



# Bessemer Academy

Parent/Student Handbook

2025-2026



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# MISSION, VISION, AND BELIEFS

## Mission

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

## Vision

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

## Beliefs

1. To lead our students to an understanding of our democratic society and help them develop the skills in order to successfully participate in that society.
2. To aid in the development of the highest standards of moral and ethical behavior in and out of the classroom.
3. To recognize that all students possess the ability to learn and that each student is a unique and valued individual.
4. To establish a learning program that meets the needs of our students.
5. To develop a spirit of cooperation and friendly interaction among our students. To teach an understanding and appreciation of the diversity of all people.
6. To have in place a clearly defined disciplinary system and defined rules of behavior that make the classroom conducive to learning and encourage teacher-student and student-teacher respect.
7. To use academic challenges, clubs, and extracurricular activities to develop student's self-esteem.
8. To offer services which aid our students in finding their places in society, continuing education or careers.
9. To offer a safe environment for learning.
10. To implement a program where local businesses and/or help with financial responsibilities of the school.
11. To have parents involved with their child's academic performance.
12. To be committed to continuous improvement in the school's curriculum and facility to enable our students to become more confident, self-directed, lifelong learners.

# ADMISSION POLICIES

## Applying for Admission

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

## Admission Policy

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

Students applying for admission to Bessemer Academy must present a record in good standing if transferring from another school and must display at all times after enrollment appropriate behavior. Students must not be under suspension or expulsion from another school and should be able to perform at their anticipated entrance level. Entrance level will be determined through a combination of written assessments and transcript evaluation. Students who do not meet grade requirements may be considered for additional evaluation or may enroll on probation pending review of grades at the end of the first nine weeks. Students must have a “C” or better average in all core requirement classes. Students applying for admission for grades 1-8 must take a written evaluation assessment. Students who transfer from a non-accredited school may be required to take an exam for each credit they wish to transfer. Any student wishing to transfer to Bessemer Academy as a senior must be eligible to graduate from their former school. A student wishing to transfer to Bessemer Academy from block scheduling should be aware that their educational program could be in jeopardy.

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

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

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

accept or reject any applicant for any reason deemed sufficient by the Board of Directors.

Prospective students must submit current school records and request an interview with the Headmaster. Upon interviewing, prospective students must complete and application, and provide the following: birth certificate, social security card, current immunization, and proof of withdrawal from previous school with finalized transcript or cumulative report. Upon acceptance, the parents and student must enter into a contract with the school, and a registration fee and first month's tuition will be due. Tuition payments after the first month become due starting June 1st for 12 month contracts and August 1st for 10 month contracts. If you request to be released from your financial contract, admission at a later date may be denied.

## ATTENDANCE POLICIES

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

Check-ins will either be counted as a tardy or an absence according to the check-in time. Students will be counted absent from classes when more than 1/2 of the class is missed. Check-outs will be counted as absences in those classes missed. In the secondary school, credit is given class by class and attendance will be registered in each class. Students who are to participate in after school extracurricular events must be in attendance the entire day of the event to participate. Five (5) tardies per class constitute one (1) absence.

Students must have a written note from a parent for checkout. The note must be verified before the student is allowed to leave. Otherwise, a parent must physically come to school and check a student out. No phone calls will be accepted for checkouts.

### Attendance

#### Middle School and High School

An absence is defined as a student not being present for more than 1/2 of the class. **Absences are recorded per class.** Excused absences are given for illness of a student, serious illness in the immediate family, funeral, court summons, doctor or dental appointments. A written excuse must be presented to the Administrator or designee in order to be considered an excused absence. A doctor/dentist statement should verify all medical absences. Students returning after an absence will be marked excused before being allowed to make up any classwork that may be missed. Absence for vacation or pleasure trips will be excused only if prearranged with the Administrator. A student may not be given credit for a class if he or she has been absent eleven (11) days during a semester. Exceptions may be made for medical reasons, but the student must satisfy all other standards.

#### Elementary

All standards for high school attendance apply for elementary with the following exceptions: Students who are absent from a class more than fifteen (15) days per semester shall not receive any credit for the class. Exceptions may be made for

medical reasons, but the students must satisfy all other standards. Five (5) days tardy constitutes one (1) absence.

## Hours of Operations

The school day begins at 8:00 a.m. Students will be marked tardy after this time. The following steps have been taken to ensure the safety and security for our students. Supervision for the students is not provided until 7:45 a.m. All students are dismissed by 3:08 p.m. and the school is locked by 3:30 p.m. Students in grades 7-12 who cannot be picked up by 3:30 p.m. need to make arrangements for after-school care (i.e., YMCA, etc.); Bessemer Academy will not be responsible for students left after 3:30 p.m. on the school grounds. If your students is not picked up by 3:30 p.m., they will automatically be sent to after school care.

Between the hours of 8:00 a.m. and 3:00 p.m., anyone other than registered students must check in with the school office and be issues a visitor's pass before entering the school building.

## Check-in

Any student who comes to school after 8:00 a.m. must check in and receive a pass from the office before going to class.

## Check-out

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

## Tardy

Students are expected to be in their classes prepared to learn each morning at 8:00 am. Students that are not in their classrooms by 8:00 am will report to the office for a tardy check-in. Students will receive 1 demerit for every 5 mornings that they are tardy to school. This will continue through the semester. The student starts back with zero in January. Missed work or assignments being turned in during this time will result in a zero.

## Make-up Work

The teacher may request the student to make up work before or after school hours. In such cases a day's notice will be given for the student to arrange

transportation. The student is responsible for contacting his/her teacher upon returning to school after an excused absence to receive any work assigned on the day of the absence. Make up work is due within two days of the excused absence. Work assigned previously that is due on the day of an excused absence will be due the day the student returns to school. If a student fails to make up work in the time allowed, he/she will receive a zero for that particular work, be it a test or otherwise. Work missed because of unexcused absences may not be made up.

# ACADEMIC POLICIES

## Graduation

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

## Promotion Policy

### High School

Students in ninth, tenth, eleventh, and twelfth grades will be awarded credit awarded by semester, with 0.5 credits received per course if the first nine weeks (40%), second nine weeks (40%), and semester exam (20%) averages to 60 or above. Another 0.5 credits will be received in the same manner for the second semester (see exam exemption policy below). Students will be promoted to the next grade if they have earned the minimum credit requirement for the current grade. Requirements include:

- Sophomore classification at least 6 credits
- Junior classification at least 11 credits
- Senior classification at least 17 credits

Students who have not completed requirements will not be allowed to participate in graduation exercises. This includes those students who plan to complete requirements by taking courses in summer school. Students who have any accounts due may not graduate until payment is made.

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

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

### Middle School

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

## **Elementary**

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

An elementary student in first or second grades who fails both language arts and math must repeat the grade or attend an accredited summer school program and pass both subjects. An elementary student in grades 3-5 who fails two subjects (reading, mathematics, English, social studies, or science) must repeat the grade or attend an accredited summer school program and pass the two subjects. Failure to accept either of these alternatives (summer school or repeating the grade) will result in dismissal from the school.

## **Honor Rolls**

End of the year honor roll is decided by first semester average and 3rd nine weeks average for grades 6-12, and for each nine weeks for grades 1-5.

- “A” Honor Roll: 90-100
- “A/B” Honor Roll: 80-100

## **Parent Notification of Academic Problems**

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

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

returned to the home room teacher within two days. Grades may be checked by parents online at any time using FACTS.

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

## **Academic Probation Policy**

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

## **Conferences**

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

## **Homework**

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

## **Examinations**

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

1. Exams are given in grades 6-12.
2. Exams are given in prearranged 90-minute testing periods.
3. No student will have more than two tests each day.
4. Exams will be comprehensive.
5. Exams will count 1/5 of the final grade.
6. Seniors will be exempt from the second semester exam for each course they have a 70 average or above for the second semester.
7. Students in grades 6-12 will have the opportunity to be exempt from both the first and second semester exams under the following conditions:
  - A. Possess a 95 average, 5 or fewer absences, and 3 or fewer demerits

- B. Possess a 90 average, 3 or fewer absences, and 2 or fewer demerits
  - C. Possess an 85 average, no more than 1 absence and 1 demerit.
8. Student averages for a course with an exemption will be calculated 50% for each nine week grade in the semester.

## **Schedule Change Policy**

Schedule changes will be made as necessary at the beginning of each semester only. No changes will be made after ten days have passed. Any change made after that point would result in the student receiving an F in the class. Students must submit a schedule change request form with a parent signature to the Counselor.

## **Testing**

Students are expected to have at least three tests for each subject over the nine week grading period. A major project grade can be substituted for a test grade if the teacher deems appropriate. The ACT is given once per semester at Bessemer Academy, and all 11th graders are required to take either the ACT and/or SAT test.

## **Transcript of School Records**

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

## **Valedictorian and Salutatorian**

Valedictorian will be a student who has attended Bessemer Academy for their last two years of school and is working for the Honors Diploma and has the highest grade point average. The honor will be determined by the numerical average to the thousandth of a point if necessary in the event of close competition beginning with the class of 2028 (for example, 4.425). For classes of 2026 and 2027, if there is a tie, all those tied will be honored. See additional information regarding GPA and Valedictorian selection in the "Dual Enrollment" section below.

Salutatorian will be a student who has attended Bessemer Academy for their last two years of school and is working for the Honors Diploma and has the second highest grade point average. If there is a tie, all those tied will be honored. See additional information regarding GPA and Salutatorian selection in the "Dual Enrollment" section below.

## **Dual Enrollment**

To ensure that students are taking courses which will count for high school graduation, a student seeking to take Dual Enrollment/Dual Credit courses must meet with the Counselor to receive approval and proper documentation (including DE/DC agreements with the College or University). DE/DC CORE courses will not be placed on

the transcript or take the place of required CORE courses taught at Bessemer Academy, with the exception of English 101 and 102 taken during senior year in lieu of English 12. Students who meet eligibility for this course and agree to take it in place of their English 12 requirement must agree to successfully complete both courses, submit grades for transcript purposes, and note that these classes WILL be calculated into the GPA for class rank and Valedictorian and Salutatorian consideration.

All classes will be awarded one full credit (this aligns with the AISA accreditation standards for DE/DC policy). All approved DE/DC courses will receive an extra quality point toward the student's GPA. Summer courses taken as "electives" can be recorded on the student's Bessemer Academy transcript. Additionally, students must communicate regularly with the counselor, academic advisor, and/or head of school regarding their progress in the class, including any decision to withdraw from a DE/DC course during the semester. Please note, dropping a class during a semester can jeopardize the awarding of elective credits and interfere with graduation requirements.

While Bessemer Academy is most supportive of students' initiatives to challenge themselves with college-level courses, we also recognize that not all students are afforded the opportunity. Therefore, if/when the courses taken provide an increase in GPA which is not obtainable by elective courses taken at Bessemer Academy (other than English 101/102 taken senior year), those courses will not influence the ranking for Valedictorian or Salutatorian recognition. However, for GPA purposes, DE/DC courses will be afforded the appropriate weight to assist in college acceptance and/or scholarship attainment.

## **Work Study**

Work study is a program available to juniors and seniors to earn career technical credit while employed at a job. This affords the student the opportunity to gain real-life, work-based experience. Students must be employed to access this course. Seniors are approved for two periods/two credits and juniors for one period/one credit. Juniors may be approved for two credits under special circumstances if they have completed other required credits for graduation, with final approval granted by the headmaster.

# STUDENT ACTIVITIES

A student who registers for any extracurricular activity must have a “C” average. Clubs and their activities must be school related and reflect the high ideals and spirit of Bessemer Academy.

## Beta Club

Beta Club is an organization that encourages and rewards exemplary student effort while seeking to cultivate the ideals of service and leadership. Our mission statement aims to promote the ideals of academic achievement, character, service, and leadership among middle and high school students. Membership in Beta Club is one of the highest honors awarded to a student.

Membership Requirements (grades 7-12)
<ul style="list-style-type: none"><li>• Complete at least one full semester as a BA student;</li><li>• Grade 12 candidates are exempt.</li></ul>
<ul style="list-style-type: none"><li>• Grades 9-12: GPA of 3.9 on 4.0 scale with no semester average below 80% (B) during the semester prior to eligibility consideration.</li><li>• Grades 7-8: GPA of 3.65 on 4.0 scale.</li></ul>
<ul style="list-style-type: none"><li>• There will be a one-semester probationary period for students who fail to maintain academic, participation, or behavior standards.</li><li>• After the probationary semester</li></ul>

## Student Government Association

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

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

## Class Officers and Activities

Each grade level beginning with grade nine has class officers elected. These elections are held as a learning experience, stressing the importance of responsibility and honor. Class officers will be elected in the Spring of each year for the following year of service. Students must maintain a “C” average overall and submit a teacher recommendation. Students must not possess more than 3 demerits. Students will

conduct a campaign 1 week before elections. The candidates will give a speech before 6th-12th grade students on why they should be elected. The candidate will have one student who will precede them in sharing why they will vote for them. All speeches are to be approved by the SGA sponsor. All speeches and campaigns will be respectful. Each grade level elects the following:

- President
- Vice president
- Treasurer
- Chaplain
- Secretary

Committees may be appointed to help with the planning of parties, field trips, and/or other activities and projects.

## **Elections**

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

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

## **Senior Class**

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

Activities for Seniors are:

- Class Day
- Senior Banquet
- Graduation

## **Social Activities**

Guidelines:

1. Social functions will not exceed three hours in length.
2. A policeman may be present at all school functions.
3. Students and guests are encouraged to remain for the entire function. If students leave the activity, they may not return.
4. Any student with a visitor who is not a student of Bessemer Academy must register the visitor with the sponsor.
5. The building will be appropriately lit and decorated for all school functions.
6. All gym rules must be observed (see Gym Rules).
7. A student shall not possess or use tobacco, or possess or be under the influence of drugs or alcohol on school property or during school functions. Should a problem arise, appropriate action will be taken.
8. Students will be asked to leave for any inappropriate behavior.

9. Any damage to the building or equipment should be reported to the sponsor.
10. School functions must be registered and approved on the Master Calendar one month prior to the function.

## **Chaperones**

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

## **Dress and Attendance**

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

## **Athletics**

Students in grades 6-12 must pay an athletic spirit pack fee per sport. Parents of participating athletes may join the booster club. In order to participate in AISA-sanctioned athletics, students must meet the AISA eligibility requirements. Anyone participating in athletics must be enrolled at Bessemer Academy prior to practice of any type.

# **SCHOOL RULES AND POLICIES**

## **First Aid**

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

## **Gym Rules**

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

## **Gum and Food**

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

## **Lunchroom and Break**

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

We ask that parents not bring fast food/restaurant food to school during lunch for students. Lunches should be handled prior to the student coming to school.

## **Hall Passes**

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

## Inclement Weather

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

## Motor Vehicles and Driving

All students who drive cars to school must register that car in the office. To register a vehicle the student **must show proof of a Driver's License and insurance.** When the car is registered, the office will issue a parking permit. The permit is to be displayed on the windshield while on campus. Failure to do so could result in driving privileges being revoked and/or suspension from school. Students must park in their assigned spaces until after school. Parking in an unauthorized space is subject to discipline or towing.

Students should not exceed 15 mph and drive cautiously, always being mindful of children crossing. No loud music, spinning tires, or revving engines.

Students are not permitted to linger in cars after arriving on school grounds. No one is to go to a car during school hours without permission from the Administrator.

Student vehicles must be parked in the side parking lot or the football field parking lot.

Any student seen driving recklessly will be reported to the office. Any student violating any of the above rules will be subject to the following disciplinary procedures:

1. Warning
2. Loss of privilege of bringing a car to school for a period of one (1) week
3. Loss of privilege of bringing a car to school for the remainder of the school year

## School Trips

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

## Tuition and Financial Obligations

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

Once an account becomes delinquent 20 days, the student will not be allowed to attend class until the account is brought current, including late fees. Student-athletes must remain current with their tuition and spirit pack payments. Failure to do so will result in the student-athlete not being able to participate in the sport until this is reconciled.

The individual(s) signing the contract with the school are obligated to pay the annual tuition regardless of whether the student actually attends school. The parent or guardian commits to pay the annual tuition when the contract to enroll a student is

signed. Withdrawal of a student prior to the start of school or at any time during the school year does not void the requirement to pay the full annual tuition to this school. No records will be released until the student account has been paid in full.

## **Religion**

Bessemer Academy is not a church-sponsored school. We operate through a Biblical worldview and promote an environment conducive to Christian maturity and growth. We promote prayer, scripture memorization, character growth, and the teaching from the Bible. We have chapels on a weekly basis along with an elective track from 6th-12th grades that will help our students grow in understanding the Word of God.

## **Textbooks**

Students are to take care of textbooks. Students will have a book check monthly at the discretion of the teacher. Care should be taken to see that students are responsible for books and books are not abused. Any books damaged, destroyed, or lost by a student are the financial responsibility of the parent.

## **Telephone**

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

## **Cellular Phones**

The use of cell phones, iPads, smart watches, headphones, or electronic tablets is not allowed during school hours with the exception of times and spaces as directed by the administration. Students will not carry, wear, or hide in clothes any of these items. These items must stay in the student's backpack or locker during the school day.

Students will have the privilege of carrying their backpacks to the indoor and outdoor tables of the lunchroom, where once seated they may use their cell phones, iPads, and headphones during these breaks. As they depart for class, they will place these items back into their backpacks. Administration reserves the right to remove this privilege from any individual or grade level.

Students who do not comply with this policy will have these items taken up and held in the office until a parents picks them up after the school day. The student is also subject to demerits for the offense.

Any loss or damage of any personal technological equipment that students choose to bring to school is not the responsibility of Bessemer Academy. The school office has a phone available for students to use and is capable of relaying messages as needed.

## Social Media

Social media can be a tool for communication, but it can also be detrimental.

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

## Visitation on Other School Campuses

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

## Visitors

Parents and volunteers are a vital part of our success here at Bessemer Academy. We welcome parent support; however, policies and procedures are in place to ensure the safety of our student body and the minimal disruption to the instructional day. Parents and visitors must adhere to the following:

1. Park in the parking lot
2. Check in at the main office
3. Volunteers must make arrangements with the teacher

## Drug Policy

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

Staff or students who inappropriately use alcohol or use, distribute, buy, sell, transfer, or possess illegal or prohibited drugs in any amount, at any times on school premises, in a school vehicle, or while performing any time on school-related activities whether on or off school premises will be subject to disciplinary action up to and including expulsion for the students or discharge for staff members. For the purpose of this policy, an illegal drug is any controlled substance that cannot be legally obtained or that although available legally, has been obtained illegally. A controlled substance is any substance listed on the schedule of U.S. Federal Control Substance Act.

Prohibited drugs may include but are not limited to the following: THC (marijuana), cocaine, opiates, amphetamines, phencyclidine, barbiturates, benzodiazepines, methacholine, propoxyphene, ethanol, and methadone. Alcohol is prohibited due to its depressing mood-altering affects and because it is illegal for minors to possess or use. Over-the-counter drug abuse is prohibited because it may cause impairment. The conduct prohibited by this policy includes the use of any illegal or prohibited drug before or after school, before or after school activities, or during breaks and meal periods. Violation is grounds for immediate disciplinary procedures as addressed in the Code of Conduct. Use of prescription drugs by staff members or students who are undergoing medical treatment with a prescribed controlled substance, or who are taking an over-the-counter drug which may alter physical or mental ability must report or have their physician report this fact to their teachers or Administrator. In the case of a student, it is the parent or guardian's responsibility to notify the proper staff and provide the school with a copy of the prescription and/or other medical verification. Any abuse, overdose, or misses of prescription or over-the-counter drugs, which may cause staff or students to be impaired, will be considered a violation of school policy and will be grounds for immediate disciplinary procedures as provided for in the Code of Conduct.

## **Substance Abuse Testing**

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

### **Reasonable Cause**

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

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

## **Refusal to Submit**

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

## **Positive Test**

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

## CODE OF CONDUCT

Appropriate student behavior aids in producing an environment that is conducive to learning. To maximize their learning potential, students should report to class before the tardy bell rings. They should be prepared with pen or pencil, notebook with paper, their textbook, and completed homework assignments. They should enter the classroom quietly and should listen attentively as the teacher explains the day's activities. When parents enroll their student(s) in Bessemer Academy they are choosing for their child/children a **higher standard of conduct and performance. Parents and students must accept the responsibility** of upholding these high standards. Regardless of the type of activity, our students are representatives of a Christian school, and even more, of the Lord Jesus Christ. Depending on the significance of any misconduct and its impact on the Christian environment of the school, students engaging in the misconduct will be in jeopardy of expulsion or being asked to withdraw. Any misconduct, regardless of the level of the offense, is at the sole discretion of the Board of Directors as to the level of action to be taken.

The demerit system has been developed to help train children in appropriate behavior and accountability. A demerit is our means of correction to inappropriate behavior with the goal of developing each child's character with consistency to Christian standards. We believe by the power of the Holy Spirit and the guidance of God's truths, we can help the next generation become self-disciplines, God-honoring leaders of tomorrow. However, discipline is a choice and excessive accumulation of demerits serves as a means to help the administration identify students whose conduct seems resistant to correction and could, therefore, cause the student to be dismissed from Bessemer Academy.

### Demerit Procedures

Students are cited with demerits for misbehavior, poor habits (tardiness or lack of preparation), and/or un-Christ-like attitudes. Continued misbehavior or unacceptable attitudes will result in accumulation of demerits. Parents are requested to sign the demerit slip to demonstrate awareness of the offense. The student must return the demerit to the staff member who gave the demerit. If you have a question or concern, you are asked to email the teacher or the principal. Please do not use the demerit slip to communicate with the teacher. If you have a concern, email him/her. As demerits increase, the level of discipline increases. The detention class will be conducted from 3:00-4:00 pm for elementary students, 3:15-4:15 for middle and high school students on a designated afternoon. Students who are required to attend detention class may have to miss practices/games or other after school activities scheduled at this time. This is part of the disciplinary process and students will not be excused. Students may be excused for medical, dental, or orthodontic appointments that are verified by the parent and if the office has been notified. In this event, the detention class will need to be rescheduled. Students who fail to report to the detention class will receive 2 demerits for

failure to report to class. Accumulation of demerits which are accrued by semester will result in the following disciplinary actions.

## **Disciplinary Actions**

### **Grades K-3**

First offense: In school conference and parental contact when warranted.

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

### **Grades 4-12**

#### **I. 0-2 demerits**

No penalty other than being responsible to have the demerit signed by parents and returned the following day

#### **II. 3 demerits**

The student will attend 1 hour of after school detention. The parents will be notified by email.

#### **III. 6 demerits**

The students will attend 2 additional hours of detention. These may sometimes be served in the same afternoon, but may require a third afternoon. Parents will be notified by email.

#### **IV. 9 demerits**

Students who reach this level are exhibiting disregard for the correct behavior. Students reaching this level in the disciplinary process will be required to fulfill 2 hours of Saturday school (8:00-10:00am) on a day specified by the Principal. During this time the student will be involved in service projects on the BA campus. Following the service project, the student will write a 500 word essay describing a new value learned while serving their school. This will be turned into the Principal on Monday morning by 8:00am. Failure to attend Saturday school will result in 3 additional demerits. Students and parents will have a meeting with the Principal.

#### **V. 10 demerits**

Students will lose the privilege of participation in all athletics, school trips, and special events, such as the Homecoming Dance and Prom, for the remainder of the semester in which these demerits are earned. Students who have reached this level of discipline are not allowed to go on the class trips. In this event, there are no refunds given for purchased items such as spirit packs, class trip deposits, event tickets, etc. for any event missed as a result of disciplinary action.

#### **VI. 12 demerits**

Students reaching this level in the disciplinary process will be required to fulfill 4 hours of Saturday school (in addition to the 2 hours served at 9 demerits) on a day specified by the Principal. During this time the student will be involved in service projects on the BA campus. Following the service project, the student will write a 1,000 word essay describing a new value learned while serving their school. This will be turned into the Principal on Monday morning by 8:00am. Students and parents will be asked to meet in conference with the Principal and Headmaster. It is unusual for students to reach this level, and there is serious concern about the student's ability to remain at Bessemer Academy.

#### VII. 15 demerits

Student will be suspended from school and required to appear before the Board which may choose from these options:

- a. Strict disciplinary probation which will extend until notified by the Principal. Any serious misconduct during this time will result in immediate expulsion.
- b. Strict disciplinary probation which will extend until notified by the Principal, plus professional counseling (reports required). Any serious misconduct during this time will result in immediate expulsion.
- c. Immediate expulsion
- d. Other measure are determined at the discretion of the Board.

Parents are urged to work with our faculty and principals in defining the student's problems. Our desire is a change of heart that will result in Christ-likeness on the inside resulting in permanent changes in behavior. The most common occurring forms of misconduct and the corresponding demerits are shown below. Teachers are not obligated and are actually discouraged from issuing a "warning" before giving a demerit. Students need to be aware of these behaviors so that they can avoid them. Students and parents should give serious consideration to the disciplinary process and the conduct expected of our students before signing the conduct contract. Please be aware that students may tend to "slant" information when communicating the details about the demerit received. If you have questions about the event or the consequences, please email the teacher. Many of the demerits issued are for dress code violations. It would be helpful, and a sign of partnership, if parents would monitor dress code issues before the child leaves home each morning.

## Demerit Procedure

Demerits sheets are tricolor forms consisting of an original white sheet and two copies (yellow and pink). The white sheet is issued to the student who will have the responsibility to carry it home for a parental signature. The white copy is to be returned the next school day. We want to verify that parents have been informed. The teacher will give the pink copy to the appropriate staff person the day the demerit is issued so that it can be entered into FACTS. The teacher will retain the yellow copy as a reminder to collect the white copy from the student. Finally, the teacher will keep the yellow copy

and will give the signed white copy to the appropriate staff person who will retain the demerits on file until the end of the year. If there are extenuating circumstances that prevent the return of the signed demerit the next school day, students should communicate with the issuing teacher to make arrangements for later return. In keeping with our mission statement, parents are urged to partner with us concerning issues of discipline. Never criticize or speak in a disrespectful way about your child's teachers to the child. Please do not write statements of disagreement on the demerit. Be aware that students often have convenient memories about situations of misconduct and will usually "slant" the details to put themselves in the best light. Always sign the demerit and if you have questions or concerns contact the issuing teacher and find out from their perspective what occurred. You may make an appointment with the principal for a conference if you would like.

## Copy of Demerit sheet

### Bessemer Academy Demerit

Student Name: \_\_\_\_\_

Teacher/Staff: \_\_\_\_\_

Date: \_\_\_\_\_ Period: \_\_\_\_\_ Time: \_\_\_\_\_

#### Offense: 1-2 Demerits. Write the number of demerits assigned in blank.

- |  |   |
|--|---|
| <input type="checkbox"/> 5 Morning Tardies                       | <input type="checkbox"/> Dress code violation           |
| <input type="checkbox"/> Unexcused Tardy                         | <input type="checkbox"/> Cell phone violation           |
| <input type="checkbox"/> Out of Class w/out Permission           | <input type="checkbox"/> Inappropriate physical contact |
| <input type="checkbox"/> Crude, profane, vulgar speech           | <input type="checkbox"/> Disobedience                   |
| <input type="checkbox"/> Scoffing, mocking                       | <input type="checkbox"/> Disruptive Behavior            |
| <input type="checkbox"/> Skipping class (more than 15 min. late) | <input type="checkbox"/> Disorderly Conduct on Campus   |
| <input type="checkbox"/> Disrespect, Rudeness                    | <input type="checkbox"/> Dishonesty                     |

Other: \_\_\_\_\_

#### Severe Offense: Send student to Principal's office and email

- |   |  |
|---|--|
| <input type="checkbox"/> Blatant Disrespect to Authority              | <input type="checkbox"/> Abusive use of internet or cell phone |
| <input type="checkbox"/> Threatening, Harmful Behavior                | <input type="checkbox"/> Fighting                              |
| <input type="checkbox"/> Skipping School (Leaving or off campus)      | <input type="checkbox"/> Traffic Offenses                      |
| <input type="checkbox"/> Stealing or Destruction of School Property   |  |
| <input type="checkbox"/> Inappropriate/illegal substance on campus    |  |
| <input type="checkbox"/> In cars during school hours w/out permission |  |

Other: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

#### SIGNED DEMERITS ARE DUE BACK THE NEXT SCHOOL DAY

White-Parent; Yellow-Teacher; Pink-Principal

#### Discipline Schedule

3 demerits - Afternoon detention 1hr.  
6 demerits - 2 Additional detentions  
9 demerits - 2 hours Saturday school

10 demerits - No school functions/sports  
12 demerits - 4 hours Saturday school  
15 demerits - Go before Board.

## Severe Misconduct

Students who engage in behavior listed below (A-E) will be subject to severe disciplinary action which could include suspension and/or expulsion regardless of student demerit count.

a. Sexual immorality — (Eph. 5:3; 1 Cor. 6: 13-18; Romans 1) It is expected that students at Bessemer Academy will live in a manner that honors their family, school, and especially their faith. A student at Bessemer Academy cannot be a parent, be expecting a child, or be married. This policy applies to males and females alike. Expulsion will occur if this policy is broken.

- Sexual acts — Acts of a sexual nature including, but not limited to, repeated sexual harassment, battery, intercourse, attempted rape, or rape.

- Sexual harassment — Sexual advances, requests for sexual favors and any other physical, verbal, or visual misconduct of a sexual nature, which creates an intimidating, hostile, or offensive educational environment.

- Sexual harassment — Use of vulgar or sexually explicit comments, gestures or conduct, obscene or sexually explicit pictures; sexually oriented kidding, teasing, or practical jokes directed toward another person or offensive to a third party observer. No offensive touching of another person with sexual connotations, such as patting, pinching, or brushing against another's body.

- Accessing inappropriate materials — Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal.

b. Alcohol, tobacco, drug use

- Students are expected to totally abstain from the use of alcohol, tobacco and drugs. This is not only a BA policy, but it is illegal for minors to be in possession of or partake in alcohol, tobacco, and drugs. Parents are reminded that providing or permitting use is considered by law to be “contributing to the delinquency of a minor.” Students whose parents allow alcohol use may be removed from the school.

- Alcoholic beverages— Possession, transfer, use, or sale of alcoholic beverages. A student shall not possess or use tobacco, or possess or be under the influence of drugs or alcohol on school property or during school functions. Should a problem arise, appropriate action will be taken.

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

benzodiazepines, methacholine, propoxyphene, ethanol, and methadone. Alcohol is prohibited due to its depressing mood-altering affects and because it is illegal for minors to possess or use.

c. Cell Phone/Internet Misuse – In recent years, many of the issues of misconduct have to do with cell phones and internet misuse. It is suggested that parents become informed and regularly monitor student use. All students must place phones in a receptacle in the teachers' room. Phones are NOT allowed to be used in the classroom except in special instances by teacher request. Further guidelines for cell phone usage are given in a later section.

- Students who post immoral, lewd, or unkind things on social media may receive demerits and depending on the severity of the post, may be suspended. Students and parents are representatives of BA and more importantly the faith we profess in Jesus Christ. Students and parents are encouraged to conduct themselves in a manner consistent with BA values which are reflected in all manner of conversations whether in person, text, social media posts, groups, etc. Parents and/or students who post inappropriate material, negative or divisive comments, etc. may lose their privilege of being at BA.

- Students who are pictured on social media with alcohol, tobacco, or drugs may receive demerits and depending on the severity of the post, may be suspended.

- Postings related to weapons, threats, intimidation, causing fear, is a violation and may result in legal or criminal investigation as well as suspension or expulsion.

- Students are reminded that sending pictures of a sexual nature are not only immoral but illegal and may result in suspension or expulsion.

d. Weapons – Guns, knives, or any other instrument that could be hazardous to the well-being of our students will not be permitted on campus or at school sponsored activities. Students in possession of guns, knives, or other dangerous instruments at school may be suspended or expelled and subject to legal prosecution.

- Students that inadvertently bring a pocket knife to school must immediately report it to the Administrator or Office staff. It will be held until the end of the year. Students who do not report and are caught with knives will be subject to severe disciplinary action which could include suspension.

- Pepper spray or Mace – These weapons of self-defense should not be brought into the school. Students who bring such items, or students who spray them will receive demerits and may be suspended.

e. Violent or threatening behavior — Any behavior that creates an unsafe environment for our students will not be tolerated. We have a zero tolerance for any forms of threatening, bullying, fighting, etc. whether this is in person or by means of texting, gossip or social media.

## Suspension

Students placed on suspension are removed from all school activities during the days for which they are suspended. Students will **receive a zero** on all academic coursework missed during the duration of the suspension.

## Scorners and Mockers

The NLT of Proverbs 29:8a says, “Mockers can get a whole town agitated....” And Proverbs 22:10 says, “Drive out a mocker and out goes strife”. We have discovered that classrooms and the entire school are agitated by the activities of a few scorners and mockers in our midst. Scorning and mocking are proud and arrogant attitudes and behaviors that hinder our purposes in academic excellence and Christ-like character. Because a few scorners and mockers can disrupt the entire school we are going to seek to identify and deal with them in a very purposeful way.

- Students exhibiting a mocking or disrespectful attitude.
- Students who exhibit behavior that denotes a mocking or cocky attitude, rolling eyes, muttering, profanity, etc.
- Students who do not respond to warnings and correction. These students will receive demerits. These behaviors are often noted in places other than the classroom, like the cafeteria, hallway, etc. Children who exhibit these attitudes generally do not respond to discipline and if they continue to receive demerits, will be asked to leave the school.

## Cheating

Cheating is a serious offense and is in direct opposition to Christian character and academic excellence. Cheating is the use of any unauthorized information.

- Copying homework, classwork, tests, or quizzes from another student
- Making and using “cheat sheets”
- Asking for and receiving help from other students who have already taken the test or quiz
- All electronic devices, including smartwatches, must be placed in the pocket holders at the beginning of each class.

Anything the teacher has not specifically given permission or approval of is unauthorized. Work identified as plagiarism will be disciplined as cheating. Teachers will work to instruct students on note taking strategies so that students do not copy information from sources. The discipline for cheating will be a zero on the assignment plus assigned demerits. This policy will be strictly enforced and is intended to encourage students to avoid cheating.

## Nuisance behavior

We believe that every person is of eternal value. We believe that God has uniquely gifted and is equipping each of us for the things He has for us to do (Ephesians 2:10).

We are going to diligently work to provide an environment that seeks to limit nuisance behavior (harassment or bullying) and work toward a Biblical resolution. Nuisance behavior includes any activity (verbal or physical) directed at someone by an individual or group of individuals. Parents are encouraged to help their children deal with the unacceptable unkind behavior and realize that nearly all children have at one time or another been guilty of being unkind or unthoughtful. However, bullying is not tolerated. It is repeated behavior that is annoying, or pestering. Nuisance behavior would include unwelcome, unrelenting teasing and name-calling. Words are powerful in their impact on others. (Proverbs 18:21 “The tongue has the power of life and death”) Mean-spirited or profane, words are totally unacceptable in any form of communication. This could include spoken words, text messages, written forms, or the internet. Examples of bullying include:

- Sending repeated hurtful text messages
- Spreading rumors
- Making fun of others on social media
- Exclusion – groups that willfully seek to isolate an individual.
- Sexting Discipline (see page 5 section A) will be determined by the type and severity of the offensive communication.

Some behaviors may be subject to legal intervention either by Civil Litigation or Criminal Law: Verbal harassment will be treated with the same seriousness as physical harassment which would include hitting, pushing, shoving, tripping, or any other behavior that would endanger the safety and well being of another student. Nuisance behavior would include any verbal or physical advances of a sexual nature. This would include any crude jokes or obscene gestures or use of profanity. It is recommended by BA that parents be vigilant and proactive about cell phone and internet usage.

## **Vandalism**

Students are reminded that all facilities and properties of the school belong to the constituents of Bessemer Academy. It is important that we are good stewards of what the Lord has provided. Students who litter, deface, or destroy school property will receive demerits and be held responsible for financial restitution. Students vandalizing the cars of others, whether or not the vandalism is permanent, will receive demerits and will be expected to make all necessary repairs.

## **After school**

Because of our sense of responsibility for the health and safety of our students we ask that students not arrive before 7:30 a.m. or remain after 3:30 p.m. unless attending a school function.

## **Merit and Rewards**

A merit is our way of recognizing and celebrating the moments that a student is caught doing above and beyond the expectations. A merit is rewarded by teachers

and staff to students who model Christ-like behavior in some action or attitude. This may be any act from picking up the trash of others without being prompted, to sitting with someone that is alone at lunch, or any which is in a manner consistent with the fruits of the Spirit (Galatians 5:22,23). Students who receive a merit may turn these in for special rewards at different times of the year. In a spirit of restoration, a merit may cancel out a demerit received for a low-level offense. Students who desire to earn a merit following the issuing of a demerit may communicate with the Principal about their desire. An hour of community service (on or off campus) may earn a merit and must be approved by the Principal. All discipline consequences will be subject to the discretion of the Principal.

## **No Demerits and Christian Character Awards**

At the conclusion of each year, we will recognize the students who have received no demerits. These students have exemplified the Rebel Way in character and will be rewarded.

The Christian Character Award will be awarded to one male and one female student from each class who will be recognized for their consistent display of Christ-like character. These students are nominated by their teachers and approved by the administration. This Christian Character Award is the highest honor given to students.

# DRESS CODE

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

## Grades K-5

Dress must be in good taste and suitable for the school year. No shoes with skates are allowed.

## Grades 6-12

1. No clothing with obscene or offensive language and/or pictures.
2. No hats, caps, or sunglasses inside the building.
3. No cutoffs.
4. No loose, baggy, or sloppy clothes, including pajama pants or sweatpants.
5. No clothes with holes, rips, or tears.
6. No visible tattoos.
7. No extreme dress, jewelry, or cosmetics (i.e., color hair, size, number, words, logos).
8. No shoes with skates.
9. No accessories with studs or spikes.
10. No athletic pants or shorts (including, but not limited to, sweatpants, drawstring/elastic waist, silk/mesh/swim/bike shorts, jogger pants, etc.).
11. No houseshoes, slippers, etc.
12. No blankets.

## Girls

1. Shorts, dresses, skirts hemlines no more than 4 inches (vertical credit card) above the knee.
2. Sleeveless tops or dresses must have a 2 inch width covering the shoulder.
3. Dresses and shirts must not be cut low in the front or back.
4. Shirts must cover the waistband of skirts or pants with arms raised above the head.
5. No undergarments should show through or be seen outside.
6. No see-through clothing.
7. No spandex or tight clothing; no leggings or jeggings.
8. No visible body piercing except in the ear.

## **Boys**

1. Shorts must be no shorter than 4 inches (vertical credit card) above the knee.
2. Pants or shorts must possess a button and zipper (no athletic or outdoor pants or shorts).
3. No gym shorts, sweat pants, or sleeveless shirts outside the gym.
4. Hair must be above the eyebrows, ears, and shirt collar; long hair may be pulled up in a neat fashion, but no ponytails. No extreme hairstyles.
5. No excessive facial hair, mustaches, beards, goatees, or excessive sideburns. Students participating in AISA-sanctioned athletic events must be clean shaven.
6. No visible body piercing (including ears).
7. No undergarments should show through or be seen outside other garments.
8. Pants must be worn at the waist.

# **BESSEMER ACADEMY ACCEPTABLE USE POLICY (AUP)**

## **FOR DEVICES AND INTERNET**

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

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

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

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

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

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

### **Computer and Internet Rules**

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

a. Computer use is a privilege, not a right.

- Student use of Bessemer Academy computers, networks, and Internet services is a privilege, not a right. Unacceptable use and/or activity may result in suspension or cancellation of privileges as well as possible additional disciplinary and/or legal action.
- The Administrator shall have final authority to decide whether a student's privileges will be denied or revoked.

b. Acceptable use

- Student access to the school unit's computers, networks, and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum, and instructional goals.
- The same rules and expectations govern student use of computers as apply to other student conduct and communication.
- Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member / volunteer when accessing the school unit's computers, networks, and Internet services.

c. Prohibited use

- The user is responsible for his / her actions and activities involving school unit computers, network, and Internet services and for his / her computer files, passwords, and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to the following:
  1. Accessing inappropriate materials—Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal.
  2. Illegal activities—Using the school unit's computers, networks, and Internet services for any illegal activity or activity that violates other School Committee policies, procedures and/or school rules.
  3. Violating copyrights—Copying or downloading copyrighted materials without the owner's permission.
  4. Plagiarism—Representing as one's own work any materials obtained on the school unit's computers or Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher, and website must be identified.
  5. Copying software—Copying or downloading software without the express authorization of the system administrator.
  6. Non-school related uses—Using the school computers, networks, and/or Internet services for non-school related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use.

7. Misuse of passwords and/or unauthorized access—Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts.

8. Malicious use and/or vandalism—Any malicious use, disruption or harm to the school's computers, networks, and/or Internet services, including but not limited to hacking activities and creation or uploading of computer viruses.

9. Unauthorized access to chat rooms and/or news groups—Accessing chat rooms or news groups without specific authorization from the supervising teacher. No use of Facebook is allowed.

d. No expectation of privacy

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

e. Compensation for losses, costs and/or damages

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

f. Bessemer Academy assumes no responsibility for unauthorized charges, costs, or illegal use

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

g. Student security

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

h. System security

- The security of Bessemer Academy's computers, networks, and Internet services is a high priority. Any user who identifies a security problem must notify the system administrator. The user shall not demonstrate the problem to others.

- Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

i. Parental permission required

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

# **BESSEMER ACADEMY CHROMEBOOK POLICY**

## **Purpose**

Bessemer Academy provides Chromebooks to students to enhance learning through access to educational technology. This policy outlines the expectations and responsibilities regarding Chromebook usage during the academic year.

## **Device Issuance and Return**

### **Receiving the Chromebook**

1. Each student in grades 9-12 will be issued a Bessemer Academy Chromebook, carry case and charging cord at the beginning of the school year.
2. Parents and students must sign the Chromebook Agreement Form before a device is issued.
3. Students must attend a brief orientation session outlining device care and digital citizenship expectations.

### **Returning the Chromebook**

1. Chromebooks must be returned in good working condition at the end of the school year, upon withdrawal, or when requested by school administration.
2. All accessories (charger and case) must also be returned.
3. Failure to return the device will result in a financial charge equal to the replacement cost.

## **Proper Use of the Chromebook**

### **Acceptable Use**

1. Devices are provided solely for educational purposes.
2. Students are expected to follow the Bessemer Academy Acceptable Use Policy (AUP) and the Student Code of Conduct when using their Chromebook.
3. Use of the Chromebook must align with classroom rules and teacher directions.

### **Prohibited Use**

1. Accessing, creating, or distributing offensive, obscene, or illegal material.
2. Attempting to bypass network filters, VPN usage, or accessing restricted content.
3. Using the device for commercial purposes or personal gain.
4. Downloading unauthorized apps, games, or extensions.

## **Student Responsibilities**

Students must:

1. Bring the Chromebook to school daily, fully charged.
2. Use the device only under their own school-issued account.
3. Avoid lending the Chromebook to other students, friends, or family.
4. Maintain physical care of the device:
  1. Do not remove school labels.
  2. Keep away from food and liquids.
  3. Store in a secure location when not in use.
5. Report any damage, loss, or malfunction to the front office immediately.

## **Repair and Damage Policy**

### **Normal Wear and Accidental Damage**

1. The school will cover repairs due to normal wear or accidental damage (first incident).
2. For repeat incidents, a repair fee may be assessed as follows:
  1. 1st repair: Covered by the school
  2. 2<sup>nd</sup> repair: Covered by the parent/guardian of the student at the expense of repair.

### **Intentional Damage, Negligence, or Lost Device**

1. Students/guardians will be fully responsible for the replacement cost in the case of
  - Deliberate damage
  - Lost or stolen device due to negligence
  - Tampering with software or hardware
2. Estimated Replacement Costs (subject to change):
  - Chromebook: \$400
  - Charger: \$35
  - Protective Case: \$20

## **Terms of the Chromebook Loan**

1. The Chromebook remains property of Bessemer Academy at all times.
2. Devices are loaned for educational use only during the active school year.
3. Bessemer Academy reserves the right to:
  1. Monitor device use through administrative software.
  2. Revoke Chromebook privileges at any time for inappropriate use.

3. Collect and inspect the device at any time without prior notice.

## **Digital Citizenship and Privacy**

1. Students must practice responsible digital behavior at all times.
2. Chromebooks are subject to monitoring—privacy is not guaranteed on school-issued devices.
3. Personal data should not be stored on Chromebooks; cloud storage (e.g., Google Drive) should be used for academic files.

## **Parent/Guardian Role**

Parents/Guardians are encouraged to:

1. Monitor their child's use of the device at home.
2. Help reinforce expectations of appropriate use.
3. Ensure the Chromebook is properly stored and charged nightly.
4. Report any concerns or incidents to school administration.

## **Acknowledgment**

Before a Chromebook is issued, students and parents/guardians must sign the **Chromebook Agreement Form**, acknowledging that they have read, understand, and agree to this policy.

## **PARENT INFORMATION**

Parents, please read all handbook guidelines and rules.

### **Drop Off/Pick Up**

Elementary students should be dropped off and picked up at the elementary hall entrance. Middle and high school students should enter and exit through the main door at the front of the school.

### **Loss of School Property**

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

# GRADUATION REQUIREMENTS

## AISA Honors Diploma

Subject	Credits Needed	Acceptable Classes			
<b>English</b>	4	Hon English 9	Hon English 10	Hon English 11	Hon English 12
<b>Mathematics</b>	4	Hon Algebra I Hon Geometry	Hon Geometry Hon Algebra II	Hon Algebra II Hon Precalculus	Hon Precalculus Hon Calculus
<b>History</b>	4	World History	Hon US 1	Hon US II	Hon Govt Hon Economics
<b>Science</b>	4	Hon Biology	Hon Environmental Science	Hon Chemistry	Hon Anatomy Hon Physics Hon Forensics
<b>Spanish</b>	2	Spanish I	Spanish I Spanish II	Spanish I Spanish II	Spanish II
<b>Fine Arts</b>	1/2	Fine Art			
<b>Career Prep</b>	1	Career Prep*			
<b>Health</b>	1/2		Health		
<b>PE Life</b>	1	PE Life			
<b>Electives</b>	4	Any course that does not count toward an above credit			
<b>Community Service Hours</b>		75 hours by March 30th of the senior year Accrues from the beginning of the summer before 9th grade Documentation must be given to the counselor to receive credit			
<b>Total credits</b>	<b>25</b>				

Things to know:

- PreAlgebra does not count toward a high school diploma.
- Algebra II must be taken before or in conjunction with Chemistry.
- Only Honors diploma students are eligible for being named Valedictorian or Salutatorian.
- Some required courses (fine art, career preparedness, foreign language) may have to be taken in various years.
- Examples of fine art courses include art, band, choir, theater. Examples of career tech include work study, computer.
- \*Career Prep requirements may be met with a combination of 08-CP in 8th grade and Economics in 12th grade.

## Advanced Academic Endorsed Diploma

Subject	Credits Needed	Acceptable Classes			
<b>English</b>	4	English 9	English 10	English 11	English 12
<b>Mathematics</b>	4	Algebra I Geometry	Geometry Algebra II	Algebra II Precalculus	Precalculus Calculus Finite Math
<b>History</b>	4	World History	US 1	US II	Government Economics
<b>Science</b>	4	Biology	Environmental Science	Chemistry	Anatomy Physics Forensics
<b>Spanish</b>	2	Spanish I	Spanish I Spanish II	Spanish I Spanish II	Spanish II
<b>Fine Arts</b>	1/2	Fine Art			
<b>Career Prep</b>	1	Career Prep*			
<b>Health</b>	1/2		Health		
<b>PE Life</b>	1	PE Life			
<b>Electives</b>	3	Any course that does not count toward an above credit			
<b>Total credits</b>	<b>24</b>				

Things to know:

- PreAlgebra does not count toward a high school diploma.
- Algebra II must be taken before or in conjunction with Chemistry.
- Only Honors diploma students are eligible for being named Valedictorian or Salutatorian.
- Equivalent Honors courses may also be taken for credit.
- Some required courses (fine art, career preparedness, foreign language) may have to be taken in various years.
- Examples of fine art courses include art, band, choir, theater. Examples of career tech include work study, computer.
- \*Career Prep requirements may be met with a combination of 08-CP in 8th grade and Economics in 12th grade.

## Academic Endorsed Diploma

Subject	Credits Needed	Acceptable Classes			
<b>English</b>	4	English 9	English 10	English 11	English 12
<b>Mathematics</b>	4	Algebra I Geometry	Geometry Algebra II	Algebra II Precalculus Finite Math	Algebra II Precalculus Calculus Finite Math
<b>History</b>	4	World History	US 1	US II	Government Economics
<b>Science</b>	4	Biology	Environmental Science	Chemistry Anatomy	Chemistry Anatomy Forensics
<b>Spanish</b>	1	Spanish I			
<b>Fine Arts</b>	1/2	Fine Art			
<b>Career Prep</b>	1	Career Prep*			
<b>Health</b>	1/2		Health		
<b>PE Life</b>	1	PE Life			
<b>Electives</b>	4	Any course that does not count toward an above credit			
<b>Total credits</b>	<b>24</b>				

Things to know:

- PreAlgebra does not count toward a high school diploma.
- Algebra II must be taken before or in conjunction with Chemistry.
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- Examples of fine art courses include art, band, choir, theater. Examples of career tech include work study, computer.
- \*Career Prep requirements may be met with a combination of 08-CP in 8th grade and Economics in 12th grade.

## Grading Scale and Grade Point Average

		Honors courses	All other courses
A	90-100	5.0	4.0
B	80-89	4.0	3.0
C	70-79	3.0	2.0
D	60-69	2.0	1.0
F	0-59	0.0	0.0

Students in grades 9-12 will receive GPA quality points for each course based on the letter grade received by the student and the designation of the course.

To graduate **with honors** from Bessemer Academy, the student must:

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

Teacher approval is required to either add or drop any Honors courses.