parent or legal guardian conference, mandatory enrollment in tobacco prevention education or cessation programs, community service, in-school suspension, suspension for extracurricular activities, or out-of-school suspension.
- *for staff:* verbal reprimand, written notification in personnel file, mandatory enrollment in tobacco prevention education, voluntary enrollment in cessation programs, or suspension
- *for contract or other workers:* verbal reprimand, notification to contract employer, or removal from school property

· *for visitors*: verbal request to leave school property or prosecution for disorderly conduct for repeated offenses

Reference

Act 25 of 2019 (H. 3420 – Youth Access to Tobacco Prevention Act of 2006)

Section 59-1-380

## **Appendix I: Volunteer Expectations**

### **Confidentiality**

As a matter of professional ethics, volunteers do not discuss teacher, student or school affairs with other people. It is extremely important that confidentiality be upheld at all times and this does extend to public (social) media formats such as Facebook and Twitter. Administrators have the same expectations of confidentiality from volunteers as they do from the rest of the Belton Preparatory Academy staff. Volunteers are not to take pictures or videos of students.

### **Dependability**

Teachers and staff members rely on the services performed by volunteers. If a volunteer is unable to volunteer on his/her scheduled day or time, it is extremely important that he/she contact Belton Preparatory Academy so other arrangements can be made.

### **Emergency Drills**

Volunteers must follow the same procedures as staff, including leaving the building. In case of a real emergency, office staff will give the sign-in sheets to the emergency crews, so volunteers should remember to sign out upon leaving for the day.

### **Entrances & Exits**

Doors are locked for the safety of all students and staff; do not prop/block doors open.

### **Identification Tag**

Volunteers must always wear a temporary name tag or lanyard.

### **Learning Environment**

Maintaining a focused and productive learning environment is paramount to the goals of Belton Preparatory Academy. It is critical that volunteers respect the learning environment

and do not perform any activities during instruction time that detract from the learning of our students. These activities include the following:

- Meeting with other volunteers,
- Using cell phone (see No Cell Zone),
- Creating or redecorating Bulletin Boards/classroom,
- Any other activities that could distract our students.
- Always review your activities prior to the day or class with that classroom's teacher.

### **No Cell Zone**

Remember to turn your cell phone off to avoid distractions.

### **Punctuality**

Volunteers should arrive on time for any activity. The school day and class periods are set for specific times. A delay of even 10 minutes may result in the activity's being over.

### **Sign-In for Volunteers**

Please sign in and out with the office personnel. This is the only way for the staff to know where you are in the building in case of an emergency.

### **Student Discipline**

Adult volunteers have a responsibility to inform staff if there is a problem. Volunteers should not discipline a child including laying hands on the child. They should notify the supervising staff member or a teacher of any inappropriate student behavior and allow the staff to handle it as trained.

### **Supply & Workroom**

- Children are to be supervised at all times and are not to use equipment.
- If the supplies are getting low, inform the administrative assistant or appropriate staff member.

### **Use of the School Phone**

It is important not to tie up the school phones with personal calls.

### **Volunteer Communications with Teacher & Administrator**

Be mindful that staff of Belton Preparatory Academy is responsible for instruction of students during the school day. Do not interrupt a lesson while the staff is teaching.

### **Volunteer Dress & Behavior**

- Dress appropriately—please refer to the BPA Dress Code.

- Bringing younger siblings is not recommended while volunteering.
- When volunteering for a specific academic purpose, volunteers should remember not to use this time to personally monitor your own child's performance or to discuss personal matters with your child's teacher.

## Parent / Student Signature of Understanding and Acknowledgement

*(Please return by Friday, August 17, 2023)*

I acknowledge that I have read, understand, and will comply with the 2023-24 Belton Preparatory Academy Parent/Student Handbook policies and procedures and will seek clarification from the school administration should I have any questions or need further explanation.

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Parent Name (Print)

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Parent Signature

---

Date

---

Student Name (Print)

---

Grade

---

Student Signature

---

Date

---

Student's Current Grade Level

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Student's Teacher

\*\*Hard copies of the 2023 - 2024 BPA Parent/Student Handbook are available in the Main Office.