

**BITNEY PREP HIGH SCHOOL**

**COMMUNITY HANDBOOK**

**2023-2024**



135 Joerschke Drive, Grass Valley, CA 95945 ~ (530)477-1235 ~ [www.bitneyprep.net](http://www.bitneyprep.net)

# Welcome from the Director

Bitney Students, Parents and Community Members,

Thank you for partnering with our staff in helping to make sure that each and every one of our students experiences a high school education that is relevant and effectively meets their individual needs. As a Big Picture School, we are dedicated to the philosophy of teaching one student at a time by putting each of our students at the center of their own education.

The Bitney Community Handbook outlines the rules, expectations, and agreements that we have for our students and their families. It is important that all of the members of our school community understand the expectations that we have for our students. Please take some time to review the handbook.

Open communication between staff, students, and parents/guardians is essential to student success. We are committed to providing and supporting open communication. Please do not hesitate to contact our teachers, administration, and office if you have any questions or concerns.

Thank you,

Jonathan Molnar  
Director  
Bitney Prep High School  
jmolnar@bitneyprep.net

# 1. General Information

## 1.1 Contacting the School

Our school is located on Joerschke Drive, just off East Main Street and Maltman Dr. Please visit our website [www.bitneyprep.net](http://www.bitneyprep.net), 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 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/>

## 1.2 Emergencies

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

### 2.1.2 Emergency School Closure Days

Bitney and other district schools are occasionally closed because of transportation and power challenges associated with winter weather. In recent years Bitney has also experienced school closures related to smoke from fires. We try to make decisions regarding school closures the evening before the school day in question; however, that is not always possible given changing conditions. Phone service permitting, the school administrator or 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. An email will also be sent out to all members of the Bitney Community email group. Any school closures will also be listed on YubaNet <https://yubanet.com>.

If you do not receive a call or email, 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. Yubanet also posts school closings. We will post school closure announcements on our Facebook page.

We have included four Emergency School Closure (E.S.C.) days in our 2023-2024 School Calendar (4-5-2024, 4-19-2024, 5-3-2024, 5-24-2024) If we have closed school earlier in the year for any of the reasons listed above, we will be open on one or more of the E.S.C. days to make up for the lost day(s).

### 2.1.3 Administrative Contacts

The administrative staff is available by phone during school hours. Call the main school number **(530-477-1235)** to reach the Director 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 2023-2024 school year. Students do not attend school on Staff Development Days. **For a much more complete calendar, please refer to the one on the school website &/or come into the office for a paper copy.**

August 11 @ 5:30 pm - New Family Orientation
August 14 - First Day of School
September 4 - Labor Day Holiday
September 7 @ 5:30 pm - Back-To-School Night
September 20, 21, 22 - Wilderness Week
September 25 - PD Day
October 16-20 - Fall Break
November 10 - Veterans' Day Holiday
November 22-24 - Thanksgiving Holiday
December 22 – January 5 Winter Break
January 8 - January 12 - Intersession
January 12- Last Day of Fall Semester
January 15 - Martin Luther King Jr. Holiday
February 16-19 - Presidents' Day Holiday
March 25 - 29 Spring Break
April 5 and 19 - Emergency School Closure Makeup Days
May 3 and 24 - Emergency School Closure Makeup Days
May 27 - Memorial Day Holiday
May 31 - Last Day of School and Graduation

## 2.3 Regular Bell Schedule

On Monday, Tuesday, Thursday, and Friday students are expected to be on campus and ready to learn each day by 8:25am. Classes start at 8:30am. On these days, students are dismissed at 3:30 pm. Wednesdays are Internship Days and individual student schedules may vary based upon their internship. All students who do not have a current internship are required to be on the Bitney campus from 8:30am to 3:30pm on Wednesdays.

<b>Period 1</b>	8:30a m - 9:20 am
<b>Period 2</b>	9:25 am - 10:15 am
<b>Period 3</b>	10:20 am - 11:10 am
<b>Period 4</b>	11:15 am - 12:05 pm
<b>Lunch</b>	12:05 pm - 12:45 pm
<b>Period 5</b>	12:50 pm - 1:40 pm
<b>Period 6</b>	1:45 pm - 2:35 pm
<b>Period 7</b>	2:40 pm - 3:30 pm

## 2.4 Faculty and Staff Directory

The school website (<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.

<b>Jonathan Molnar</b>	<b>Director</b>	<a href="mailto:jmolnar@bitneyprep.net">jmolnar@bitneyprep.net</a>
<b>Angelina Young</b>	<b>Office Administrator &amp; Business Manager</b>	<a href="mailto:ayoung@bitneyprep.net">ayoung@bitneyprep.net</a>
<b>Casey Brake</b>	<b>Secretary &amp; Registrar</b>	<a href="mailto:cbrake@bitneyprep.net">cbrake@bitneyprep.net</a>
<b>Kevin Barnum</b>	<b>Social Studies, English, Advisory</b>	<a href="mailto:kbarnum@bitneyprep.net">kbarnum@bitneyprep.net</a>
<b>Amy Pugel</b>	<b>Teacher: Science, Math, Advisory</b>	<a href="mailto:apugel@bitneyprep.net">apugel@bitneyprep.net</a>
<b>Victoria Harris</b>	<b>Teacher: Social Sciences, Advisory, Student Leadership</b>	<a href="mailto:tnewman@bitneyprep.net">tnewman@bitneyprep.net</a>
<b>Alison Harper</b>	<b>Teacher: Math, Environmental Science, Advisory</b>	<a href="mailto:aharper@bitneyprep.net">aharper@bitneyprep.net</a>

<b>Jason Clark</b>	<b>Teacher: Language Arts, Advisory</b>	<a href="mailto:jclark@bitneyprep.net">jclark@bitneyprep.net</a>
<b>Kelly Casey</b>	<b>Teacher: Drama, Spanish, Health</b>	<a href="mailto:kcasey@bitneyprep.net">kcasey@bitneyprep.net</a>
<b>Rick Kirkpatrick</b>	<b>Teacher: Music</b>	<a href="mailto:rkirkpatrick@bitneyprep.net">rkirkpatrick@bitneyprep.net</a>
<b>Mike Baer</b>	<b>Teacher: PE, Climbing</b>	<a href="mailto:mbaer@bitneyprep.net">mbaer@bitneyprep.net</a>
<b>Akim Aginsky</b>	<b>Teacher: CTE</b>	<a href="mailto:aaginsky@bitneyprep.net">aaginsky@bitneyprep.net</a>
<b>Valrie Jensen</b>	<b>Teacher: Art</b>	<a href="mailto:vjensen@bitneyprep.net">vjensen@bitneyprep.net</a>
<b>Julie Brown</b>	<b>Counselor</b>	<a href="mailto:jbrown@bitneyprep.net">jbrown@bitneyprep.net</a>
<b>Julian Janzaruk</b>	<b>Math Support, Study Hall</b>	<a href="mailto:jjanzaruk@bitneyprep.net">jjanzaruk@bitneyprep.net</a>
<b>Shana Stratton</b>	<b>Resource Specialist Teacher</b>	<a href="mailto:sstratton@bitneyprep.net">sstratton@bitneyprep.net</a>
<b>Courtney Landrum</b>	<b>Resource Specialist Teacher</b>	<a href="mailto:clandrum@bitneyprep.net">clandrum@bitneyprep.net</a>
<b>Caitlin Shelton</b>	<b>School Psychologist</b>	<a href="mailto:cshelton@nevcoosa.org">cshelton@nevcoosa.org</a>

## 3. School Governance

### 3.1 Vision Statement

Bitney...Inspiring students to be ready for life and relevant to the world.

### 3.2 Mission Statement

With collaborative, experiential, and traditional methods, Bitney imbues our students with profound curiosity, a love of learning, and a clear sense of self-direction.

### 3.3 School Motto

Bitney Prep is a place where students are “Known, Respected, and Educated.”

### 3.4 Charter Council

The Charter Council is the body from which all other governing bodies derive authority; and is made up of representatives from the parents, and the surrounding community. The Charter Council is the official Board of Directors of the school, which is organized as a tax-exempt public charity under section 501c3 of the Internal Revenue Code. 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 are posted at the school as well as the online calendar on the school website. The agenda for each regular Charter Council meeting is posted on the school website at least 48 hours prior to the meeting. All meetings are open to the public. The Bylaws of the Charter Council are available on the Bitney School Website [www.bitneyprep.net](http://www.bitneyprep.net)

### 3.5 Director

The Director is responsible for all day-to-day administrative, financial, and disciplinary decisions and ensures that the school is adhering to all legal parameters. The Director 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 Director (or their Administrative Designate) oversees and coordinates Student Success Team and Special Education meetings (see Section 6.3 – Student Success Teams and Section 6.4 – Special Education). The Director serves as the school's designated representative to our authorizing body - the Nevada County Superintendent of Schools Office (NCSOS) - and serves on the Board of Directors of the NCCSA, our student services provider. The Director may organize and convene committees as necessary to support any and all school issues and functions.

### 3.6 Parent Council

As a Charter school, we rely on all parents & guardians for volunteer support on campus, in the classrooms and with events & fundraising for the student classes . The Parent Council usually meets on the first Monday of the month at 6:00 PM to find ways to provide this support. All parents/guardians are invited to attend these and can become voting members at the second meeting they attend. Parents are encouraged to stay connected through these meetings and especially to stay connected with your student's Advisory class to keep abreast of current events. These are important years for these young

people as they transition from childhood to adulthood. Although they may say differently, they still need and appreciate parent support. Active participation ensures that the Parent Council reflects the broad range of voices in our community, ensures more activities for our students and ensures a richer and more diverse high school experience for these students.

### **3.7 Student Council**

The school's Student Council serves as a forum through which students are able to identify and take action on issues and projects of common interest to the school community. An attempt is made to have representatives from all grade levels and any interested student organizations or groups. The students help plan events for the entire school and act as the liaison with the staff in many important functions. A representative from Student Council is asked to present a report to the Charter Council at its monthly meetings.

### **3.8 Non-Discrimination Policy**

Bitney Prep High School fosters an inclusive and welcoming environment for all members of the community. Consistent with this principle, it is therefore Bitney Prep High School's policy not to discriminate in offering access to its educational programs and activities or with respect to employment on the basis of race, color, gender, national origin, age, religion, creed, mental or physical disability, sexual orientation, gender identity or gender expression, and any other class of individuals protected from discrimination under state or federal law.

### **3.9 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 and all enrollment documents. All enrollment documents are completed online through the Bitney Prep High School Website [www.bitneyprep.net](http://www.bitneyprep.net)
- 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 BPHS.
- Have earned sufficient credits 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). Students who are behind in credits may be considered for enrollment at Bitney Prep; however, the grade placement for the student will be based upon the number of credits earned prior to enrollment at BPHS. All students who apply to transfer to Bitney Prep after the beginning of their freshman year must sign, along with their parents or guardians, a Transfer Admission Agreement prior to starting attendance at BPHS. This agreement will outline the students grade level status and the credits that they need to complete for graduation.
- Meet the behavioral standards of the school, including having no expulsions on their academic record (see formal admission requirements for details). Students who have been expelled and have met the requirements for reinstatement to the school from which they were expelled may enroll at BPHS; however, they will be required to sign and follow a Probationary Admission Agreement that outlines the behavior expectations that must be met in order for the student to stay at Bitney Prep.



❑ Together with their parent/guardian, sign the Agreements of Understanding at the end of this handbook.

Note: Bitney Prep has a Class Size Limit of 30 students for each grade level. Once the limit has been reached for each grade level, students applying for admission to Bitey Prep will be placed on a waitlist.

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

### 3.10 Dis-enrollment

Students dis-enrolling during the course of a semester for any reason must complete a drop slip and ensure that all fees, chromebooks, books, and items belonging to the school have been returned in good condition before the student's transcript and Cume File will be sent to the student's new academic placement. Students and parents must also participate in a Dis-enrollment Conference before the student's transcripts and Cum File will be sent to the student's new academic placement.

## 4. Academics

### 4.1 Course Catalog

Unless otherwise noted, all classes run through both semesters and earn 5 units of credit per semester. All basic core classes have 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.

### 4.2 Graduation Requirements

In order to complete the requirements for Graduation from Bitney Prep High School, all students must complete the following list of courses:

Subject	Required Credits
Advisory	40 Credits*
English	40 Credits
Life Science	10 Credits
Physical Science	10 Credits
Algebra 1	10 credits
Mathematics	20 Credits - in addition to Algebra 1

Foreign Language or Career Technical Education	20 Credits**
Visual and Performing Arts	10 Credits
World History	10 Credits
U.S. History	10 Credits
U. S. Government	5 Credits
Economics	5 Credits
Health	5 Credits
Physical Education	15 Credits
Electives	15 Credits
<b>Total</b>	<b>225 Credits***</b>

\* **Advisory** - Students must **take and pass** Advisory each semester that they attend Bitney Prep. Students who do not start at Bitney Prep during the first semester of their Freshman year will have to complete the number of Advisory credits based upon the semesters that they are enrolled prior to graduation. We consider the Advisory and Internship Programs to be fundamental to the educational program at Bitney Prep High School. In order to graduate from BPHS, students must complete a minimum of 10 credits of Advisory and two semesters of successful internship; therefore, enrollees at Bitney after the beginning of their senior year may not be eligible to graduate from BPHS. Students who fail a semester of Advisory before they enter their Senior year must enter into an Academic Improvement Contract. Any student who fails two semesters of Advisory before their Senior year will need to repeat a year before they are able to graduate.

\*\* **Foreign Language or Career Technical Education** - Students have a choice of completing 20 credits of a Foreign Language or 20 credits of Career Technical Education. Some, or all, of these credits may be completed through Sierra College. Note: Students must complete two years of a Foreign Language if their goal is to apply for a four year college or university.

\*\*\* **Total Credits** - Because graduation requirements are not the same at all high schools in California, for students who transfer to Bitney Prep the specific graduation requirements that they will need to complete to earn their diploma will be determined at the time of their enrollment at Bitney.

#### 4.3 UC and CSU Eligibility

In order for students to be eligible to apply to the The University of California and California State University systems students must complete a specific list of required courses. These courses are called the UC A-G requirements and are listed below. For courses that students complete to count toward these eligibility requirements, the grade earned in the class can be no lower than a “C”. Also, the overall GPA for all of the courses in the UC A-G list must be a 3.0 or better. These courses are organized into seven categories. It is important for students and parents to understand that some of the courses taken

during the student's freshman year count towards the admissions requirements for the UC and CSU universities. These "a-g" requirements can be summarized as follows:

- A. History/Social Science** – Three 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 a language other than English.

**4.5 - Modified Graduation Requirements Policy** - The specific requirements for graduation with a diploma from Bitney Prep High School are outlined above. However; in keeping with Bitney's stated goal of educating one student at a time and addressing individual learning needs, the Charter Council has approved a policy that allows staff to modify Graduation Requirements for individual students based upon a specific set of guidelines. Following California State Education Code, no student may graduate without meeting State Minimum Graduation Requirements. (30 credits of English, 20 Credits of Mathematics including Algebra I, 10 credits of Life Science, 10 credits of Physical Science, 10 credits of World History, 10 Credits of US History, 5 credits of Government, 5 credits of Economics, 10 credits of Visual and Performing Arts or Foreign Language, 15 credits of PE, 5 credits of Health.)

A decision to modify an individual student's graduation requirements will be formally made within the context of an IEP meeting, SST meeting, or 504 meeting. The modified graduation requirements will be documented in the student's Cum file and will be reflected on the student's transcript.

The following criteria may be considered in the determination of whether or not to modify an individual's graduation requirements:

- A student enters Bitney after 9th Grade and cannot complete 40 credits of Advisory. (This change will be determined at the time of enrollment.)
- Specific learning needs or challenges related to a student's IEP
- Specific learning needs or challenges related to a student's 504 Plan.
- Health issues that have significantly impacted a student's ability to access curriculum.
- Significant impact upon a student's ability to access the curriculum related to being homeless.

**4.6 Schedule Changes** - Schedule changes must be approved by a student's Advisor and the Director. Students who drop a class after the beginning of the second quarter of the Fall or Spring Semester will receive a grade of "F" for that course.

#### **4.7 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 Parent Permission Form specifying the nature of the activity as well as the specific date(s) and time period(s) and method of transportation. It is the activity leader's responsibility to ensure that each student turns in a completed Parent Permission Form before allowing the student to participate in the activity.

All school related activities, both during and outside of regular school hours must have prior administrative approval. Activity leaders should coordinate with other faculty as far in advance as possible in order to avoid learning disruptions. **Students are not allowed to drive other students to off-site activities.** Parents providing transportation must be fingerprinted and must provide the school with documentation of the insurance coverage required by the school. Detailed field trip policies and procedures and Chaperone Agreements are posted on the school website.

All such activities should be posted to the online calendar on the school website. 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. Some field trips and activities may involve a student fee. No student will be excluded from a field trip or activity because of an inability to pay the associated fee.

#### **4.8 Controversial Curricular Material**

Teachers will not show "R" rated movies in class or present curricular material covering sensitive topics (e.g., sexual education) without prior notification of parents and the ability of parents to request that their student not participate in the activity. These kinds of materials will not be presented by teachers unless they are related to relevant course content or assignments. Alternate curricula will be provided for those students who choose or are not permitted to participate due to the subject matter or rating.

#### **4.9 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, utilizing AI/ChatGPT, etc.) will earn zero credit for that assignment. Utilizing Artificial Intelligence without permission from the teacher is also considered plagiarism and will be treated as such. The first such offense will result in an Incident Notice. The second such offense may result in the student receiving a zero grade for the assignment and/or an "F" in the class, regardless of the class in which it occurs, and a meeting of the teacher, school Director, parents and the student. Students who provide access to enable plagiarism/cheating may also earn zero credit, depending on the circumstances.

#### 4.10 Grades and Transcripts

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' 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. Students who complete courses that meet UC-AG requirements either through taking a college class, or by completing an Advanced Placement (AP) class, including the AP exam, will receive weighted grades on their Bitney Transcript.

- **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 sent home by mail. 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.

BPBS teachers develop and distribute a syllabus for each class they teach. Each syllabus includes a clear formula for computing student grades. All teachers create Google Classrooms for each of the classes that they teach. Students will access these classes using their chromebooks. Google Classrooms are very helpful for students in keeping up with their assignments and projects. **Parents are sent an invitation to join each of their student's Google Classrooms.** Accepting these invitations allows parents to see their student's current grades in their class and keep up with their progress.

Teachers are encouraged to call a student's parent/guardian at home to discuss academic, attendance, and disciplinary problems before these problems become serious. Parents are encouraged to contact their student's teachers if they have any academic or behavioral concerns. Parents and students are strongly encouraged to make use of the Google Classroom grade reports so that they can monitor progress through each academic class. The grading reports for each Google classroom are the most accurate, and regularly updated, way for students and parents to check grades. Additional information or access to “hard copies” of student grades, are available by calling the school office (530-477-1235).

- **Incomplete Grades**

Students who have not completed the work for a class by the end of a semester due to an extended absence of other circumstances may be given a grade of Incomplete “I” on their report card. Determination of whether or not a student receives an incomplete grade are made by the class teacher in consultation with the Director. When an incomplete grade is given on a report card, a letter will be sent home with the report cards that outlines the work that must be completed and the date by which the work must be done by the student in order to clear the incomplete and receive credit for the course. It is the responsibility of the student to complete the work within the assigned time frame. **Incomplete grades will revert to a failing grade if the work is not completed.**

- **Academic Honors**

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

- **Clearing Financial Obligations**

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

#### **4.11 Independent Study Courses for Credit**

Through prior arrangement with the Director and Advisor students may earn independent study credits for work that is done online or outside of a regularly scheduled class.. A formal Independent Study Plan and Agreement must be developed and signed before any Independent Study work is started. Independent study credits must follow the established content standard for the subject that is being studied. Independent Study work must be supervised and graded by the relevant content area teacher. Students who enter into an Independent Study Agreement will be formally enrolled in the course. If a student is enrolled in an Independent Study course and the work for the class is not completed, the student may receive a grade of “F” for the class. Extensions of Independent Study Agreements must be made before the end of the semester in which they are made in order to avoid a grade of “F”.

#### **4.12 Sierra College Coursework and Dual Enrollment**

Bitney has a Memorandum of Understanding (MOU) with the Nevada County Campus of Sierra College that allows our students increased access to many different courses at Sierra College. Our students take courses at Nevada County Campus of Sierra College through the Academic Enrichment Program; however, our students have less restrictive enrollment requirements. Bitney students can start taking classes after their first semester as freshmen. To qualify for Sierra courses, students must have a 2.7 GPA. They must also be recommended by their Bitney Advisor and complete a Bitney-specific enrollment packet. Some courses at Sierra are restricted for high school students. Bitney students can not enroll in classes that occur during the regular school day, unless there are specific extenuating circumstances and the schedule is approved in advance by the Director. Students who complete courses at Sierra College receive both college and high school credits. Students who are interested in taking courses at Sierra College should start the process by talking to their Advisor. Students must submit an official grade report or transcript from Sierra College before the grades and credits from the course can be added to the student’s report card and transcript.

Bitney offers two Dual Enrollment Career Technical Education courses through Sierra College - Starting a Small Business and Running a Small Business. Students taking these classes are officially enrolled at Sierra College. Students who complete these classes receive both college and high school credits. Students who complete both Dual Enrollment classes while they are in an internship will complete a Career Technical Education Pathway in Entrepreneurship/Self Employment.

#### **4.13 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 Director or Office Administrator for these temporary Independent Study Assignments. Student, Parent and the Director will sign a

contract with agreed upon dates of absences, work assignments & due dates. All Independent Study assignments are due to the school office, the first day the student is back in school. Students who miss work for planned travel or other activities and do not complete the IS assignments may not be able to make up the work missed during their absence. These students will also not be allowed to sign up for additional Independent Study periods. Students who have a prolonged illness should also contact the office & their Advisor to set up an Independent Study Agreement. **In addition to the signed contract, a doctor's note will be required for illness related Independent Study.**

#### **4.14 Standardized Testing**

During the Spring Semester, Bitney Prep participates in the state-mandated California Assessment of Student Performance and Progress Program (CAASPP) and the California Science Test (CST). All students in Grade 11 take these computer based assessments in Mathematics and English/Language Arts. Seniors take the California Science Test (CST). These tests are designed to specifically assess student mastery of the California Common Core Standards and the Next Generation Science Content Standards. The CAASPP tests provide detailed data on individual student progress. Individual result reports for the CAASPP will be sent home & are also saved in students' cumulative files. These tests provide an important data set that is used to measure the success of each individual student and of our school as a whole. We encourage all of our Juniors and Seniors to get a good night's sleep & come to school ready to do their best on these assessments. We will provide breakfast and snacks on the testing days. We appreciate the support and encouragement on the part of parents. CAASPP Test Scores do not directly count towards graduation. However, students whose scores identify significant learning gaps toward mastering the California Subject Standards may be required to participate in targeted remediation during their Senior year.

All Bitney students will also participate in the Star Renaissance Standardized Assessment in both Math & English. These assessments take about 30 minutes and are given at the beginning of the year, after the Fall Semester, and at the end of the school year, in order to measure progress over time and to identify areas of specific individual needs. Teachers will use this data to plan instruction, offer individualized remediation and to measure student progress throughout the year.

#### **4.15 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:

- Their fully charged Chromebook & the charging cord in the carrying case. Students will not be allowed to use a personal laptop instead of a school chromebook. Students who repeatedly fail to bring their chromebook with them to school will receive school consequences including lunch detention.**
- Pencils, pens and paper.
- A binder to organize class assignments and materials.
- Completed homework.
- Students in PE classes need to wear, or have available, appropriate clothing and shoes for physical activity.
- Course-specific items: Teachers may require that students bring additional items (calculators, books, textbooks, notebooks, etc.) to class each day. See the specific course syllabi for details.

**\*Note: If a student is having difficulty obtaining school supplies, please contact the office for assistance.**

\*\* All students are assigned a Chromebook when they enroll at Bitney Prep. The Chromebook must be returned when the student graduates, or if they transfer out of Bitney Prep. **Chromebooks can be insured for \$15.00 each year. The insurance covers damaged Chromebooks, it does not cover lost or stolen Chromebooks.**

## 5 - School Services

### 5.1 Attendance

Regular and timely attendance is essential to student success in school and is required by California Education Code. All students must be seated and prepared to learn at the start of the class period. Teachers take attendance at the beginning of each class and will update it to reflect any tardy students. Students who arrive late to school must sign in at the office before going on to class. They will be given a late pass to give to their teacher.

#### Excusing Absences

If a student is going to be absent, a parent/guardian should call the office (530) 477-1235 by 8:30 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. During an extended absence, periodic calls should be made to report on the student's progress (at least once per week). **If a student is under the age of eighteen, 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.** Students who are eighteen or older must also provide an in person, telephone, or written note in order for an absence to be excused. 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 require a note from a medical practitioner.**

Whenever possible, we ask parents to schedule appointments outside the school day. Students should come to school before and/or after appointments if they happen during the school day. When students are picked up during the school day, parents must come into the office to sign their student out and have them called out of class. **Parents should not call or text students when they come to pick them up during the school day, because students are not allowed to use their phones during class.** Please come to the office and we will call the students out of class.

An unexcused absence from school will be treated as a Truancy (see below), and will result in notification to the student's parent/guardian and possible further consequences as determined by the Director (See Section 5.17).

#### Chronic Absenteeism

Students who are absent more than ten percent of the scheduled school days are considered by the State Ed Code to be Chronically Absent. These students are missing too much of their education to be successful. Teachers will contact parents/guardians after three, six, and nine absences per class per semester. Once a student has missed more than ten percent of classes in a semester, the student and their parents/guardians will be required to attend an Attendance Intervention Conference at school so that the family and school can work together to support improved attendance. Students who continue



to be chronically absent will be referred to the School Attendance Review Board. **Students who miss twenty percent or more of the days in any semester for any of their classes will not be eligible to earn credits for that class, unless both the student and a parent or guardian has participated in an Attendance Intervention Conference and have agreed to and are following an Attendance Improvement Contract.**

### **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. **At no time may a student leave the Bitney Prep campus during the school day, except at lunch, without first signing out in the office.**

#### **5.1.1 First Cut – Parent Notification & Lunch Detention**

Whenever a student is absent from a class, it is the teacher's responsibility to determine whether that absence has been properly excused. If the teacher determines that the absence was a Cut, they will complete an Incident Notice describing the Cut and deliver it to the Director who will ensure the student's parent/guardian is notified about the incident and the consequences of any subsequent cuts. In addition, the student will be assigned detention during the next lunch period. (see also section 5.5).

**5.1.2 Second Cut – Meeting and Loss of Off Campus Lunch Privileges** If the Director 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. The student will receive a lunch detention and will also lose off campus privileges at lunch for no less than one week.

#### **5.1.3 Third Cut – Meeting and Possible referral for SARB Hearing**

If the Director 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 address the situation and to complete a Behavior Contract. The student will lose all off campus privileges for no less than one week. In addition, the issue may be forwarded to the School Attendance Review Board (SARB). The SARB will conduct a hearing and enter into a specific contract with the student and their parent/guardian.

#### **5.1.4 Excusing Tardiness**

Students who arrive at school after 8:30am must first report to the office. Regardless of the student's age, late arrival to school must be excused on the same day with a note written and signed by the parent/guardian and listing specific reasons for the infraction. Parents may also call the office if there is a specific reason to excuse the tardy. 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. **If a student is tardy for an unexcused reason more than 3 times in a semester, the student will receive a lunch detention on the third morning and on all subsequent morning tardies.** Please note that morning tardiness that is not under the student's control due to parent transportation issues may still result in lunch detention for the student.

### 5.1.5 Unexcused Tardiness During School

Once a student has arrived at school, it is their responsibility to be on time to each of their remaining classes. Teachers will maintain a record of each time a student is tardy to their class. On the third, and all subsequent period tardies, the student will be assigned lunch detention.

### 5.1.6 Dismissal During the School Day

Students who need to leave the campus before the close of the school day must have permission from their parent/guardian. Students who are 18 years old may not sign themselves out before the end of the school day unless they have a signed and approved Early Dismissal Agreement on file with the school or they are leaving for an official reason such as illness or a medical appointment. Students leaving early will remain in class until they are called to the office when their transportation arrives. Parents who are picking up a student during the school day must come into the office to sign the student out. **Parents should not go directly to their student's classroom or text/ call the student directly.** Students who have driven themselves to school may be approved to leave during the day if a parent sends in a signed note or calls the school secretary.

### 5.1.7 Class Attendance

Students are required to attend all class sessions. **In the event a student does not attend twenty percent or more class sessions in any one semester (including excused absences), the student may not be eligible to receive academic credit for the class unless arrangements are made with the class teacher and Administrator and an Attendance Improvement Contract is signed.**

### 5.1.8 Early Dismissal Agreement

Early Dismissal is a privilege that can be earned by Juniors and Seniors who are on track for graduation. Students who fail to meet the rules and procedures outlined below are at risk for losing their Early Dismissal privileges. This agreement must be signed by both the student and their parent(s). Final approval for Early Dismissal is at the discretion of the School Director.

#### **Early Dismissal Rules and Expectations:**

- **All students must be on campus and assigned to a specific course for a minimum of five periods per school day.** (This is required to meet California attendance rules.)
- **Students on Early Dismissal must sign out in the School Office before leaving campus. Sign-out must be done in person.**
- Seniors and Juniors may apply for early dismissal at the end of 5th Period (1:40 p.m.), or 6th Period (2:35 p.m.)
- Students do not qualify for Early Dismissal if they are behind on credits because of failed grades or **they have not completed their PE credits.**
- Students on Early Dismissal must have their own transportation off campus and must leave campus at the time designated on their early dismissal agreement. (Students who repeatedly do not leave at their designated time will lose their Early Dismissal privileges.)
- Students with repeated tardiness, chronic attendance issues, period cuts, or truant days will lose Early Dismissal Privileges.
- **There are certain days on which students must stay until the end of the day**

**even if they have an Early Dismissal Agreement.** Primarily, these days will be the days when Exhibitions are scheduled.

## 5.2 Hall Passes

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 a Hall Pass. Students should use the restroom during breaks, not during class time.

## 5.3 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. Students may not be in classes during the lunch period unless the teacher or another staff member is present.

## 5.4 Off Campus Lunch

Bitney Prep High School has an Off Campus Lunch Policy. Before students can leave campus during lunch they and a parent must sign the Off Campus Lunch Agreement. **Leaving campus during lunch is a privilege that students will lose if they do not follow all rules and guidelines.**

- **Students who commit illegal, or suspendable offenses such as drug use, tobacco use or nicotine vaping, fighting, or vandalism will automatically lose off campus privileges for a minimum of two months, or the equivalent amount of time.**
- Students with off campus privileges may leave the campus at 12:05 pm, after they have been dismissed by their 4th period teacher.
- Students must return to campus by 12:45 pm.
- Students who return late from lunch more than two times will receive a lunch detention. Repeated tardiness after lunch will result in a loss of off campus privileges for a time period to be determined by the Director.
- Students who act inappropriately in the neighborhood will lose off campus lunch privileges the first time that the behavior is reported.
- Students who drive to school may drive off campus during lunch, however, **they may not transport other students in their cars at any time during lunch.** Both the driver and the passenger(s) will be given a warning and lunch detention. Any subsequent violations of this policy will result in a loss of off campus lunch privileges for a minimum of two weeks.
- Students who purchase food while off campus must have the food consumed before the start of their 5th period class.
- The school administration has the authority to modify details or provisions of the policy, and to revoke the privilege for individual students or the entire student body.

## 5.5 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.

- **A safe and respectful speed (5 mph maximum) must be maintained at all times within the parking lot.**
- Students who drive to school must park within the school parking lot. Students may not park

on the street or in adjacent parking lots. All cars must be parked between the lines of established parking spaces.

- **The parking spaces directly in front of Dog Training and Cross Fit businesses are reserved for customers of these businesses. Students may not use these parking spaces. Parents/guardians may not use these spots- even for a short time- when picking up their student(s).**
- Students with approved early dismissal (see Section 5.1 – Early Dismissal) are not permitted to provide rides to other students when they leave campus early.
- Students may not go to or hang out in cars during the school day, except during lunch.
- Students and 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.
- **Students who drive to school must have a copy of their driver’s license, vehicle registration, and proof of registration on file in the office.**
- No student is allowed to ride with another student unless the driver is over the age of 18. Students may not drive other students in their car during lunch regardless of whether or not they are 18.

## 5.6 Visitors

**All visitors must park in the school parking area and check in with the office immediately upon arrival.** Visitors must obtain approval from administration before visiting campus, sign in at the school office, and be issued a Visitor Pass before gaining access to the rest of the campus. Visitation requests should be submitted to the office prior to the visit. **Under no circumstances will a student be allowed to visit, or attend classes during the school day, unless prior approval has been given by the Director.**

## 5.7 Dress Code

Students/Parents/Guardians are responsible for appropriate dress and cleanliness while on the Bitney Prep campus. Our goal is to allow students to have freedom of expression with their clothing while also maintaining an appropriate environment on campus. Personal appearance must not be disruptive to the educational process, and may be dealt with by the Director or other staff members on an individual basis. **The administration reserves final discretion regarding the appropriateness of individual student dress.**

### Dress Guidelines:

- **Clothing and personal outerwear items (bags, backpacks, purses, etc) may not display violent images, nudity, alcohol or drug references. Images that disparage race, ethnicity, religious affiliation, or gender identity are not allowed.**
- All dress code rules and guidelines apply off campus during lunch and during school related activities off campus.
- Appropriate footwear must be worn at all times, unless specifically permitted by school staff.
- Clothing that exposes personal (private) body parts is inappropriate and not allowed.

- Underwear may not be showing. (Bra straps may be shown)
- Midriffs beyond the bottom of the ribs and top of the pants may not be shown.
- Shorts must have an inseam of at least one inch. No combination of shorts and top may be worn where the shorts are not visible below the top.
- Transparent clothing that reveals undergarments is not permitted.
- Stickers displaying violent images, nudity, alcohol or drug references, or images that disparage race, ethnicity, religious affiliation, or gender identity are not allowed.

### **Dress Guidelines for Wednesdays:**

- In addition to the guidelines above, students are expected to wear professional or semi-professional dress during Wednesdays, until they have an internship, at which point their dress should align with the expectations of their mentor at their internship.

### **Consequences for Dress Code Violations:**

- Inappropriate items of dress must be changed or covered. If the student cannot comply with this requirement, the school may provide appropriate clothing or parents may be called to bring appropriate clothes.
- For a first Dress Code violation an Incident Notice will be completed and the clothing will be changed.
- For a second Dress Code violation, an Incident Notice will be completed, the clothing will be changed, the student will be referred to the Director and a lunch detention will be assigned.
- For a third, and subsequent, Dress Code violations the students will be referred to the Director for more significant disciplinary actions, at the discretion of the administrator, up to and including - school suspension, loss of campus privileges, and/or a parent conference.

### **5.8 Non-Educational Devices**

Skateboards, inline skates, razors, bicycles, or scooters, may not be used at any time while on campus. Students arriving on campus using any of these devices must be wearing a helmet. **Students may not ride skateboards while off campus during lunch.**

No music playing devices may be used at any time during class periods (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 Director.

### **5.9 Cell Phone Use**

The use of cell phones during class periods is very disruptive to the learning environment; therefore, cell phones may not be used at any time while students are in class. Students may use cell phones during passing periods and lunch. Unless the instructor explicitly directs students to do otherwise, phones should be turned off, or silenced while in class and kept out-of-sight in a bag, pack, or pocket. Unauthorized use of cell phones including; making or receiving calls, sending or reading text messages, answering a phone, playing games, taking pictures, listening to music without teacher's permission, accessing the internet, allowing it to ring while in class or leaving it exposed, will 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 consequences and/or a meeting with the student, parents/guardians, and the Director.

- **Students may not leave class to use their phone or to use the bathroom without the teacher’s permission.**
- **Under no circumstances may a student take pictures, or make recordings of other students or staff without the permission of the individuals being photographed or recorded.**

**Parents/guardians should not call or text students during class periods. (see section 2.3 Bell Schedule). Parents/Guardians need to understand that if they are attempting to contact students by cell phone during class it is very likely that the student’s phone will be taken away.**

**If a parent needs to reach a student during class, they should call the office directly at (530) 477-1235. 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. Students are allowed to use the office phone during breaks to make important phone calls.**

#### **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**

We work hard as a community to provide a well kept campus environment. Any community member who intentionally litters or vandalizes the school facilities 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 consequences and/or a meeting with the student, parents/guardians, and the Director.

#### **5.12 Public Displays of Affection**

Bitney is an educational institution with an educational focus. Kissing, cuddling, inappropriate touching, and other behavior of a sexual nature 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 consequences and/or a meeting with the student, parents/guardians, and the Director.

#### **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's official Sexual Harassment Policy, please refer to the school website.

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 for such recognition.

#### **5.14 Health Services, Emergencies, 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 or suffers an accident during school hours and needs to leave school, they 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. If a student is having a medical emergency, staff will call 911 for emergency medical help.

School personnel will not administer non-prescription internal medication (including aspirin and ibuprofen). 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, Controlled Substances, and 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, including vaping devices or liquids**
- Drug paraphernalia**
- Firearms and/or other weapons, including knives of any size**

Community members are expected to arrive on campus prepared to focus on education. Arriving under the influence of alcohol or other drugs is a violation of California Education Code and will also result in very serious disciplinary consequences. Note that these are all legal issues that may transcend the authority of the Director, and the police will normally be notified immediately. California Education Code requires schools to expel students for the second violation that involves use or possession of marijuana. Sales or distribution of marijuana, or any controlled substance may result in a

recommendation of expulsion for the first offense.

### **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 Director, 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 and the seriousness of each particular incident. Thus, while the following steps provide useful guidelines, the Director retains the discretion to move through these steps at a quicker or slower pace.

#### **Classroom Management**

Faculty are encouraged to handle disciplinary problems within their classroom rather than to send students to the office. Teachers will include behavior expectations in the syllabus for each of their courses. **In the event a student needs to be sent from the classroom for disrupting instruction, that student must go directly to the office and report directly to the School Secretary to inform him or her of the incident.** The School Secretary will notify the Director that the student has been referred to the office. The referred student must remain in the office until released by the Director or designee. **Students in the office a a result of a disciplinary problem are not allowed to use their cell phones. Students using their phones under these circumstances will have their phone confiscated.**

#### **Incident Notices**

Faculty 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 Director who will determine what (if any) immediate action should be taken. Depending on the severity of the issue, the Director may decide to have an informal discussion with the student, call the parent/guardian directly, issue a suspension or lunch detention, or convene a Student Success Team (see Section 6.3 – Student Success Teams). Incident Notices are maintained in the Director's student file so that they may be referred to if and when subsequent disciplinary actions are taken.

#### **Lunch Detention**

Faculty members may complete a lunch detention notice in addition to or in lieu of an incident notice for some behavior issues. Examples of this are cell phone use in class, excessive restroom use, cutting classes and minor defiance of school rules. Students with lunch detention also lose their off campus privileges on the day they serve. Students who cut lunch detention on their assigned day will be assigned additional lunch detention days.

#### **Disciplinary Referrals**

At the discretion of the administration, serious or repeated behavioral incidents can lead to an Incident Notice to become 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, school suspension, 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. The potential consequences of any subsequent referrals will be discussed in detail. Depending on the severity of the incident and/or violation of Ed Code, First Disciplinary Referrals may result in lunch detentions, loss of off campus privileges, and school suspension.

### 5.17.2 Second Disciplinary Referral – Suspension

The second Disciplinary Referral in a school year may result in a one to five-day suspension. 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 the Director or designee. The meeting 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 and/orExpulsion

The third Disciplinary Referral in a school year may result in a three to five-day suspension. 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. Serious legal violations or behaviors that other disciplinary consequences have not mitigated the behavior may result in a recommendation for the student's expulsion from Bitney Prep.

## 5.18 Dance Policies

Dances and proms are open to all enrolled students (with the exception of students under disciplinary restrictions). Students may invite high school 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 upon arrival.
- Students who leave the designated area for the dance may not return. This includes leaving campus.
- 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. **These students will be subject to school disciplinary procedures relevant to the displayed behavior.**
- Bitney students who are not attending, or have left a dance, may not loiter around campus or the off campus location of the dance.

### 5.19 Technology Use

All Bitney students are issued a Chromebook computer when they first start attending Bitney Prep. These devices will be used by students to complete classwork and assignments on a daily basis. Students are required to bring their fully charged Chromebook with them to school everyday. **Students who fail to bring their Chromebook will not be allowed to use their cell phone as a substitute learning device.** Students will need to complete their classwork on paper or catch up on digital work outside of school hours. There will be a limited number of chromebooks that may be checked out for temporary daily use at school.

Before a student is issued their Chromebook, both the student and their parent/guardian will be required to sign both the **Bitney Prep High School Technology Use Agreement** and the **Chromebook Device Checkout Agreement**. It is the responsibility of the student and their parent/guardian to pay for any lost or damaged Chromebooks. This cost can be avoided by the purchase of device insurance for \$15.00. We encourage all students to participate in the insurance program.

### 5.20 Drug Prevention Policy

In accordance with California Ed Code section 48900, for a student who possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, or was in possession of drug paraphernalia at school, the following takes place:

1. If a staff member has reason to believe that a student is in violation of this policy, the student, along with his/her backpack and materials, will be referred to the Director or his designee for action.
2. The Director/designee will make a determination if there is reasonable suspicion that the student has violated the school policy. If there is direct evidence of school policy violation (for example the student is in possession of drugs or paraphernalia.) the student will be suspended for up to five days and be given the option to voluntarily enter a drug counseling program chosen by the school. If the student refuses to enter a drug counseling program, the student will be recommended for expulsion under California Ed Code. If the student is suspected of being under the influence but denies it, local law enforcement may be contacted to determine if the student is under the influence.
  - a) A Drug Recognition Expert (DRE) from the law enforcement agency will make a determination if the student is under the influence. If confirmed, the student will again be given the choice to voluntarily enter the drug-counseling program. The student will also have the option to be tested (urine test, blood test, etc.) if they object to the determination of the DRE.
  - b) The law enforcement agency may choose to cite the student at this point.
3. Once the school administration or DRE has made a determination that the student has violated the policy, the parent(s) will be contacted.
4. If the student is found to be in violation of the policy and refuses to enter the drug-counseling program he/she will be suspended pending an expulsion hearing.

5. If the student enters and successfully completes the drug counseling program and tests negative during the course of the counseling program and the remainder of the semester, he/she will continue as a student with no further consequences.
6. The student will be placed on a Probationary Status Agreement (contract) which will remain in place for the rest of the school year or longer as determined by the Director/designee.
7. If the student is not successful in the drug-counseling program (does not participate or tests positive), or there is a second offense involving drug possession or use he/she will be suspended pending an expulsion hearing.
8. California Education Code requires that students be recommended for expulsion for a second offense involving possession or use of marijuana.

### 5.21 Student and/or Locker Searches

Court decisions at both State and National levels have affirmed the right/responsibility of school personnel to search a student and/or their property if there is a “reasonable suspicion” that the student is in possession of a weapon or other inappropriate item, under the influence of an illegal substance, or in possession of drugs or drug paraphernalia. Searches will be conducted by the Director, or by his/her designee. Searches will be conducted in private with two staff members present. Lockers and backpacks may be searched if there is a reasonable suspicion. If a student refuses to be searched law enforcement may be contacted to intervene in the situation.

### 5.22 Pets

In respect for the learning environment, as well as the safety and comfort of all students, staff, and visitors we ask that students and parents not bring pets with them to school. Registered service animals are allowed. Also, pets or animals that are brought for Exhibitions or other legitimate learning activities are allowed provided that arrangements have been made in advance.

### 5.23 Internship Responsibilities

Internships are integral to Bitney’s curriculum. **All students who enroll at Bitney Prep High School must agree and understand that they are expected to work with their Advisor to participate in the Internship Program.** Students will complete a Memorandum of Understanding in which the student agrees to treat the internship as a job. This includes, but is not limited to:

- Dressing appropriately for the job;
- Being punctual and communicating with your Advisor as soon as you arrive at your internship;
- Communicating with mentor regarding scheduling and other details; negotiating in advance any need to take time off, and **calling both the school and the work site if you are unable to make it to work;**
- Conforming to required safety protocols; exhibiting safe and appropriate behavior on the job;
- Abiding by the no drugs/alcohol policy while on the job;
- Working to your best abilities and asking for help or training if not comfortable with a given task;
- Taking constructive feedback seriously and to constantly strive to improve your performance;
- Being responsible for scheduling of meetings and evaluations as required;

- ❑ Maintaining a timesheet, or track time the way other employees do;
- ❑ Maintaining a journal of what you do and learn each week, and share it with your advisor and mentor;
- ❑ If issues arise, the intern will take responsibility to communicate with the mentor as needed, and will maintain a positive attitude and act in a courteous and appropriate manner for the job;
- ❑ **All decisions to change, shorten, lengthen or terminate the internship will be discussed with the Advisor prior to discussing with your mentor. If you do not follow proper protocols, this will negatively impact your Advisory grade.**

## 6. School Services

### 6.1 Guidance Counseling

The Director 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 Director also coordinates guidance counseling services, both to help students meet graduation requirements and to lead them through the college and financial aid application process. Bitney’s Advisory teachers work closely with the students in their Advisory classes throughout their high school careers to develop individual learning plans and post graduation goals.

### 6.2 Student Success Teams

Student Success Team meetings will be scheduled to address the needs of students who are having academic, disciplinary, or attendance difficulties. A Student Success Team comprises 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.

### 6.3 504 Plans

Under the *Americans With Disabilities Act*, students with certain identifiable disabilities are entitled to a 504 Plan that outlines the reasonable accommodations that will be made to help the student access the curriculum. School staff will be responsible for working with the student, their parents/guardians and any other appropriate individuals to develop and monitor the 504 Plan. Any parents or students who want more information about 504 Plans should contact their Advisor or the school administration.

### 6.4 Special Education

The Nevada County Charter Services Authority (NCCSA), a California Joint Powers Agency, provides special education services to students who have Individual Education Plans (IEPs). Teachers and the Special Education Coordinator (Resource Specialist) work together to accommodate the learning needs of students with IEPs.

### 6.5 Counseling and Mental Health Screening

Bitney Prep has counseling services available to students five days per week. The counselor is available to provide crisis counseling and ongoing support to students who are struggling with mental health

challenges. The counselors will work with a student's parents if there is a need for therapeutic or crisis counseling support outside of the school.

Bitney Prep has partnered with What's Up Wellness to provide mental health screening for Bitney Prep students. Parents must sign a permission form before their student can participate in this program.

### **6.6 Staff Development**

Bitney Prep High School, the Nevada County Superintendent of Schools, and the NCCSA provide staff development opportunities to all faculty and staff. In addition, as part of their self-evaluation, and in consultation with the Director, each faculty member is responsible for coming up with their own unique plan for professional development

### **6.7 Substitute Teachers**

The school provides substitutes for teachers who are unable to attend class due to sickness or other personal emergencies. Absent teachers provide their substitutes with detailed lesson plans requiring no content knowledge on the part of the substitute. All teachers are 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 Director before making substitute arrangements.

### **6.8 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.

### **6.9 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 valid concerns.** No keyed locks are allowed, and the code to all combination locks must be on file in the office. Locks may be removed by school staff to facilitate searching the locker as deemed necessary by the Director/designee.

### **6.10 Website**

The school maintains a comprehensive website at [www.bitneyprep.net](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
- Secure access to current student grades
- School Calendar
- Other important documents and policies

### **6.11 Community Email Distribution Lists**

All staff members have email accounts (published in the faculty & staff directory on the school website) that they are expected to review on a regular basis. To facilitate school wide communication, the school maintains an email distribution list. All students, parents/guardians, and staff are included on this

distribution list. The purpose of schoolwide email communication is to inform members of our school community about pertinent school events and issues. The school has a commitment not to overuse schoolwide email communication. All community members are encouraged to read the communications that are sent out. If a community member or group has information that they would like included in a schoolwide communication, they should contact the school office.

### **6.12 Social Media**

The school maintains Facebook, Twitter and Instagram accounts that are regularly updated with interesting and informative school news and events.

## **Summary of Student -Faculty-Parent Agreements**

### **All Community Members**

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 during class unless I have been given prior approval, 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 am at school, at a school related event, off campus during lunch, and during all field trips.

### **Faculty**

**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 classes and ensure that the syllabus is available to all of my students and their parents/guardians. I will base instruction and assessments on the appropriate California State Instructional Standards. Each syllabus will identify the instructional standards that will be addressed and 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 attendance completed 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 other week so they are available to students and parents through the school website.
- 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 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 both when I arrive at school and just before I leave.
- I will check my email account on a daily basis and review any school correspondence sent there.
- 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 provide required and appropriate curricular accommodations and modifications for all IEP/504 students.

## **Students**

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

- I will come to school prepared to learn each day. I will bring my fully charged Chromebook as well as any other learning materials that are required for success in each of my classes.
- I will arrive at school on time each day. I will be seated in class and prepared to learn before the start of each 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.
- I will make myself aware of all relevant school policies and rules and will make every possible effort to comply with those rules and policies.
- I will represent myself appropriately as a member of the Bitney community at all times including while at my internship site and while off campus at lunch.
- I will treat all members of our school community with respect and

compassion.

## **Parents/Guardians**

### **As a parent or guardian of a Bitney student, I agree to the following:**

- I will make every effort to partner with the school staff to help provide my student with the best possible educational experience at Bitney Prep High School.
- I will assist my student in arriving on time at school each day prepared to learn and be a productive member of the school community.
- I will communicate with the school office directly whenever my student is absent or tardy to school.
- I will attend meetings at school when requested by school staff to address learning needs or other issues relevant to my student.
- I will review the policies and rules set forth in this Community Handbook so that I can assist my student in following those rules and policies.
- I will review communication from the school so that I am aware of school related events and issues.
- I will review progress reports, report cards, and other school communications that will help me stay aware of my student's academic progress.
- I will communicate concerns directly to teachers, the administration, and other school staff.
- I will recognize that Bitney Prep High School can not succeed without the support of our parent/guardian community.
- Provide transportation to and from their student's internship each Wednesday;
- Contact the school and the advisor each Wednesday if their student is not able to attend their internship.
- Work with the advisor if an issue arises relating to the internship.



**Bitney Prep High School - Community Handbook 2023-2024  
Acknowledgement Page**

I acknowledge that I have reviewed and understand the policies that are presented in the 2023-2024 Bitney Prep High School Community Handbook. I understand that the school staff and administration will expect students and parents to abide by the policies and procedures presented in this document. I agree and affirm that I will do my best to be a positive member of the Bitney Community and to follow the school's policies and rules.

Student Signature: Parent/Guardian Signature(s):

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

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

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

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