

**Bitney College Preparatory High School**  
**Community Handbook**  
**&**  
**Academic Planner 2009-2010**

Please return to:

---

Print Full Name

<b>1</b>	<b>WELCOME FROM THE PRINCIPAL.....</b>	<b>1</b>
<b>2</b>	<b>GENERAL INFORMATION.....</b>	<b>2</b>
2.1	CONTACTING THE SCHOOL .....	2
2.2	SCHOOL CALENDAR.....	2
2.3	BELL SCHEDULE .....	4
2.4	FACULTY AND STAFF DIRECTORY .....	4
<b>3</b>	<b>SCHOOL GOVERNANCE .....</b>	<b>6</b>
3.1	MISSION STATEMENT .....	6
3.2	CHARTER COUNCIL.....	6
3.3	PRINCIPAL .....	6
3.4	PARENT COUNCIL .....	6
3.5	FACULTY COUNCIL.....	7
3.6	CLASS OFFICERS.....	7
3.7	STUDENT COUNCIL .....	7
3.8	STUDENT REPRESENTATIVES TO THE CHARTER COUNCIL .....	7
<b>4</b>	<b>ACADEMICS.....</b>	<b>8</b>
4.1	DEAN OF ACADEMIC AFFAIRS.....	8
4.2	ENROLLMENT .....	8
4.3	COURSE CATALOG.....	8
4.4	GRADUATION REQUIREMENTS .....	10
4.5	SCHEDULE CHANGES.....	12
4.6	FIELD TRIPS AND OTHER RELEASES FROM CLASS.....	12
4.7	CONTROVERSIAL CURRICULAR MATERIAL.....	13
4.8	GROUP WORK, PLAGIARISM, AND CHEATING.....	13
4.9	GRADES.....	13
4.10	INDEPENDENT STUDY CREDIT .....	15
4.11	INDEPENDENT STUDY FOR PLANNED ABSENCES.....	15
4.12	REGIONAL OCCUPATIONAL PROGRAM .....	15
4.13	STANDARDIZED TESTING.....	15
4.14	ACADEMIC SUPPLIES .....	16
<b>5</b>	<b>SCHOOL POLICIES.....</b>	<b>17</b>
5.1	ATTENDANCE .....	17
5.2	HALL PASSES .....	18
5.3	STUDY PERIODS .....	19
5.4	LUNCH PERIOD .....	19
5.5	CAMPUS BOUNDARIES .....	19
5.6	TRANSPORTATION AND PARKING .....	19
5.7	VISITORS .....	20
5.8	DRESS CODE .....	20

5.9	NON-EDUCATIONAL DEVICES .....	20
5.10	STUDENT PUBLICATIONS AND NOTICES .....	21
5.11	CAMPUS ENVIRONMENT .....	21
5.12	DISPLAYS OF AFFECTION .....	21
5.13	RESPECT FOR THE INDIVIDUAL .....	21
5.14	HEALTH SERVICES AND MEDICATION .....	22
5.15	ALCOHOL, TOBACCO, FIREARMS, ETC. ....	22
5.16	WILLFUL DISOBEDIENCE .....	23
5.17	DISCIPLINARY ACTIONS .....	23
5.18	DANCE POLICIES .....	24
5.19	TECHNOLOGY AGREEMENT .....	24
<b>6</b>	<b>SCHOOL SERVICES .....</b>	<b>26</b>
6.1	GUIDANCE COUNSELING .....	26
6.2	CLASS ADVISORS .....	26
6.3	STUDENT SUCCESS TEAMS .....	26
6.4	SPECIAL EDUCATION .....	26
6.5	DISTRICT PSYCHOLOGIST .....	26
6.6	STAFF DEVELOPMENT .....	26
6.7	SUBSTITUTE TEACHERS.....	27
6.8	STAFF EVALUATION .....	27
6.9	INSTRUCTIONAL MATERIALS .....	27
6.10	TRANSCRIPT REQUESTS .....	27
6.11	STUDENT LOCKERS .....	27
6.12	STAFF MAILBOXES.....	28
6.13	WEB SITE .....	28
6.14	COMMUNITY E-MAIL DISTRIBUTION LISTS .....	28
<b>7</b>	<b>STUDENT ACTIVITIES.....</b>	<b>30</b>
7.1	STUDENT GOVERNMENT .....	30
7.2	YEARBOOK .....	30
7.3	ATHLETICS.....	30
7.4	WILDERNESS WEEK .....	30
7.5	STUDENT CLUBS AND ORGANIZATIONS.....	30
7.6	DANCE ORGANIZATION .....	30
<b>8</b>	<b>OFFICIAL SCHOOL FORMS .....</b>	<b>31</b>
<b>9</b>	<b>SUMMARY OF FACULTY RESPONSIBILITIES.....</b>	<b>32</b>
<b>10</b>	<b>SUMMARY OF STUDENT RESPONSIBILITIES .....</b>	<b>33</b>
<b>11</b>	<b>SIGNATURE PAGE .....</b>	<b>34</b>
11.1	HANDBOOK AND POLICY REVISIONS .....	34
11.2	STUDENT SIGNATURE .....	34
11.3	FACULTY SIGNATURE .....	34

## **Acknowledgements**

Many helped to develop the original edition of this handbook. Every year the document goes through extensive review and revision by members of our faculty, the Charter Council, and the larger school community. Listing all of these people would not be practical, but over the years the following generous souls have made contributions above and beyond the call of duty: John Burnside drafted the original campus map, Allison Rapp developed the Academic Planners, and Chris Schneider did the original layout and many of the revised editions. We are thankful to these parents and faculty for laying the foundation for this and future editions.

# 1 Welcome from the Principal

---

On behalf of the entire Bitney community, I'd like to welcome all new and returning students and their families to another school year. Much effort has been made toward making our new campus an exciting, presentable, and functional facility. I can say with all honesty that this move has energized the staff, students, and parents. As we enter our second decade, here are a few things to look for:

- A Wilderness Week experience like we've never had before
- New opportunities for community outreach and community service
- Increased cross curricular and experiential learning aimed toward 21<sup>st</sup> century sustainability

As always, the entire staff remains committed to fulfilling our most cherished credo, that Bitney is a place where students are "known, respected, and educated." As always, we remain committed to our college preparatory track. And as always, we remain committed to our willingness and desire to openly communicate with all students and parents. My door is always open. Dean Peterson's door is always open.

We look forward to speaking with you about making this year one of our best ever, and the next ten years as fulfilling and inspiring as the first.

Thank You,

*Bruce Herring*

## 2 General Information

---

### 2.1 Contacting the School

Our school is located on Ridge Road, on the same site as Nevada Union High School. Please visit our web site, which contains all important school documents (e.g., this handbook), contact information for all of the faculty and staff, the complete school calendar, and more.

Bitney College Preparatory High School  
135 Joerschke Drive  
Grass Valley, CA 95945  
(530) 477-1235 (Voice)  
(530) 272-1091 (Fax)  
Info@BitneyPrep.net  
<http://www.BitneyPrep.net/>

#### Emergencies

In an emergency, call the school directly at **(530) 477-1235**. Our Fire/Emergency Plan is on file in the school office if you would like to review our emergency procedures in detail.

#### Snow Closures

Bitney and other district schools are occasionally closed because of transportation and power challenges associated with our lovely winter weather. Phone service permitting, the school administrator or a designee will inform local radio stations (KVMR - FM 89.5 and KNCO - AM 830) regarding the status of school closures and will attempt to call you (via our voice messaging system) to inform all families directly. If you do not receive a call, please call the school at **(530) 477-1235** to find out whether the school is open or listen to KVMR FM 89.5 or KNCO AM 830 in the morning for this information.

#### Administrative Contacts

The administrative staff is available by phone during school hours. Call the main school number **(530-477-1235)** to reach the Principal or members of the administrative staff. See Section 2.4 – Faculty and Staff Directory for a complete listing of school contacts.

### 2.2 School Calendar

The following school calendar lists many important dates and holidays for the 2009–2010 school year. Students do not attend school on Staff Development Days. Snow Days are planned to make up for any earlier snow closures. If such closures are not necessary, Snow Days are considered holidays.

**For a much more complete calendar, please refer to the one on the school web site** (<http://www.BitneySpringsPrep.net>).

August 18	Parent Meeting/Orientation Evening
August 19	First Day of School
September 7	Labor Day Holiday
September 15-18	Wilderness Week
October 19-23	Fall Break
November 11	Veteran's Day Holiday
November 23-27	Thanksgiving Holiday
December 21 – January 1	Winter Break and Holiday
January 12-15	Minimum Days – Midterms/Finals
January 18	Martin Luther King Holiday
February 12 & 15	Presidents' Holidays
March 8	Staff Development/Planning Day
March 24	Community Service Day
April 2	Snow Day (unless previous actual snow day occurs)
April 5-9	Spring Break
May 4-7	Minimum Days – STAR Testing
May 28	Snow Day (unless previous actual snow day occurs)
May 31	Memorial Day Holiday
June 1-4	Minimum Days – Finals Week
June 4	Last Day of Regular Classes/Graduation
June 7	Staff Development Day/Planning Day

## 2.3 Bell Schedule

Students are expected to be on campus and ready to learn before the first warning bell each day (8:15 AM). Students are normally dismissed at 3:30 PM Monday through Thursday and at 2:00 PM on Friday.

	Monday – Thursday	Friday
Period 1	8:20 AM – 9:15 AM	8:20 AM – 9:05 AM
Assembly	(Fridays only)	9:09 AM – 9:29 AM
Period 2	9:19 AM – 10:07 AM	9:33 AM – 10:17 AM
Period 3	10:11 AM – 10:59 AM	10:21 AM – 11:05 AM
Period 4	11:03 AM – 11:51 AM	11:09 AM – 11:53 AM
Lunch	11:51 AM – 12:22 PM	11:53 AM – 12:24 PM
Period 5	12:26 PM – 1:14 PM	12:28 PM – 1:12 PM
Period 6	1:18 PM – 2:06 PM	1:16 PM – 2:00 PM
Period 7	2:10 PM – 3:30 PM	(No Friday session)

## 2.4 Faculty and Staff Directory

The school web site (<http://www.BitneyPrep.net>) includes an up-to-date list of faculty and staff contact information, as well as links to web pages describing each course taught.

Aguirre, Claudia	Administrative Assistant	CAguirre@BitneyPrep.net	477-1235
Baker, David	Key Club Advisor	DBaker@BitneyPrep.net	477-1235
Freedman, Michael	English 10 & 11, Grade 11 Advisor	MFreedman@BitneyPrep.net	477-1235
<b>Herring, Bruce</b>	Principal	BHerring@BitneyPrep.net	477-1235
Jeffery, Marion	Computer Graphics	MJeffery@BitneyPrep.net	477-1235
Peterson, Dave	Dean of Academic Affairs	DPeterson@BitneyPrep.net	477-1235
Phillips, Laurel	Spanish 1, 2, 3, 4	LPhillips@BitneyPrep.net	477-1235
Susan Noble	Algebra I, Geometry, Algebra II, Pre-Calculus, Calculus, Grade 12 Advisor	SNoble@BitneyPrep.net	477-1235
Simpton, REXANNE	Algebra AB, Algebra CD, Physical Education, Health	RSimpton@BitneyPrep.net	477-1235
Pugel, Amy	Scientific Methods, Biology	APugel@BitneyPrep.net	477-1235
Trujillo, Jennifer	English 9 & 12, Senior Seminar, Yearbook, Grade 10 Advisor	JTrujillo@BitneyPrep.net	477-1235
Wood, Chad	World History, U.S. History, Government, Art 1, Grade 9 Advisor	CWood@BitneyPrep.net	477-1235
Woodhall, Rob	Fencing	RWoodhall@BitneyPrep.net	477-1235

## **3 School Governance**

---

### **3.1 Mission Statement**

Bitney College Preparatory High School (BCPHS) will provide our students with the experiences and skills needed to participate passionately and responsibly in the 21<sup>st</sup> Century. Graduates of Bitney will have a solid grounding in mathematics, science, history, and language arts. They will appreciate the arts as a source of inspiration and meaning, as well as a vehicle to express their own creative talents. Bitney will equip graduates with the latest communication and technology tools, an understanding of the historical, cultural, and environmental issues that shape the world, and a mutually created vision of how each of them fits purposefully into that world.

Above all else, Bitney will seek to imbue our graduates with a love of learning, a profound sense of questioning and examination, and a powerful sense of self-direction.

### **3.2 Charter Council**

The Charter Council is the body from which all other governing bodies get their power; it is made up of representatives from the administration, faculty, parents, students, and surrounding community. The Charter Council meets once each month during the school year, normally the second Tuesday evening at 6:00 PM. The date and time of each meeting is posted at the school, in the school newsletter as well as the online calendar on the school web site. The agenda for each regular Charter Council meeting is posted on the school web site at least 48 hours prior to the meeting. All meetings are open to the public. The minutes from Charter Council meetings are posted to the minutes e-mail distribution list (BSCHS\_Minutes@YahooGroups.com).

### **3.3 Principal**

The Principal is responsible for all day-to-day administrative, financial, and disciplinary decisions and ensures that the school is adhering to all legal parameters. The Principal reports directly to the Charter Council (attending all meetings), chairs faculty meetings, and is responsive to the Parent and Student Councils, as well as to individual parents and students. In addition, the Principal oversees and coordinates Student Success Team and Special Education meetings (see Section 6.3 – Student Success Teams and Section 6.4 – Special Education). The Principal serves as the school's designated representative at the Nevada County Charter Cooperative (NCCC) meetings. The Principal may organize and convene committees as necessary to support any and all school issues and functions.

### **3.4 Parent Council**

As a charter school, we're indebted to our parents for many of the support services provided by a traditional public school's administrative infrastructure. The Parent Council meets on the first Monday of the month at 6:00 PM, to find ways to provide this support. All parents are members of the Parent Council, and become voting members at the second meeting they attend. Parents are encouraged to attend whenever possible, to ensure that the Council reflects the broad range of voices in our community, has as much active participation as possible in its support activities, and can confidently recommend parent representatives to the Charter Council.

### **3.5 Faculty Council**

The faculty meet at least twice a month to discuss student, academic, and administrative concerns. Community members are invited to make presentations at these meetings, but portions of these meetings are typically conducted behind closed doors (and excluded from the minutes) in order to preserve the confidentiality of individual student concerns. The minutes from faculty meetings are posted to the minutes e-mail distribution list (BSCHS\_Minutes@YahooGroups.com). If a faculty member cannot be present at a faculty meeting, he or she is responsible for reviewing the minutes.

### **3.6 Class Officers**

Students from each grade level elect 3 classmates to help organize and represent their class. These include: president, vice-president, and secretary/treasurer.

### **3.7 Student Council**

The school's Student Council is elected from the entire student body. The Student Council officers help plan events for the entire school. The Student Council is an important part of our school administration.

### **3.8 Student Representatives to the Charter Council**

Each year, there are two student seats on the Charter Council. One is held by a senior with voting rights in Charter Council meetings, and the other is held by a junior who serves as an Alternate Representative. Each spring, an election is held by the student body to select the next year's Alternate Student Representative from the sophomore class. The current Alternate Student Representative yields his or her post to the newly elected Alternate Student Representative and moves into the senior Student Representative position.

The new representatives are introduced to the Charter Council during their meeting in June and officially take office in July.

## 4 Academics

---

### 4.1 Dean of Academic Affairs

The Dean of Academic Affairs coordinates enrollment, registration, transcript reporting, accreditation, standardized testing, guidance counseling, college and financial aid applications, and award assemblies (see also Section 6.1 – Guidance Counseling). The Dean also holds a voting position on the Charter Council and attends faculty meetings.

### 4.2 Enrollment

Bitney pursues an open admission policy and complies with California Education Codes Section 47600-47625. Admission will not be determined according to the student or parent's place of residence. Students will be considered for admission without regard to ethnicity, national origin, religion, gender, sexual orientation, or disability. No tuition is required. Our formal admission requirements are described in detail in our charter. Enrolling students must do the following:

- Together with their parent/guardian, complete and sign an enrollment form.
- Complete and submit the enrollment essay.
- Attend, with at least one parent/guardian, an enrollment conference at which they express an understanding of and a desire to pursue the philosophy and policies of BCPHS.
- Have earned sufficient credit to be at grade level for the class to which they are seeking admission (see the formal admission requirements in the School Charter for details).
- Demonstrate readiness for Algebra I through previous coursework or a placement exam.
- Meet the behavioral standards of the school, including having no expulsions on their academic record (see formal admission requirements for details).
- Be informed of the accreditation status of the school.
- Together with their parent/guardian, sign the Agreements of Understanding at the end of this handbook.

As stated in our charter, children of staff and siblings of current students or graduates have enrollment preference.

### 4.3 Course Catalog

The complete course catalog for this school year, including syllabus and schedule information, is available on the school web site (<http://www.BitneyPrep.net>). Unless otherwise noted, all classes listed below run through both semesters and earn 5 units of credit per semester. An asterisk (\*) next to a course title indicates that the course has been approved by the University of California Office of the President as meeting the “a-g” eligibility requirements for the California State University and University of California systems.

**English Department**

- English 9\*
- English 10\*
- English 11\*
- English 12\*

**Foreign Language Department**

- Spanish 1\*
- Spanish 2\*
- Spanish 3\*
- Spanish 4\*

**Mathematics Department**

- Algebra AB
- Algebra CD
- Algebra 1\*
- Geometry\*
- Algebra 2/Trigonometry\*
- Pre-Calculus\*
- Calculus

**Social Science Department**

- World History\*
- U.S. History \*
- Government (one semester, 5 credits)\*
- Economics (one semester, 5 credits)\*

**Science Department**

- Scientific Methods\*
- Biology\*
- Chemistry\*
- Geology\*
- Physics\*
- Modern Physics (one semester, 5 credits)

**Visual & Performing Arts Department**

- Painting & Drawing (5 credits/semester)
- Art 1\*
- Drama
- Dance (5 credits/semester)
- Music Theory (5 credits/semester)
- Music Performance (5 credits/semester)

**Technology Department**

- Information and Communication Technology - ICT (5 credits/semester)
- Computer Graphics (5 credits/semester)

**Practical Arts Department**

- Health (5 credits/semester)
- Senior Seminar
- Driver Education (5 credits/semester)

**Physical Education Department**

- Physical Education (5 credits/semester)
- Yoga (5 credits/semester)
- Fencing (1 day/week, eight-week blocks, off campus, 1.25 credits for each block)

**Other Electives**

- Office Assistant (5 credits for two days per week/semester)
- Community Service (5 credits per semester or service hours)
- Library Assistant (5 credits/semester or service hours)
- Yearbook (5 credits/semester)

## 4.4 Graduation Requirements

Our Mission Statement and our motto (“Bitney is a place where students are known, respected, and educated”) require a more flexible schedule to facilitate genuine learning opportunities beyond the main campus. These include community service, career/focus study, academic enrichment at Sierra Community College, and the senior project.

The school offers courses that meet the eligibility requirements for the University of California and the California State University systems. These courses are commonly referred to as “a-g” courses. (See summary on following page.)

The school also offers some courses that meet the local graduation requirements but do not meet the CSU/UC eligibility requirements. Students and parents, with the help of the Dean of Academic Affairs, should create a graduation plan that supports their individual post-secondary goals.

<b>Subject</b>	<b>Bitney Graduation Required Years</b>	<b>Bitney Graduation Required Credits</b>	<b>CSU/UC Eligibility Required Course Credits*</b>
English	4	40	40
Math	3	30	30 <i>(40 recommended)</i>
Laboratory Science	2	20	20 <i>(30 recommended)</i>
U.S. History	1	10	5
U.S. Government	1/2	5	5
World History	1	10	10
Foreign Language	2	20	20
Economics	1/2	5	
Visual/Performing Arts	1	10	10
Physical Education	2	20	
Computer Technology	1	10	
Health	1/4	5	
Electives		45	10 <i>(must be CSU/UC approved)</i>
Community Service	150 Hours	Completed	
<i>California HS Exit Exam</i>		Passed	
<i>Senior Seminar (includes Senior Project)</i>		5	
<b>Totals</b>		<b>235</b>	<b>150</b>

\*The University of California and California State University systems require that high school graduates complete certain courses to be eligible for admission. These courses are organized into seven categories. These “a-g” requirements can be summarized as follows:

- A History/Social Science** – Two years required, including the following: (i) one year of U.S. history *or* one half year of U.S. history and one half year of civics or American government; *and* (ii) one year of world history, cultures, and geography.
- B English** – Four years of college preparatory English that include frequent and regular writing, as well as reading classic and modern literature.
- C Mathematics** – Three years of college preparatory mathematics that include the topics covered in elementary and advanced algebra and in two- and three-dimensional geometry.
- D Laboratory Science** – One year of laboratory life science and one year of laboratory physical science.
- E Language other than English** – Two years of the same foreign language.
- F Visual and Performing Arts** – One year, including dance, drama/theater, music, and/or visual art.
- G College Preparatory Elective** – In addition to those courses required in “a-f” above, one year (two semesters) of college preparatory electives is required, chosen from visual and performing arts, history, social science, English, advanced mathematics, laboratory science, and language other than English.

## **Community Service**

All students are expected to devote at least 150 hours of time to community support activities during their high school career. Students who enter the school in their junior year must complete 100 hours before graduation; entering seniors must complete 50 hours.

Community service may be fulfilled in a variety of ways, either on-campus or off-campus. It may also be fulfilled during school hours. For example, student teaching assistants earn 12 hours of community service for each academic credit they help to support (e.g., a teaching assistant for a 5-credit per semester class earns 60 hours of community service per semester). The community service requirement is completely separate from the senior project, and hours spent on one may not be applied toward the other. Detailed community service policies and opportunities are posted on the school web site (<http://www.BitneyPrep.net>).

## **Senior Project**

During their senior year, all students are required to take the Senior Seminar class, and must complete a project of significant scope and depth in an area of interest to the student. Satisfying required deadlines for this project during the first and second semesters of the senior year contributes to earning academic credit in the Senior Seminar class. Although the many hours required to complete this project will be invested outside of class, deadlines and support will be regularly administered in the Senior Seminar class. The Senior Project Coordinator will review and assess each student's project to determine whether it successfully satisfies this requirement for graduation. In the fourth quarter of the school year, seniors present their projects to teachers, students, and members of the community.

## **California High School Exit Exam**

All students must pass the California High School Exit Exam (CHSEE) in order to receive a high school diploma. Students will begin taking the exam in the 10<sup>th</sup> grade and must repeat it every year until they pass.

## **4.5 Schedule Changes**

All schedule changes, adds, and drops must be approved by the Dean of Academic Affairs within two weeks after classes begin.

## **4.6 Field Trips and Other Releases From Class**

Teachers (activity leaders) wishing to have students released from other classes to attend field trips and other activities must provide all such students with a Class Release/Parent Permission Form specifying the nature of the activity as well as the specific date(s) and time period(s) and method of transportation. Each student must then request that the teacher of every impacted class initial his/her Class Release Form before the deadline set by the activity leader. It is the activity leader's responsibility to ensure that each student turns in a completed Class Release/Parent Permission Form before allowing the student to participate in the activity. Parents are encouraged to read any teacher comments before giving their student permission to attend (by signing the form).

Activity leaders are encouraged to coordinate with other faculty as far in advance as possible. Students are not allowed to drive other students to off-site activities. Parents providing transportation must have their vehicles inspected by a school representative and must obtain the insurance coverage required by the school. Detailed field trip policies and

procedures (Field Trip Guidelines) are posted on the school web site (<http://www.BitneyPrep.net>).

All such activities should be posted to the online calendar on the school web site. Class Release/Parent Permission Forms should be distributed to students at least one week before the activity begins in order to allow sufficient time for students to obtain all of the necessary approvals.

## 4.7 Controversial Curricular Material

Teachers will not show R-rated movies in class or present curricular material covering sensitive topics (e.g., sexual education) without written parent/guardian approval. Alternate curricula will be provided for those students who choose or are not permitted to participate due to the subject matter or rating.

## 4.8 Group Work, Plagiarism, and Cheating

plagiarism [n.] – the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. [from the *Random House Unabridged Dictionary*, Copyright ©1997, by Random House, Inc.]

Teachers will clearly identify assignments that are to be completed through group effort, but each group member is expected to contribute equally in the effort. Students who attempt to pass someone else's work off as their own (e.g., copying text from a source without proper citation, cheating on a test, etc.) will earn zero credit for that assignment. The first such offense will result in an Incident Notice. The second such offense may result in the student receiving an "F" in the class, regardless of the class in which it occurs, and a meeting of the school principal, parents and the student. Tracking of a second offense shall be for the duration of the student's attendance at Bitney. Students who provide access to enable plagiarism/cheating may also earn zero credit, depending on the circumstances.

## 4.9 Grades

Although a grade point average is only one measure of a student's academic performance, the school tries to provide each student with a predictable, accurate, and fair accounting on their transcript.

### Grade Point Averages

Grade Point Averages (GPAs) are computed on a 4-point scale: each A (A-, A, or A+) is worth 4 points, each B is worth 3 points, each C is worth 2 points, and each D is worth 1 point. The grade point average is then computed by weighting each class grade by the number of credit units. No other weightings are applied to class grades, even those from classes that might be considered "college level" or "advanced placement."

### Grade Reporting

It should be stressed that grades are not "given" to students by course instructors. Instead, students *earn* grades through concerted effort to meet their instructors' clearly articulated expectations.

Grades are computed in each class approximately halfway through the semester, and these Midterm Progress Reports are printed and distributed to all students to take home. These

midterm progress reports are not entered into the student's transcript; instead, they serve as important feedback while there is still time to rectify any problems. A Semester/Final Grade Report is mailed to each student's home at the end of each semester and entered into his/her formal transcript.

Academic teachers develop and distribute a syllabus for each class they teach. Each syllabus includes a clear formula for computing student grades, and all syllabi are available on the school web site. All academic class grades are also computed (according to the published rubric) with the help of the school's official grade computation software, and the results are available through the school web site (<http://www.BitneyPrep.net>) and are updated at least once every two weeks. In addition, homework assignments are also available through the same reporting program, on the web site. Both grades and homework assignments, for all of his/her classes can be printed.

Teachers are encouraged to call a student's parent/guardian at home to discuss academic and disciplinary problems before these problems become serious. They also complete Parent Notification Forms to establish a written record of these notifications. Teachers will notify a student's parent/guardian if the student's grade falls to 75 percent or below.

Parents and students are strongly encouraged to make use of both the online homework posting system and the online grade reports, so that they can monitor progress through each academic class. Instructions for accessing the homework posting system and the online grade reports, and the necessary username and password, are mailed to parents and students at the beginning of the school year. Additional instructions are available on the school web site. Please note, you must have a username and password to utilize this online system. Additional information or access to "hard copies" of student grades, are available by calling the school office (530-477-1235).

### **Academic Honors**

Students who maintain a 4.0 average for a semester are recognized on the Principal's List. Students who maintain a 3.5 average for a semester are recognized on the Dean's List. Bitney does not rank students within a grade level; no valedictorian or salutatorian is recognized at the graduation ceremony.

### **Academic Probation**

All students at Bitney are expected to approach their class work with effort and integrity. Evidence of serious academic difficulty normally results in a Student Success Team (SST) being convened to help resolve the problem (see Section 6.3 – Student Success Teams). Any student whose GPA falls below 2.0 in any quarter may be placed on Academic Probation for the following quarter and placed in academic support.

To define the terms of the probation, the Principal or Dean of Academic Affairs will develop a contract outlining the specific academic goals and the steps the student will take to reach these goals. The contract will be signed by the student and his or her parent/guardian. At the end of the probationary period, if the student has not met the goals outlined in the contract, a meeting with the Principal or Dean may be convened to address the question of whether Bitney is the appropriate placement for the student. Overt disinterest on the student's part in addressing academic problems may be cause for referral to the School Attendance Review Board (SARB) or dismissal.

### **Clearing Financial Obligations**

Transcripts will be withheld if a student has outstanding financial obligations to the school (e.g., lost or damaged textbooks or other school equipment).

## 4.10 Independent Study Credit

Through prior arrangement with the Dean of Academic Affairs, students may obtain independent study credit for on- or off-campus activities. This can range from physical education credit to academic courses taken at other accredited institutions (e.g., Sierra College).

## 4.11 Independent Study for Planned Absences

Students taking a planned leave of absence of one day or longer may request assignment to Independent Study. Students must obtain *prior* approval from the Dean of Academic Affairs for such assignments. All Independent Study assignments are due to the school office, the first day the student is back in school. The office will distribute student work to their teachers.

## 4.12 Regional Occupational Program

The 49er Regional Occupational Program (ROP) is a collaboration between education and business that provides quality career preparation to students, enabling them to become viable contributors to the workforce of the 21<sup>st</sup> Century. All high school students with junior or senior status who are 16 years of age or older may enroll in this program.

## 4.13 Standardized Testing

During the spring semester, the school participates in the state-mandated STAR (Standardized Testing and Reporting) program. All students in Grades 9 through 11 take a series of subject matter tests. California Achievement Tests and California Standards Tests are used to provide detailed feedback to individual students about their performance in relation to both national norms and specific California curriculum standards. These tests are also used to assess the effectiveness of schools and districts. Individual schools receive an Academic Performance Index (API) score based, in part, on their students' performance on the STAR program tests. The most recent STAR Test results for BCPHS can be found at <http://star.cde.ca.gov/> and the school's most recent API report is posted at <http://api.cde.ca.gov/reports.html>.

Once every year, the school administers the California High School Exit Exam (CHSEE). See Section 4.4.3 - California High School Exit Exam for more details. BCPHS also administers the state-mandated Physical Fitness Test to all ninth graders.

## 4.14 Academic Supplies

All students are expected to come to school each day prepared to learn. Each student must bring all of the following items to class each day:

- Academic planner** – All students are encouraged to keep track of assignment due dates using an academic planner, and one has been thoughtfully provided in this handbook.
- Pencil/pen and paper**
- Completed homework**
- Course-specific items** – An instructor may require that students bring additional items (calculators, textbooks, etc.) to class each day. See the specific course syllabi for details.

### **Art Supplies**

The school has very limited resources. Therefore, students may be asked to provide some of the consumable supplies they use in art classes. In cases where this is financially impossible, the school will provide the materials.

## **5 School Policies**

---

### **5.1 Attendance**

The bell system will give everyone a 4-minute warning before each class period and then sound a second time at the beginning of the period. All students must be seated and prepared to learn at the start of the class period. Period 1 teachers will complete a roll sheet at the beginning of the period, update it to reflect any tardy students, and deliver it to the school office. A faculty member who notices a student missing from a subsequent class must check the attendance sheet at the office to determine whether the student is absent or has cut the class. Students who arrive late to school must check in at the office, so the attendance records can be updated.

#### **Excusing Absences**

If a student is going to be absent, a parent/guardian should call the office (477-1235) by 8:20 AM and give the reason for the absence. A student may be legally excused from school when the absence is due to personal illness or injury, medical appointments, attendance at funeral services, jury duty, family emergency, or upon prior approval of the Principal or designee. Periodic calls should be made to report on the student's progress during an extended absence (at least once per week). Regardless of the student's age, absences will only be legally excused when the parent/guardian informs the school by telephone or writes and signs a note listing specific reasons for the absence that are consistent with this policy. Written notes must be delivered to the school office, which maintains a record of excused and unexcused absences. Absences in excess of three days for medical reasons may require a note from a medical practitioner.

An unexcused absence from school will be treated as a Cut (see Section 5.1.2 – Unexcused Absences from Class), and will result in notification to the student's parent/guardian and possible suspension. The Principal will determine the type of suspension (in-school or outside of school) and specific details (times and locations). Suspension shall occur on the first appropriate school day immediately following the absence. Any subsequent unexcused absences will be treated in the same manner (see also sections 5.1.2.2 and 5.1.2.3).

#### **Unexcused Absences From Class (Cuts)**

A Cut is defined as a student missing over 15 minutes of a class without an excuse authorized by the office. Unexcused absences from elective classes and study periods are also considered Cuts. Excused absences (e.g., those due to sickness, medical appointments, etc.) are not considered Cuts, though they should be minimized whenever possible.

##### **5.1.1 First Cut – Parent Notification**

Whenever a student is absent from a class, it is the teacher's responsibility to determine whether that absence has been properly excused. If not, the teacher will complete an Incident Notice describing the Cut and deliver it to the Principal, who will ensure the student's parent/guardian is notified about the incident and the consequences of any subsequent cuts. In addition, the Principal may assign restitution activities for the offending student (see also section 5.5).

### **5.1.2 Second Cut – Meeting and SARB Warning**

If the Principal receives an Incident Notice describing a student's second Cut in the same semester, the student's parent/guardian will again be notified and a meeting with the student and parents/guardians will be convened and a referral may be made to the local School Attendance Review Board (SARB).

### **5.1.3 Third Cut – Meeting and SARB Hearing**

If the Principal receives an Incident Notice describing a student's third Cut in the same semester, a meeting with the student and parents/guardians will be convened to determine if Bitney is the appropriate academic placement for the student. In addition, the issue will be forwarded to the School Attendance Review Board (SARB). The SARB will conduct a hearing and may levy a fine against the parent/guardian and in some instances revoke a student's driver's license.

### **Excusing Tardiness**

Students who are late for their Period 1 class must first report to the office. Regardless of the student's age, such Period 1 tardiness must be excused on the same day with a note written and signed by the parent/guardian and listing specific reasons for the infraction. The office will issue the student a pass specifying whether the tardiness was excused or unexcused, and the student will bring this pass to the Period 1 instructor.

### **Unexcused Tardiness**

Teachers will maintain a record of each time a student is tardy to their class. Three unexcused tardies in a class within the same semester are treated as a single Cut.

### **Early Dismissal**

Students who need to leave the campus before the close of the school day must have permission from their parent/guardian (usually obtained by coming to the office in person to sign the student out) regardless of the student's age. Students leaving early will remain in class until they are called to the office when their transportation arrives. Parents should not go directly to their student's classroom. Unplanned interruptions are disruptive to instruction.

Students who must leave the school early on a regular basis must have an Early Dismissal Release Form on file in the office and must also sign out before leaving each day. Students with approved early dismissal must leave the campus immediately at the agreed upon time.

### **Class Attendance**

Students are required to attend all class sessions. In the event a student does not attend ten (10) or more class sessions in any one semester (for any reason), the student will not be eligible to receive academic credit for the class unless arrangements are made with the class teacher and Administrator.

## **5.2 Hall Passes**

Each classroom has an official Hall Pass. Students are not allowed outside of the classroom when classes are in session unless they have the Hall Pass. Teachers may release students from their classes when absolutely necessary (e.g., emergency restroom breaks), but

only one student will be released at a time, and then only with the Hall Pass. Students should use the restroom during breaks, not during class time.

### 5.3 Study Periods

The attendance policies for Study Periods are identical to those for other classes (see Section 5.1 – Attendance). Students are expected to devote the entire period to academics. In the extremely rare event that a student has no academic work to perform, s/he should bring a book to read for the period.

Students who need to meet with other instructors during their Study Period should report for normal attendance, the Study Period proctor will release the student to meet with the requesting instructor.

### 5.4 Lunch Period

Students may enjoy their lunch in any clearly visible area within the campus boundaries, as long as they do not disrupt any academic activities conducted during that period.

### 5.5 Campus Boundaries

Students are allowed only in the areas designated within the Campus boundary. **The Bitney campus is closed, unless otherwise noted; students are not allowed to leave the campus during lunch or at any other time of the day unless permission is received from faculty or administration.** Students do not have access to their cars during school hours (even during lunch). Unauthorized violations of campus boundaries may be treated as a Cut, with an incident notice being filed, and a meeting with the school Principal held. The Principal may assign restitution activities for the offending student and or a school suspension.

### 5.6 Transportation and Parking

Parking on campus is a privilege. To keep this privilege, a student must abide by the rules regarding parking, loitering, accessing cars during school hours, and closed campus restrictions (see Section 5.5 – Campus Boundaries). **A safe and respectful speed (5 mph maximum) must be maintained at all times within the parking lot.** All cars must be parked between the lines of established parking spaces. Students may not loiter in their cars after arriving on campus. They are not allowed to return to their cars until dismissed, at which point they must leave without delay.

Students with approved early dismissal (see Section 5.1.5 – Early Dismissal) are not permitted to provide rides to other students unless the other students have also obtained official permission to leave campus and have signed out with the office.

Community members park on campus at their own risk; the school is not responsible for valuables left inside vehicles, damage to vehicles, or theft of vehicles.

The school does not operate a school bus. Instead, Gold Country Stage provides bus service to the campus. All students are encouraged to carpool or utilize the public bus service.

On campus parking is limited. All students who drive to school and want to park on campus must first have a signed parking agreement on file in the school office and obtain a school parking permit to comply with the provisions of this section. This offers an opportunity for students and office personnel to review and clarify all aspects of driving and parking privileges. Violation of any of these provisions by student drivers may result in the loss of school parking privileges and a parking ticket.

## 5.7 Visitors

All visitors must park in the school parking area and check in with the office immediately upon arrival. Visitors must obtain approval from a member of the staff, sign in at the school office and be issued a Visitor Pass before gaining access to the rest of the campus. The pass must be worn at all times during the visit. Whenever possible, visitation requests should be submitted to the office prior to the visit.

## 5.8 Dress Code

Parents/guardians/students are responsible for appropriate student dress and cleanliness. **Personal appearance must not be disruptive to the educational process, and may be dealt with by the Principal or other staff members on an individual basis.**

- Students who come to school inappropriately dressed will be loaned a long T-shirt to wear over their other clothing until either (a) more appropriate clothing may be brought from home, or (b) the school day has ended, at which time the T-shirt will be returned. Repeated dress code violations will be considered an act of willful disobedience, and further disciplinary action may be taken (see Section 5.16 – Willful Disobedience). Shoes must be worn on the school grounds at all times.
- Clothing that exposes personal body parts, underwear (other than bra straps), or more than three inches of the midsection (when standing up straight) is not allowed.
- Underclothing (boxers, undershirts, camisoles, bras, etc.) may not be worn as outer wear at any time.
- No halter tops, halter dresses, or bathing suits are allowed.
- No hats, caps, hoods, or sunglasses may be worn inside classrooms.
- The length of shorts and skirts must be no shorter than mid-thigh when standing up straight.
- Clothing, tattoos, or jewelry with ethnic, sexist, and/or racial slurs is not allowed. Vulgar, obscene, or violent writing or connotations are not allowed.
- No clothing that advertises drug, alcohol, or tobacco products is allowed.

## 5.9 Non-Educational Devices

Skateboards, inline skates, razors, bicycles, or scooters, may not be used (or even stood upon) at any time while on campus, unless *all* of the following are true:

- A supervisor approved by the office is present.
- The student has a signed waiver on file in the office.
- The student is wearing a helmet.

No ipods/MP3 players, portable disk players, or other music playing devices may be used at any time while the student is in class (unless the individual instructor has given the student explicit permission to do so). If a student attempts unauthorized use of such a device during class, the device will be confiscated for the remainder of the class period. Any subsequent use will result in confiscation for the remainder of that day and may result in a meeting with the student, parents/guardians, and the Principal.

## **Cell Phone and Pager Use**

Cell phones and pagers may not be used at any time while students are in class. Cell phones and pagers should be turned off while in class and must be kept out-of-sight in a bag or pack. Unauthorized use of cell phones or pagers (including making calls, text messaging, answering a phone, playing games, taking pictures or any other use), allowing it to ring while in class, or leaving it exposed, may result in the cell phone being taken away for the class period and/or confiscated for the entire day (to be retrieved in the office at the end of the day). Repeated violations will be considered an act of willful disobedience (see Section 5.16 – Willful Disobedience) and may result in a meeting with the student, parents/guardians, and the Principal.

Parents/guardians are strongly encouraged not to call students on cell phones when classes are in session (see section 2.3 Bell Schedule). Students are allowed to use the office phone during breaks to make important phone calls. Incoming messages constituting emergencies will be delivered to students during class. All non-emergency messages for students will be held at the office until a class break.

## **5.10 Student Publications and Notices**

All students are encouraged to post flyers advertising community events. All announcements posted on the school bulletin boards or elsewhere on campus must be approved by the office and dated for removal. No student publications or flyers may be distributed on campus without office approval.

## **5.11 Campus Environment**

Any community member who litters intentionally or carelessly will be assigned campus custodial duties for a time period commensurate with the offense. Repeated violations will be considered an act of willful disobedience (see Section 5.16 – Willful Disobedience) and may result in a meeting with the student, parents/guardians, and the Principal..

Teachers are expected to leave their classrooms as they found them. Blackboards and whiteboards should be wiped clean (with the exception of small, clearly identified areas containing course notices), and desks and chairs should be returned to their original arrangement.

## **5.12 Displays of Affection**

Bitney is an educational institution with an educational focus. Kissing, inappropriate touching and other sexual behavior are not school appropriate and are prohibited. Repeated violations will be considered an act of willful disobedience (see Section 5.16 – Willful Disobedience) and may result in a meeting with the student, parents/guardians, and the Principal..

## **5.13 Respect for the Individual**

Every person in our school community is an individual worthy of our respect. Students are expected to treat others with courtesy and civility.

All conflicts on campus will be resolved through calm, civil, nonviolent discourse. All community members will use appropriate language while they are at school. The use of profanity is prohibited on campus and at all school related functions.

Community members will demonstrate respect for one another by ensuring that all are free from unwelcome sexual advances and other verbal, visual, or physical conduct that is of a sexual or abusive nature. Sexual harassment, bullying and other actions intended to cause harm to others (or their property) are a form of discrimination and have no place on the Bitney campus or elsewhere. For more information about the school district's official Sexual Harassment Policy, please refer to the copy included with your enrollment materials.

It is the responsibility of each community member to create and maintain this environment of respect by controlling his/her own actions and by encouraging other community members to do the same. An effort will be made to acknowledge positive behavior. Acts of kindness, respect, and good deeds will be noted and publicly recognized. Any student, parent, teacher or staff may nominate a student; final determination will be made by the school administrator.

## **5.14 Health Services and Medication**

All students are required by state law to have on file in the school office the student's California School Immunization Form or Waiver and the completed Bitney Emergency Information Form.

If a student becomes ill during school hours and needs to leave school, s/he must report to the office. A parent/guardian will be contacted to give permission for the student to go home and to make transportation arrangements.

School personnel will not administer non-prescription internal medication (including aspirin).

Any medication brought to school must be in the original prescription bottle and kept in the school office. A completed Administration of Medication Form signed by the student's physician/health care provider must accompany any prescription and/or non-prescription medication that is to be kept at or brought to school for daily, short term, or emergency use.

**Please schedule medical and dental appointments for times outside normal school hours.**

## **5.15 Alcohol, Tobacco, Firearms, etc.**

The following items are prohibited in all areas of the campus (and within 100 feet of the school grounds) at all times. Possession of any of these items is not only a violation of the school contract, but it will normally result in serious legal consequences for the student(s) involved:

- Alcohol, tobacco, and/or other controlled substances**
- Drug paraphernalia**
- Firearms and/or other weapons**

Community members are expected to arrive on campus prepared to focus on education. Arriving under the influence of alcohol or other drugs will also result in very serious disciplinary consequences. Note that these are all legal issues that may transcend the authority of the Principal, and the police will normally be notified immediately.

## **5.16 Willful Disobedience**

Students are expected to respect the authority of all staff and faculty on campus. Willful disobedience or direct defiance is a serious offense that will result in a mandatory review by the Principal, along with probable suspension.

## **5.17 Disciplinary Actions**

The school's disciplinary system is designed to be flexible enough to meet the needs of individual students.

### **Classroom Management**

Faculty are encouraged to handle disciplinary problems within their classroom, rather than to send students to the office. In the event a student needs to be sent from the classroom for disrupting instruction, that student must go directly to the office.

### **Incident Notices**

Community members who witness violations of the letter or spirit of this agreement should complete an Incident Notice describing the transgression. Completed notices should be delivered to the Principal, who will determine what (if any) immediate action should be taken. Depending on the severity of the issue, the Principal may decide to have an informal discussion with the student, call the parent/guardian directly, or convene a Student Success Team (see Section 6.3 – Student Success Teams). Incident Notices are maintained in the Principal's student file so that they may be referred to if and when subsequent disciplinary actions are taken.

### **Disciplinary Referrals**

Serious behavioral incidents (e.g., those requiring a student to be sent repeatedly to the Principal's office) are described by a faculty member on a Disciplinary Referral. Like Incident Notices, these referrals are maintained in a student file and form a documentation trail that may ultimately lead to a SARB referral and/or expulsion:

#### **5.17..1 First Disciplinary Referral – Parent Conference**

The first Disciplinary Referral in a school year will result in a conference between an administrator and the student's parent/guardian, and the consequences of any subsequent referrals will be discussed in detail.

#### **5.17..2 Second Disciplinary Referral – Suspension**

The second Disciplinary Referral in a school year may result in a 1- to 3-day suspension and a SARB referral. If suspended, at least one parent/guardian must accompany the student on his/her first day back to school for a brief re-entry meeting, which will include an administrator and the faculty member who wrote the most recent referral. The purpose of this re-entry meeting will be to schedule a Student Success Team meeting (see Section 6.3 – Student Success Teams) that all of these people are able to attend.

The Student Success Team will focus on developing strategies for addressing the root problems in order to avoid a third Disciplinary Referral. The consequences of a third referral will be clearly communicated, and the student and parent will both sign a contract agreeing to the intervention plan.

### **5.17..3 Third Disciplinary Referral – Suspension & Transfer Conference**

The third Disciplinary Referral in a school year may result in a 3- to 5-day suspension and a SARB referral. If suspended, an administrator will meet with the student and his or her parent/guardian to discuss options for a more appropriate school placement for the student.

### **5.17..4 Fourth Disciplinary Referral – Expulsion**

The fourth Disciplinary Referral in a school year will result in a mandatory hearing before the Charter Council, to determine whether the student should be expelled.

## **5.18 Dance Policies**

Dances and proms are open to all enrolled students (with the exception of students under disciplinary restrictions). Students may invite friends from other schools to attend as well. However, guests will be admitted only at the discretion of the dance chaperones. Everyone, including guests, must read, sign, and abide by the Dance Policies:

- All attendees must sign in at the entrance immediately after arriving.
- All attendees must sign out before leaving.
- Students who leave the dance may not return.
- Dance area boundaries must be respected for the duration of the dance.
- No songs with explicit sexual or violent lyrics will be allowed.
- The posted dress code will be enforced.
- No tobacco, alcohol or other drugs are allowed.
- Abusive language or behavior will not be tolerated.
- Students who abuse drugs or alcohol or are violent will be isolated until transportation home can be arranged.

## **5.19 Technology Agreement**

All students at Bitney who use school computers must agree to the following conditions:

- All directions of teachers and school staff will be followed.
- All rules established by the school and school district will be followed.
- All rules of any computer networks accessed will be followed.

The use of school computers and internet access is a privilege, and failure to follow the rules may result in the loss of computer privileges. School computers are for school-related education and research purposes only. No personal use is allowed without permission from an instructor.

No changes or modifications may be made to any software or document, except for a student's own documents. The following types of information may not be produced, distributed, accessed, used, or stored:

- Unlawful
- Private or confidential
- Harmful, threatening, abusive, or denigrating to others
- Obscene, pornographic, or containing inappropriate language
- Disruptive of others' work
- Damaging to computer systems or networks

The following rules of e-mail etiquette must be followed:

- No e-mail address, home address, telephone number, or personal information will be distributed.
- The privacy of others will be maintained at all times.

## **6 School Services**

---

### **6.1 Guidance Counseling**

The Dean of Academic Affairs (see also Section 4.1 – Dean of Academic Affairs) has the overall responsibility for ensuring that Bitney meets the academic expectations outlined in its charter, including offering a curriculum that satisfies the requirements for admission to the University of California/California State University system. The Dean also coordinates guidance counseling services, both to help students meet graduation requirements and to lead them through the college and financial aid application process.

### **6.2 Class Advisors**

Each class (freshman, sophomore, junior, and senior) has a faculty member appointed as a Class Advisor. It is the role of the Advisor to give guidance to the Class Officers and help facilitate their class meetings and chosen activities. Some of these activities may include, but are not limited to, Student Government elections, fundraising, service projects, class trips, and social events.

### **6.3 Student Success Teams**

Student Success Team meetings will be scheduled to address the needs of students who are having disciplinary or academic difficulties. A Student Success Team is comprised of the student, his or her parent/guardian, and members of the faculty and/or administration. In order to address serious academic concerns, the team may decide to place the student on Academic Probation (see Section 4.9.4 – Academic Probation for details), or draft some other academic and/or behavioral contract outlining both the remediation strategy and the consequences if the student fails to meet these expectations.

### **6.4 Special Education**

The Nevada County Charter Cooperative Resource Specialist provides special education services to students who have Individual Education Plans (IEPs) or have 504 classifications. Teachers and the Special Education Coordinator (resource teacher) work together to modify the curricula to meet these special needs.

### **6.5 District Psychologist**

The Nevada County Charter Cooperative psychologist provides counseling and special education services to students.

### **6.6 Staff Development**

Bitney College Preparatory High School and the Nevada County Charter Cooperative provide staff development services to all faculty and staff (e.g., developing appropriate curricular modifications for students with special needs).

The Technology Department provides ongoing support to faculty as they make use of school technology for both administrative purposes (e.g., computing and reporting grades) and curricular purposes (e.g., classroom PowerPoint® presentations). The California Technology

Assistance Project (CTAP) also provides free computer literacy classes, both online and through in-services.

The school completes the CTAP online survey to provide information about which staff development resources will be most appropriate given their current level of technical expertise. All faculty are expected to make steady progress toward full computer literacy, and to significantly and effectively integrate technology into their curricula.

## 6.7 Substitute Teachers

The school provides substitutes for teachers who are unable to attend class due to sickness or other personal emergency. Absent teachers must provide their substitutes with detailed lesson plans requiring no content knowledge on the part of the substitute. All teachers are encouraged to keep such emergency lesson plans on file somewhere at the school in case of an unexpected absence.

Teachers who know in advance that they will need a substitute teacher, must coordinate with the Principal before making substitute arrangements.

## 6.8 Staff Evaluation

The Principal is responsible for coordinating performance evaluations of all staff members. Each member of the faculty designs his/her own Performance Appraisal Review for Teachers (P.A.R.T.), a combination professional development and evaluation plan. After receiving peer feedback on the proposal and then implementing the revised plan, the teacher presents the results to his/her P.A.R.T. review team, who provide an evaluation of the teacher's performance.

## 6.9 Instructional Materials

The school maintains shared instructional materials such as computers, LCD projectors, etc. Faculty members are expected to coordinate with one another via a check out list located in the staff room to make the best use of these resources.

The school has a small budget for consumable resources such as paper, dry erase markers, etc. Faculty members are encouraged to limit their use of these resources whenever possible. Teachers must notify and consult with the office manager to receive approval before purchasing supplies.

Department members are expected to coordinate the allocation of instructional materials funds to support all of their classes. All such purchases should be coordinated through the office well in advance, as the proper paperwork must be filed.

## 6.10 Transcript Requests

In addition to the normal grade reports provided at the end of each semester, grade transcripts may also be obtained by completing the Transcript Request Form available in the school office.

## 6.11 Student Lockers

Locker space will be provided to all students. This locker space remains the property of the school and all school policies apply (e.g., no alcohol, tobacco, other drugs, firearms, or other weapons, are allowed within the locker space). **Lockers are subject to search by**

**school personnel who have articulable concerns.** No keyed locks are allowed, and the code to all combination locks must be on file in the office.

## 6.12 Staff Mailboxes

Each contracted staff member will be assigned a physical mailbox for receiving phone messages, school notices, late assignments, etc. All staff members are expected to review the contents of their mailboxes when they arrive at school and when they leave each day. Staff members with voice mailboxes will check them just as frequently.

## 6.13 Web Site

The school maintains a comprehensive web site at <http://www.BitneyPrep.net>, including all of the following resources. Community members with internet access are encouraged to bookmark the school web site and refer to it regularly.

- Faculty & staff directory
- Class and bell schedules
- Course descriptions (syllabi)
- Secure access to current student grades
- Access to homework assignments
- School Calendar

### Online School Calendar

Members of the community are encouraged to post events to the online calendar on the school web site as soon as it is humanly possible. All faculty, staff, and members of the Charter and Parent Councils can post scheduled events by contacting the school office. It is hoped they will do so only after getting approval from those most interested and/or impacted. If a scheduling conflict arises, please contact the person who posted the conflicting event to resolve the conflict. It is hoped that these procedures will resolve all conflicts; ultimately, all event schedules are subject to approval by the Principal.

Members of the faculty are expected to check the online calendar at least once a week to keep abreast of upcoming events. Only through frequent use will this shared resource reach its full potential.

## 6.14 Community E-Mail Distribution Lists

All staff members have e-mail accounts (again, published in the faculty & staff directory on the school web site) which they are expected to review at least twice a week during the school year. To facilitate mass communication, the school maintains several e-mail distribution lists, and all staff members receive e-mails sent to any of these lists. All members of the community with private e-mail accounts are encouraged to join at least the community distribution list. Simply follow the link at the bottom of the welcome page on the school web site (<http://www.BitneyPrep.net>) to do so.

The school e-mail distribution lists are intended for school-related matters only. When posting messages to these lists, please refrain from advertising your business, promoting political agendas, etc. All three lists are moderated by Chris Schneider. Please report any use you consider inappropriate by sending an e-mail directly to Mr. Schneider ([Schmed@TransPac.com](mailto:Schmed@TransPac.com)). Note that the banner advertisements appended by Yahoo! (to the end of most postings) can easily be ignored and do not constitute abuse.

Membership in the distribution lists does *not* make your address visible to marketing agencies on the web, so joining will *not* increase the amount of “spam” e-mails you receive.

### **BSCHS\_Community@YahooGroups.com**

The Community Distribution List receives most school announcements (e.g., school newsletter, parent info nights, fundraisers, etc.). Membership is open to anyone interested in our school, but only members can send messages to the list. The list averages fewer than six e-mails per month, so traffic is very light.

### **BSCHS\_Minutes@YahooGroups.com**

The Minutes Distribution List receives the minutes of Faculty, Parent, and Charter Council meetings. Membership is open to anyone with a bona fide connection to the school, and only members can send messages to it. This list averages fewer than five e-mails per month.

### **BSCHS\_Staff@YahooGroups.com**

Membership in the Staff Distribution List is limited to active staff and faculty, but anyone can send messages to the list. This is the best place to send information of interest to the entire faculty, especially sensitive information such as IEP and SST conferences.

## **7 Student Activities**

---

### **7.1 Student Government**

As discussed earlier, student government takes a very active role in the administration of the school, with representatives on the Charter Council and other committees. Elections are held once every year.

### **7.2 Yearbook**

Under the direction of a faculty advisor, a small team of students produces the school yearbook, including photography, text, and layout. This is a yearlong (not semester) commitment, requiring teamwork, creativity, and the ability to meet deadlines.

### **7.3 Athletics**

The school fields a coed Ultimate Frisbee team. Other athletic teams e.g., basketball, volleyball, fencing, cross country, and soccer, among others, have been formed, depending on student interest and available faculty supervision.

### **7.4 Wilderness Week**

Every year the school organizes an offsite (often remote) location where students, parents, staff and faculty engage in interest-centered activities that help build our sense of school community.

### **7.5 Student Clubs and Organizations**

Students may form whatever clubs and other organizations they wish. However, a sponsoring adult advisor must be present during all meetings that take place on campus. Faculty members are expected to help support these student activities by volunteering their time as sponsors.

#### **Key Club**

Key Club is the student segment of the Kiwanis Club, a community service organization. The Club is sponsored by the local chapter of the Kiwanis Club and is supervised by a faculty member and Kiwanis advisor. Membership is open to all students. Students participate in fundraising activities and events to assist local, national and international service efforts.

### **7.6 Dance Organization**

Students organize all dances and proms with assistance of faculty. The Principal is responsible for approving the event date and activities once a completed Dance Organization Checklist is submitted.

## 8 Official School Forms

---

The following forms are referred to in this handbook. For the latest versions of each, consult the school web site (<http://www.BitneyPrep.net>). Printed copies are also available in the office.

- Administration of Medication Form
- Emergency Information Form
- California School Immunization Form or Waiver
- Class Release/Parent Permission Form
- Dance Organization Checklist
- Late Arrival/Early Dismissal Release Form
- Incident Notice
- Disciplinary Referral
- Midterm Progress Report
- Parent Notification Form
- Semester/Final Grade Report
- Sexual Harassment Policy Statement
- Transcript Request Form
- Parent Permission Form
- Field Trip Guidelines

## 9 Summary of Faculty Responsibilities

---

As a member of the Bitney community, I agree to abide by the letter and spirit of the school expectations and policies outlined in this handbook, specifically the following:

- I will treat other members of my community with respect and will resolve all conflicts through calm, civil, nonviolent discourse. I will not engage in sexual or other harassment.
- I will arrive at school punctually and fully prepared to engage in academics.
- I will abide by the school dress code at all times while on campus.
- I will refrain from engaging in inappropriate displays of affection as defined in this handbook.
- I will never use a cell phone, digital pager or like device during class, nor will I allow such a device to create any noise in a classroom.
- I will never bring alcohol, tobacco, or other controlled substances or paraphernalia to campus.
- I will never bring firearms or other weapons to campus.
- I will have all notices and flyers approved by the office before posting them.
- I will help maintain a clean campus environment by recycling, disposing of my own trash properly, and encouraging other members of my community to do the same.
- I will abide by the Technology Agreement.
- I will represent Bitney well by adhering to this agreement whenever I attend a school function (e.g., an athletic event).

**As a member of the Bitney faculty, I also agree to the following:**

- I will develop and maintain a UC/CSU course description for each of my academic classes.
- I will develop and distribute a course syllabus for each of my academic classes and provide an electronic copy of this to be posted on the school web site. Each syllabus will specify my expectations clearly, including the method I use for computing class grades, and I will adhere to these specifications for the duration of the class.
- I will take attendance in each class and have the completed Period 1 roll sheet delivered 15 minutes after the Period 1 class begins.
- I will get proper approval from other teachers and parents before scheduling field trips or presenting sensitive curricular materials.
- I will not release students from my class without a Hall Pass.
- I will maintain my academic class grades using the school's official grading software. I will also update my grades-to-date at least once every two weeks so they are available to students and parents through the school web site.
- I will inform parents about academic and disciplinary problems promptly and will work with parents and students on Student Success Teams if convened to rectify any such problems.
- I will develop a P.A.R.T. proposal, conduct the professional development activities it describes, and discuss the results with my P.A.R.T. team so that they can conduct a performance evaluation.
- I will attend faculty meetings as required by my contract and review the minutes whenever I cannot be present.
- I will review the contents of my mailbox each day (and my voice mailbox, if I have one), both when I arrive at school and just before I leave.
- I will check my e-mail account at least twice a week and review any school correspondence sent there.
- I will review the online school calendar at least once a week, post important event schedules there, and collaborate with my colleagues to resolve any conflicts.
- I will do my part to help support student extracurricular activities.
- I will enter weekly (or daily) class homework assignments in the school's grading software.
- I will submit weekly grade reports for all IEP/504 students to the Resource Specialist.
- I will provide required and appropriate curricular accommodations and modifications for all IEP/504 students.

## 10 Summary of Student Responsibilities

---

As a member of the Bitney community, I agree to abide by the letter and spirit of the school expectations and policies outlined in this handbook, specifically the following:

- I will treat other members of my community with respect and will resolve all conflicts through calm, civil, nonviolent discourse. I will not engage in sexual or other forms of harassment, bullying, discrimination, or abusive behavior.
- I will arrive at school punctually and fully prepared to engage in academics.
- I will abide by the school dress code at all times while on campus.
- I will refrain from engaging in inappropriate displays of affection as defined in this handbook.
- I will never use a cell phone, digital pager or like device during any class, nor will I allow such a device to create any noise in a classroom.
- I will never bring alcohol, tobacco, or other controlled substances or paraphernalia to campus.
- I will never bring firearms or other weapons to campus.
- I will have all notices and flyers approved by the office before posting them.
- I will help maintain a clean campus environment by recycling, disposing of my own trash properly, and encouraging other members of my community to do the same.
- I will abide by the Technology Agreement.
- I will represent Bitney well by adhering to this agreement whenever I attend a school function (e.g., an athletic event).

**As a member of the Bitney student body, I also agree to the following:**

- I will bring my academic planner, pencil, paper, and completed homework with me to each academic class every day, along with any other course-specific items required by the instructor (calculators, books, etc.).
- I will be seated in class and prepared to learn before the bell rings to signal the start of the class period.
- I will use the restroom during breaks, rather than during class time.
- I will not leave the classroom while classes are in session without a Hall Pass.
- I will respect all campus boundaries and will not leave the campus without first obtaining permission from the office and then signing out.
- I understand that it is my responsibility to bring written excuses from my parent/guardian in order to clear any absences or tardies.
- I will obtain written authorization from the office before bringing any prescription medication to campus.
- I will never willfully or carelessly present someone else's work as my own, nor make my own work available for others to do so.
- I will respect the authority of staff and faculty members and defer to their judgment while on campus.

# 11 Signature Page

---

Each member of the faculty and student body (as well as at least one parent/guardian of each student) must complete and sign the appropriate portion of this page, detach it, and return the signed copy to the school.

## 11.1 Handbook and Policy Revisions

This handbook is reviewed and revised each year by the Charter Council with input from the Parent, Faculty, and Student Councils, and the school's administration. The school reserves the right to make modifications to the policies described in the handbook in order to respond to the changing academic environment. Such revisions will be announced to the entire community and incorporated into the handbook as soon as possible. By signing this agreement and remaining a member of the community, you agree to abide by all of these terms, as so amended.

## 11.2 Student Signature

I have received a copy of the BCPHS Community Handbook and agree to the student responsibilities it describes.

\_\_\_\_\_  
Student Signature \_\_\_\_\_  
Date

**Parent/Guardian** – Please copy the following sentence in your own handwriting on the blank lines below, then sign and date underneath:

**I have reviewed the BCPHS Community Handbook with my child and agree to help him/her fulfill all of these responsibilities.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_  
Date

## 11.3 Faculty Signature

I have received a copy of the BCPS Community Handbook and agree to the faculty responsibilities it describes.

\_\_\_\_\_  
Faculty Signature \_\_\_\_\_  
Date

(Blank Page)