

STUDENT – PARENT HANDBOOK

2017-2018



The following “Wolves Code of Honor” was written by BCS students as our school pledge. All BCS students are expected to understand and adhere to the pledge which is read each morning during announcements.

WOLVES CODE OF HONOR

I pledge to uphold the principles of Bethany Community School and respect these principles. As a student of this school I shall be a part of my community, and I shall respect my community in every way I can. I will respect staff and fellow students. I will respect others’ property and space. I will be responsible. I will strive to make the right choices, turn in my work on time, and always do my best. I will be honest. I will tell the whole truth, refuse to gossip or spread rumors, and do my own work.

Vision Statement

The guiding passion of Bethany Community School is to prepare each of our students to be citizens of exceptional character through community involvement, academic innovation, and scholastic excellence.

Mission Statement

BCS provides a safe and nurturing environment, while setting the benchmark for developing academic success and character excellence.

Non-Discrimination Statement

BETHANY COMMUNITY SCHOOL is committed to the policy of nondiscrimination on the basis of race, color, creed, sex, national origin, or handicap in its educational programs, activities, or employment.

Bethany Community School

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INTRODUCTION

BCS is a member of the National Middle School Association (NMSA) and follows the philosophy and guidelines recommended by that organization.

BCS and the NMSA believe...

Successful schools for young adolescents are characterized by a culture that includes:

- Educators who value working with this age group and are prepared to do so
- Courageous, collaborative leadership
- A shared vision that guides decisions
- An inviting, supportive, and safe environment
- High expectations for every member of the learning community
- Students and teachers engaged in active learning
- An Adult advocate for every student
- School-initiated family and community partnerships

Therefore, successful schools for young adolescents provide:

- A curriculum that is relevant, challenging, integrative, and exploratory
- Multiple learning and teaching approaches that respond to their diversity
- Assessment and evaluation programs that promote quality learning
- Organizational structures that promote meaningful relationships and learning
- School-wide efforts and policies that foster health, wellness, and safety
- Multifaceted guidance and support services

SCHOOL HOURS

School begins for students at 7:40 AM and ends at 3:00 PM. The school office is open from 7:30 AM to 4:00 PM. Students are asked to arrive to school by 7:35 AM to be prepared to begin class at 7:40 AM. Students should immediately enter the office building upon arriving at school and leave campus immediately after the close of school unless participating in a designated after school activity. **When dropping off or pick up students in car line, cell phone use is prohibited.** If a student arrives after 7:40 AM, **he/she is considered tardy and a parent or adult must escort his/her child(ren) to the office and sign him/her in.**

Students leaving early must be excused by the office only. Parents must come to the office for authorization. It is important that only the parents or designated person(s) pick up a student during the school day. If someone other than the parent or designee must pick up a child, the child should bring a note from the parent to the school office. **Students are not to be checked out between 2:10 PM and 3:00 PM except for a doctor/dental appointment or emergency.**

When an After-School Car Program is in operation, all students not involved in athletics or other after-school activities, who are not picked up from school by 3:05 PM, will be sent to the ASC program and will incur prevailing charges. Please refer to the ASC program's rules and procedures which are available in the main office.

SCHOOL FEES

There is no tuition for attending Bethany Community School; however, some clubs and field trips may necessitate a fee.

TEXTBOOKS

Textbooks are provided to each student. However, fees will be charged for books that are lost or damaged beyond normal wear. The following rules will apply for lost or damaged books and textbooks damaged beyond repair

New Textbook

Student pays full price

Textbook 2 to 5 Years Old

Student pays half price

**Damage fees for misuse (Torn/dirty pages beyond normal use): Student pays \$3.00 to \$10.00.*

BCS CHARACTER EDUCATION PROGRAM

The Character Education Program at BCS is dedicated to developing young people of good character who become responsible and caring citizens. Following are the six Character Pillars of our program:

CHARACTER PILLARS

Trustworthiness

Be honest • don't deceive, cheat or steal • be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • be loyal — stand by your family, friends and country

Respect

Treat others with respect; follow the Golden Rule • be tolerant of differences • Use good manners, not bad language • be considerate of the feelings of others • don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

Responsibility

Do what you are supposed to do • Persevere (keep on trying!) • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your choices

Fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

Caring

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

Citizenship

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

ACADEMICS AND INSTRUCTION

CURRICULUM

The Bethany Community School faculty and staff will provide the opportunity to assimilate the basic skills required by the State of North Carolina and the Bethany Community School Board of Directors. The curriculum will be further enhanced with “elective courses”. Teachers will be respectful of the dignity, personality, and intellectual expression of students. Statements made or materials used in the classroom must serve a valid educational purpose and be consistent with the School’s curriculum and curricular goals.

INSTRUCTIONAL TIME AND PARENT CONFERENCES

The school day is tightly scheduled and instructional time is very important. Therefore, if possible, parents wishing a teacher conference should try to make an appointment. Teacher conferences can be scheduled from 3:00 to 3:30 Monday through Thursday or during teacher planning periods. Other times will be made available if these are unsuitable. A conference with school administration or faculty may be scheduled between 8:00 AM – 4:00 PM.

STUDENT-LED CONFERENCES

BCS holds one evening of student-led conferences each school year. Parents will be notified via the Wolf Call newsletter and an automated phone message when these conferences are scheduled. This type of conference gives students the opportunity and responsibility of presenting their classwork to their parent or guardian. The teacher facilitates the preparation and set-up of the conference. The student sits across from the parent, and they discuss ways to improve the student’s performance. Graded class work is presented to the parent by the student, and goals are discussed by the parent and student to improve performance where needed.

REPORT CARDS

Report cards will be issued each nine weeks with progress reports at approximately every three weeks. Honor rolls will be determined after each 9-week period as explained below. Reports of academic progress or behavior problems may be made at any time during the school year.

The following grading system will be used:

A-Superior (90-100)

B-Above Average (80-89)

C-Average (70-79)

D-Below Average (60-69)

F-Unsatisfactory (59 and below)

Students who have earned all A’s (including Character Ed & Elective grades) ranging from 90 to 100 will be recognized on the “A” Honor Roll. Students who have earned grades of A’s and B’s (including Character Ed & Elective grades) ranging from 80 to 89 for a B and 90 to 100 for an A will be recognized on the “A/B” Honor Roll. A student who has an unsatisfactory grade in an elective will not be recognized on the Honor Roll.

A student must pass the majority of their core classes at the end of the school year to be promoted to the next grade level.

ACADEMICALLY AND INTELLECTUALLY GIFTED (AIG) STUDENTS

Bethany Community School provides a strong instructional program for academically and intellectually gifted students. The goal at the primary level is to identify and nurture talents and abilities, and to open up opportunities to develop new interests, while encouraging the child’s social and emotional growth as well.

Teachers work together to provide challenging enrichment opportunities. Students of similar abilities are clustered together to maximize efforts to increase reading and math skills. Flexibility within and among these cluster groups allows students to receive grade level, enriched, or accelerated instruction, depending on their needs at the time for each skill. AIG students will receive opportunities to reach more challenging goals within regular class schedules. Every effort will be made to ensure that each student receives an appropriately challenging curriculum.

NORTH CAROLINA ESSENTIAL STANDARDS

ENGLISH LANGUAGE ARTS

The *North Carolina Language Arts* provides a set of English language arts competencies for each grade and high school course to ensure rigorous student academic performance standards that are uniform across the state. It is based on a philosophy of teaching and learning that is consistent with the current research, exemplary practices, and national standards.

The ultimate purpose of the English Language Arts curriculum is to teach students the language abilities they need to communicate effectively as individuals and as contributing members of society. It is a spiraling curriculum in the sense that many of the same skills develop over time.

Strands

Students at any grade level continue to develop skills in the three language **strands** of oral language, written language, and media/technology use. The specific expectations for what students study at different grade levels vary. First graders and tenth graders, for example, all read and write and use technology, but the expectations about what they read and write and how they use media are different.

Common Content

Likewise, at all grades students study some common content:

- Language of the discipline (plot, theme, setting, etc.);
- Language conventions (sentence structure, mechanics, spelling and punctuation, etc.); and
- Different genre (fiction, non-fiction, poetry, and drama).

This common content study, however, also involves age appropriate materials and different grade level expectations.

The *English Language Arts* is the framework that guides classroom instruction and assessment for every student in North Carolina. It is the ultimate guide for textbook selection and the foundation of the North Carolina testing program. A variety of the North Carolina Department of Public Instruction support documents articulate and enhance this curriculum.

MATHEMATICS

The *North Carolina Mathematics* provides a set of mathematical competencies for each grade and high school course to ensure rigorous student academic performance standards that are uniform across the state. It is based on a philosophy of teaching and learning mathematics that is consistent with the current research, exemplary practices, and national standards.

The *North Carolina Mathematics Standards* is organized in five strands or goals for K-8: Number and Operations, Measurement, Geometry, Data Analysis and Probability, and Algebra. The objectives for each goal progress in complexity at each grade level and throughout the high school courses. It is the framework upon which classroom instruction and assessment should be planned. It is the ultimate guide for textbook selections and the foundation of the North Carolina testing program. A variety of North Carolina Department of Public Instruction support documents articulate and enhance this curriculum. The Common Core describes the mathematical concepts, skills, operations, and relationships that are the significant mathematics that give North Carolina students the greatest opportunity to shape their futures.

COMPUTER SKILLS

The K-12 Computer/Technology Essential Standard involves the development of skills over time. Computer/Technology Skills proficiency is not an end in itself, but lays a foundation for lifelong learning. These skills become building blocks with which to meet the challenges of personal and professional life. To become technologically proficient, the student must develop the skills over time, through integrated activities in all content areas K-12, rather than through one specific course. These skills are necessary for all students and should be introduced and refined collaboratively by all K-12 teachers as an integral part of the learning process.

SOCIAL STUDIES

The goal of the *North Carolina Essential Standards* for Social Studies is to promote effective citizenry. Within the school program, social studies provide coordinated, systematic study drawing upon such disciplines as economics, history, geography, anthropology, archaeology, law, philosophy, political science, religion, and sociology, as well as appropriate content from the humanities, mathematics, and the natural sciences.

SCIENCE

The goal of the *North Carolina Essential Standards* for Science is to achieve scientific literacy. The Next Generation Science Standards define scientific literacy as "the knowledge and understanding of scientific concepts and processes required for scientific decision making, participation in civic and cultural affairs, and economic productivity.

The strands include:

- Nature of Science
- Science as Inquiry
- Science and Technology
- Science in Social and Personal Perspectives

The 6-8 Science program includes goals and objectives from Life, Physical, and Earth Sciences each year.

ELECTIVE CLASSES & DESCRIPTIONS

The availability of all electives is based on student interest and available teaching staff.

ART – Students with an interest in art should enroll. Students will learn basic techniques in drawing, painting, and art design. Examples of student art work will be displayed throughout the school and may be entered in contests, or be displayed in the school newspaper and yearbook.

BAND I/II – For students wishing to learn to play an instrument or already play and wish to gain more experience. An instrument is required to be in this class.

BIBLE HISTORY – Students will explore key people, events, and the history of the Bible within the Old and New Testaments.

CHESS CLASS– This elective promotes an increased knowledge and understanding of the game of chess for its own sake as an art and as an intellectual sport. No prior chess experience is required.

CHORUS – Students interested in singing and voice should enroll. There will be several school performances and field trips to sing at other locations throughout the year.

CREATIVE WRITING – Students will practice creative writing skills by writing short stories, poems, plays, skits, etc.

DRAMA – Open to all students who are interested in acting and public speaking. There will be several plays during the year.

JOURNALISM – Students will learn journalistic skills such as the art of interviewing, and writing in a journalistic style. They will contribute articles about students, teachers, and community leaders to the school newspaper. This class will also be responsible for the production of the school yearbook and assisting with the School Newsletter.

PHOTOGRAPHY – Students will learn the fundamentals of Photography. Students will also serve as the school photographers for all school events, such as athletics, plays, candid photos for the yearbook, etc. Students work with the Yearbook and School Newspaper staffs to develop a School Scrapbook.

ROBOTICS – Students will design, build, and program robots within collaborative groups. Multiple sensors will be used to complete various tasks. Students may have opportunities for competitions throughout the year.

SCHOLAR'S PROGRAM (*As needed*) – Students may be assigned by teachers for Academic Enrichment in Math, Reading, or 8th Grade Science until satisfactory progress is noted. This class is for students who are struggling academically and need additional teacher assistance.

SPORTS APPRECIATION – For students who are interested in learning about a variety of sport, including: Football, Basketball, Soccer, Volleyball, Softball, etc. Along with participating actively, students will learn the rules of the game, scorekeeping, and the fundamentals of officiating.

SCIENCE, TECHNOLOGY, ENGINEERING, AND MATH (STEM) — Students will apply the engineering design process to solve real world problems.

STUDENT COUNCIL (SCA) - Student *selected* for this group are the student leaders in the school planning many valuable Character Education activities. There is an emphasis on citizenship and understanding the Constitution of the United States. The SCA will also be responsible for assisting with the beautification of the building and grounds as well as many community projects, such as the Christmas Angel Tree, and canned food drive, planning school dances and activities.

YEARBOOK – Students will learn layout techniques, gather and take photographs and all involved in creating the yearbook.

MEDIA/TECHNOLOGY/LIBRARY-- Students are afforded the opportunity to work along with the Media Coordinator to maintain the materials in the Media Center. Students will identify and define title, author, illustrator, and assist other students and staff with proper location of books, checking in and out books.

TECHNOLOGY USAGE

Acceptable Use Policy

The Board of Education recognizes that electronic resources of all types are becoming a vital part of a quality education for our students who we are preparing to become technologically literate citizens. It is the goal of the schools to offer students the opportunity to examine a broad range of options and ideas in the educational process, including the privilege to locate, use and exchange information and ideas on the Internet and other electronic networks and devices.

The ultimate responsibility for a student's actions in using the Internet and email rests with the student and his/her parents(s)/legal guardians. Parents/legal guardians have the option of requesting that their child not be provided with access to the Internet. To exercise this option, parents must make a notation on their student's Acceptable Use Policy and return to the student's computer teacher.

The Acceptable Use of Technology Policy applies to all students and all district personnel.

Regulation for Acceptable Use Policy

1.1 Privilege of Use

The use of the technology hardware, software and the Internet is a privilege not a right, and inappropriate use of this privilege will result in the cancellation of that privilege. These district resources are made available to support the educational mission of the school district. Consequently, students and staff should be cautious about the programs that are installed on computers and documents that are stored on the computer. Any inappropriate content, such as content that is in violation of the Children's Internet Protection Act (CIPA) or Civil Rights Laws, but not limited to only these two legal mandates, found on district's computers may result in disciplinary action which may include suspension of the student, or suspension/termination of the employee.

Students and staff are responsible for the educational, ethical, and legal use of their own accounts and materials obtained through Internet and other electronic networks. Both students and staff, exercising his/her privilege to use the Internet, as an educational resource shall also accept the responsibility for all material received through his/her account. Students who violate the Acceptable Use Policy are subject to the school disciplinary action, and if a violation of the law has occurred, they will be subject to legal prosecution.

1.2 Network Security

All Internet content will be filtered to meet CIPA requirements. Network accounts are to be used only by the owner of the account. Staff will comply with the username/password guidelines and procedures as specified in the procedures handbook, and are required to keep IDs/Passwords confidential.

All staff members and students have the responsibility to report to his/her supervisor or teacher all violations of security to his/her account. Messages relating to or in support of illegal or unethical activities will be reported to the principal or program director.

Students are not to give out their own personal information (or the information of any other BCS student faculty or staff member) such as a home address or phone number to anyone via electronic networks, websites or to publish in any form.

Any use of the network for personal monetary gain, commercial gain or profit is prohibited.

Staff and students will accept the responsibility for keeping all files with inappropriate content, or files that may contain viruses, worms, or Trojan horse programs from entering the network. Therefore, downloads of unapproved files or attachment of network or computing devices, including Bluetooth devices to the BCS network is prohibited. Correction of problems arising from inappropriate usage or actions will be at the student's parent/guardian or staff member's expense.

Vandalism or damage through neglect will result in immediate cancellation of user privileges and possible restitution.

1.3 Network Etiquette and Citing Sources

Staff and students will use proper network etiquette. The use of inappropriate language or harassment is not acceptable. Appropriate bibliographic citations must be given for all information obtained through electronic networks. Students are expected to limit their pursuit of information through electronic sources to curriculum-related activities. Staff and students will be informed of issues regarding network etiquette, security, and vandalism with the understanding that any violation of the regulations is unethical and may constitute a criminal offense that may require appropriate disciplinary action.

1.4 Email

In an effort to maintain adequate available email server and network resources, email services are provided for staff and students for professional or work-related activities, not personal communication.

Transmission of any material in violation of any law or system policy is prohibited. This includes, but is not limited to the following: copyrighted material, threatening, harassing, or obscene material, material protected by trade secret, materials used for commercial activities by for-profit institutions, and material used for product advertisement or political lobbying. Email should not be considered private- content of any email sent through the network or residing on a district-owned computing device is subject to the North Carolina Records law.

Care must be taken to limit confidential information, and these messages containing confidential information must not be forwarded to persons who do not have the right to access this information. The sender of the email is held responsible for confidentiality violations. System technicians have access to all email. Students will have access to in-school network email only. Teachers may send and receive school-related emails from student's personal email address as they deem necessary.

This policy represents the standard for acceptable use of electronic media. The tenets of the standard are communicated to parents, guardians, and students with additional notification of the policy by its inclusion in the student handbook. Supervisors will likewise monitor staff use.

ACCEPTABLE COMPUTER USE POLICY

Each school year, every student and his/her parent/legal guardian will be required to sign this "Student Computer Use Agreement." This Agreement is for the current school year and must be renewed each subsequent year.

Computer use is a valuable resource for a student's education. Student use of the Bethany Community School computer system is a privilege and not a right, which may be authorized as well as withdrawn. Although school staff will supervise student use of the school computer system at school, the school cannot guarantee that students will not gain access to inappropriate material. Therefore, the school encourages parents/legal guardians to have a discussion with their students about values and beliefs that should guide student activities while using the computers, networks, and internet access. Use of the schools' computers, networks, and internet access is subject to the terms and conditions of this- Acceptable Computer Use Policy and Student Violations and Disciplinary Action Code (in student handbook), which includes, but is not limited to, the following:

1. Student Personal Safety:
 - a. When using the schools computers and internet access, students should not disclose personal information such as address, telephone numbers, social security numbers, birthday, etc.
 - b. Students may use school computers and internet access only for teacher-directed educational activities.
 - c. Students may use school computers and internet access only when authorized and supervised by a staff member.
2. Prohibited Activities:
 - a. Students shall not use the school computer system to engage in any illegal activities, such as: annoyance; discrimination; slander; unsafe or violent communications and behavior.
 - b. Students shall not damage or disrupt the school computer system or components used with the system (i.e. mouse pads, mouse, etc.).
 - c. Students shall not gain, or attempt to gain, unauthorized access to other computers or other student's files.
 - d. Students shall not plagiarize works, violate copyright, or trademark laws.
3. Inappropriate Conduct: The following are prohibited in public or private messages or document files:
 - a. Any inappropriate communications with other students or anyone else that is foul, vulgar, indecent, hostile, or threatening;
 - b. Potentially damaging, dangerous, or disruptive material;
 - c. Personal or generalized attacks or harassment; bullying
 - d. False or abusive information.
4. Inappropriate Access to Material:
 - a. The schools' computer system shall not be used to access material that is obscene, pornographic, sexually explicit, sexually suggestive, harmful, or otherwise inappropriate.
 - b. Unintentional inappropriate access should be reported promptly to the student's teacher or principal.
5. No Expectation of Privacy:

Students have no expectation of privacy in files, disks, documents, etc., which have been created in, entered in, stored in, downloaded from, or used on the schools' computer system.
6. Violations and Discipline:
 - a. In the event there is an allegation that a student has violated this policy, the student will receive notice of the alleged violation and an opportunity to present an explanation.
 - b. In the event of a violation of this policy, appropriate disciplinary action may be taken in accordance with established disciplinary policies and administrative procedures, including losing computer use privileges, suspension, and expulsion.

I acknowledge that I have read and understand the terms, conditions of this policy, have read, and understand the disciplinary action code of the student handbook. Therefore, I hereby agree to abide by and comply with all of the said terms and conditions.

STUDENT SIGNATURE

DATE

As the parent/legal guardian of this student, I have read and understood the terms and conditions set forth in this policy and the student disciplinary action code. Therefore, I hereby grant my permission for this student to use the school's computers, networks, and internet access.

PARENT/GUARDIAN SIGNATURE

DATE

Acceptable Usage of Personal Electronic Devices

The attached is an addendum to the current technology Acceptable Use Policy (AUP) to help ensure the safety and well-being of our students. By signing this AUP we (parent and child) accept responsibility for the appropriate use of school-issued or personal electronic devices (including but not limited to eReaders, iPads, Nooks, Kindles, MP3 players, smart watches, fitness trackers, etc.) and adhere to the following guidelines.

- Personal electronic devices may be used for the eReader function in lieu of print materials, with teacher permission.
- In the classroom setting, personal electronic devices can only be used as it relates to the curriculum and teacher directed activities with teacher permission.
- These devices may not be used on WiFi or cellular networks to access the Internet.
- These devices must not be used to capture video, audio, or photos of objects and other people at school without teacher supervision and written consent from the parents of all involved.
- Use of personal electronic devices are not to be used for recreational activities at school, including but not limited to, social networking, videotaping, gaming, harmful or inappropriate websites, gambling, and cyber bullying.
- These devices may not be used to bully, harass, or tease another person.
- If these technologies create a disruption to the learning environment they will be confiscated and made available to the parent at the end of the school day.
- When not in use, personal electronic devices must be turned off.
- BCS accepts no responsibility or liability for the safe keeping of personal electronic devices while on school grounds or at school sponsored activities, events, and programs.
- These guidelines apply during the school day and while on the school grounds before and after school and on the school buses. Failure to adhere to the above guidelines will result in the personal electronic devices being confiscated, loss of privileges, and returned to the parent in addition to consequences based on our discipline code.

Each occurrence/use permission by _____ (School Staff Only)

CODE OF CONDUCT

The purpose of this Code of Conduct is to prevent or correct, not to punish, inappropriate behaviors.

BCS students are expected to conduct themselves as ladies and gentlemen at all times. Any conduct which is deemed by school personnel to be detrimental to a positive teaching/learning environment is unacceptable and may result in disciplinary actions. A student may be prohibited from participating in school sponsored field trips or events if unsatisfactory conduct is exhibited in the classroom or on school grounds, including buses.

COMMON COURTESY RULES

1. Respect shall be shown for teachers, classmates, and school property.
2. The school buildings, furniture, books, restrooms, and other equipment should be used properly.
3. All school personnel, adults, and students shall be treated fairly and addressed in a proper manner.
4. There will be no bodily contact among students.
5. All school rules are in effect during all school-sponsored activities.

INFRACTIONS AND CONSEQUENCES

MINOR INFRACTIONS INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

1. Unexcused tardy to school or class
2. Unexcused absence from class or school
3. Bus misconduct (Including to and from extra-curricular events)
4. Lunchroom misconduct
5. Leaving trash on lunchroom table or floor
6. Taking food or beverages out of the lunchroom
7. Classroom misconduct
8. Dress Code violation (see dress code regulations on page 16)
9. Not being prepared for class (Books, notebooks, pencils etc.)
10. Not having homework
11. Defacing or damaging school property (as deemed by the administration)
12. Being out of a scheduled class without a hall pass
13. Having food or beverages in the classroom, commons area, hallway, gym or bus (Except during break or special activities authorized by the teacher.)
14. Minor verbal or physical confrontation with another student
15. Inappropriate physical contact with another student
16. Minor verbal or physical harassment of another student
17. Being excessively loud in the halls, classroom or lunchroom
18. Not dressing appropriately for P.E.
19. Misconduct while attending or representing BCS at athletic or extracurricular events on or off school grounds
20. Use of cell phones, beepers, smart watches (devices) during the instructional day for any purpose including but not limited to making calls, texting, taking pictures, etc.
21. Inappropriate use of electronics such as MP3 players, smart watches, electronic readers, computer games, cell phones, cameras, etc. during the instructional day, on school property or on school related activities without permission.

Possible Consequences Minor & Major Infractions may range from but are not limited to the following:

- After School Detention
- Parent Conference
- Community Service
- Disciplinary Probation
- Suspension
- Bus privileges revoked
- Recommendation for Long Term Suspension or Expulsion from BCS.
- Loss of field trip privileges.

The appropriate consequence for minor and major offenses will be determined by:

- The seriousness of the offense
- Circumstances surrounding the infraction
- Information provided by faculty and staff, students, parents or other reliable individuals who may have witnessed or have knowledge of circumstances surrounding the infraction
- Previous disciplinary history

MAJOR INFRACTIONS INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

1. Excessive referrals for minor infractions
2. Disrespect to a teacher or other school staff
3. Insubordination/Failure to follow directions or requests from teachers and staff members
4. Fighting (Note: Fighting and physical confrontation are not the same)
5. Fighting at designated BCS bus stops
6. Using profanity, inappropriate language and/or gestures
7. Dishonesty
8. Stealing
9. Cheating
10. Flagrant or repeated physical or verbal harassment of another student
11. Unruly, disorderly or inappropriate conduct
12. Possession, use or distribution of tobacco products
13. Possession, use or distribution of alcohol
14. Possession, use or distribution of a controlled substance or illegal drug, including prescription drugs which are not prescribed for that specific individual.
15. Sexual harassment of another student and/or inappropriate physical contact of another student
16. Possession of pornographic magazines or other materials
17. Possession of any object which may be used as a weapon or endanger the safety of others, including but not limited to firearms, knives – including but not limited to pocket knives, pen knives, Swiss army knives, box cutters, Exacto knives, sharp scissors etc., fireworks, lighters, matches, etc. or possession of a look-alike weapon.
18. Misconduct on school field trips. (i.e. curfew violations, etc.)
19. Making remarks of a threatening nature to teachers, staff, or other students.
20. Publishing or posting BCS personnel's confidential information such as home addresses, phone numbers, etc. without their permission.
21. Defacing or damaging school property (as deemed by the administration)

Possible Consequences Minor & Major Infractions may range from but are not limited to:

- After School Detention
- Parent Conference
- Community Service
- Disciplinary Probation
- Suspension
- Bus privileges revoked
- Recommendation for Long Term Suspension or Expulsion from BCS.
- Loss of field trip privileges.

The appropriate consequence for minor and major offenses will be determined by:

- The seriousness of the offense
- Circumstances surrounding the infraction
- Information provided by faculty and staff, students, parents or other reliable individuals who may have witnessed or have knowledge of circumstances surrounding the infraction
- Previous disciplinary history

HABITUAL VIOLATIONS OF SCHOOL RULES

No student shall, through habitual violation of classroom rules, disrupt the educational process. Such habitual violations, no matter how minor, shall be considered a major violation.

BCS CONFLICT RESOLUTION PROCESS

Concerns from parents or guardians regarding student progress and success should be addressed to BCS in the following order: Teacher, Principal, and then the Board of Directors.

OUT OF SCHOOL SUSPENSION

Failure to comply with school rules could lead to out-of-school suspension. Offenses that could result in out of school suspension are: fighting, stealing, damage to school property or private property, using or possessing drugs or alcohol, possessing dangerous weapons, communicating threats, and disrupting classes. Students that are dismissed for inappropriate behavior will be held in the office until the parent is contacted. Suspended students are not allowed on school premises or at any school related events/activities without permission during their suspension.

BCS DRESS CODE

The school reserves the right to approve or disapprove of any clothing, footwear or accessories.

The school dress code will be followed before and after school hours for all school functions, events, and field trips. If dress code is not adhered to, parents will be contacted to bring appropriate clothing to school for the student.

1. Appropriate size of student dress and footwear is necessary to maintain a positive school climate. Any clothing or accessories that endanger the safety of others is prohibited.
2. Clothing must be age appropriate, must not distract from the learning process and cannot be provocative, revealing, indecent or vulgar. Clothing should not be too short, too tight, too baggy or too revealing. Stretchy or form fitting pants (such as leggings, jeggings, yoga pants, or any pants with stretchy materials) **must be covered by a top that is fingertip length or shorts or a skirt that are fingertip length.** Clothing made of sheer or see-through material is prohibited. Light up shoes should not be worn to school.
3. Clothing and accessories will not be allowed which promotes alcoholic beverages, tobacco, the use of controlled substances, depicts violence or weapons, is of a sexual nature and/or can be considered racist, gang related, suggestive, or is of a disruptive nature.
4. Students are not permitted to wear shirts that expose midribs, bare shoulders, fishnet tops, mesh transparent, back-less attire, spaghetti strap tops, and shirts with unfitted armholes. All sleeveless tops extend to the shoulders. Plunging necklines or necklines that expose cleavage are not permitted.
5. No headgear is allowed – including but not limited to hats, ball caps, earmuffs, bandanas, sweatbands, or sunglasses. Hoods on sweatshirts or jackets must be pulled down once inside the building.
6. Hoodies with headphones are not allowed on the bus or at school.
7. Extreme, full head hair color is prohibited.
8. No short shorts or short skirts are allowed. As a guideline, the hemlines of garments are to be no shorter than mid-thigh and should fall below the student's fingertips even if leggings are worn. No sagging pants are allowed. Undergarments are not to be exposed. No slacks, shorts or blue jeans with holes, tears or frays. Belts should be worn with pants that have belt loops. No words should be written on the seat of pants.
9. Sleepwear or anything resembling sleepwear is prohibited.
10. Chains, accessories, or any attire that has the potential to be used as a weapon is prohibited. No visible body piercing is allowed other than in the ear. Visible gauging and body art are not allowed.
11. For reasons related to safety, students should wear footwear that provides protection to the feet and toes. For example, flip-flops or shoes that leave the toes completely exposed are discouraged due to safety.

DRESS CODE FOR CLOSING EXERCISE

The attire for graduation for boys is dark or khaki dress pants with a belt, white or pale-colored dress shirt, tie, and appropriate shoes. Girls should wear a white or pastel dress or skirt/dress pants and blouse with appropriate shoes. The school dress code regarding dress length, bare shoulders, spaghetti-straps, etc. will be enforced.

GENERAL GUIDELINES

The following terms and conditions are general guidelines. Failure to comply could result in consequences which include but are not limited to, lunch suspension, in-school-suspension, out-of-school suspension or expulsion from school depending on the severity. All cases are under the principal's discretion and may include additional punishments, financial or work restitution as deemed fit.

A. Keep hands and objects to yourself.

1. Horseplay – Pushing, slapping or punching in jest.
2. Inappropriate displays of aggression (physical or verbal) – For example: pushing someone's chest to signify you are challenging them to a fight, pulling your fist back as if you are going to hit someone.
3. Inappropriate physical contact – Fighting or sexual contact
4. Public Displays of Affection (PDA) – For example: holding hands, sitting in someone's lap, hugging, kissing, etc.

B. Be respectful to the school, to others, and to yourself

1. Appropriate language – We discourage name calling, yelling at others, writing disrespectful things about others on walls or any other venue.
2. Respect for teachers, staff and all adults. – This includes following requests, instruction, directives, appropriate tone and manners. (Inappropriate: attempting to argue or debate about instruction or consequences, language, disrespectful forms of address or voice tone.)
3. Abusing school property – Examples include abusing books, writing on desks, putting feet on walls, bathroom graffiti.
4. Marking on self or others – Students are not to mark on themselves or others with pencil, pens, markers, paint, etc. of any kind.

C. Skipping and visiting places considered "off limits."

1. Skipping class – Examples include leaving school property without permission, hiding out in a different part of the school or grounds as a means to avoid class.
2. Going into unauthorized or unsupervised areas – Including the teacher's workroom, going behind the counter in the front office, entering a classroom when the teacher is not there, or leaving campus or surrounding private property.

D. Classroom Expectations

1. Disrupting the classroom – includes talking without permission, laughing inappropriately, passing notes, etc.
2. Preparation for class – includes homework, paper, pencils, textbooks, instruments, etc.

E. Tardiness

Excessive tardiness to class may result in disciplinary action being taken. Please refer to the possible consequences listed in the code of conduct.

F. Dangerous or threatening behavior

Use or possession of, drugs or alcohol, firearms, dangerous weapons, explosive devices, communicating dangerous threats, or sexual harassment is automatic expulsion from school by state law.

G. Water in the Classroom

Drinks, other than plain water, are prohibited in the classroom. Water must be in a clear, plastic, see through container that can be completely sealed (no straws).

SUSPENSIONS AND EXPULSIONS

1. The principal of a school has the authority to suspend for a period of ten days or less any student who willfully violates policies of conduct established by the local board of education, provided that a student suspended is provided an opportunity to take any quarterly, semester, or grading period examinations missed during the suspension period. (G.S. 115C-391)
2. The principal of a school, with prior approval of the superintendent, has the authority to suspend for periods of time in excess of ten days, but not exceeding the time remaining in the school year, any student who willfully violates the policies of conduct established by the local board of education. (G.S. 115C-391)

3. A local board of education may, upon recommendation of the principal and superintendent, expel any student 14 years of age or older whose continued presence in school constitutes a clear threat to the safety of other students or employees. (G.S. 115C-391)
4. A local board of education or superintendent shall suspend for 365 calendar days any student who (1) brings onto educational property or to a school-sponsored curricular or extracurricular activity off educational property, or (2) possesses on educational property or at a school-sponsored curricular or extracurricular activity off educational property, a weapon, as defined in G.S. 14-269.2(b), (b1), (g), and effective December 1, 1999, G.S. 14-269.2(h). The local board of education, upon recommendation by the superintendent, may modify this suspension requirement on a case-by-case basis. (G.S. 115C-391)
5. A local board of education shall suspend for 365 calendar days any student who, by any means of communication to any person or group of persons, makes a report, knowing or having reason to know the report is false, that there is located on educational property or at a school-sponsored curricular or extracurricular activity off educational property any device designed to destroy or damage property by explosion, blasting, or burning, or who, with intent to perpetrate a hoax, conceals, places, or displays any device, machine, instrument, or artifact on educational property or at a school-sponsored curricular or extracurricular activity off educational property, so as to cause any person reasonably to believe the same to be a bomb or other device capable of causing injury to persons or property. The local board, upon recommendation by the superintendent, may modify the suspension requirement on a case-by-case basis. (G.S. 115C-391)
6. A local board of education or superintendent may suspend for up to 365 days any student who: by any means of communication to any person or group of persons, makes a report, knowing or having reason to know the report is false, that there is located on educational property or at a school-sponsored curricular or extracurricular activity off educational property any device, substance, or material designed to cause harmful or life-threatening illness or injury to another person; with intent to perpetrate a hoax, conceals, places, disseminates, or displays on educational property or at a school-sponsored curricular or extracurricular activity off educational property any device, machine, instrument, artifact, letter, package, material, or substance, so as to cause any person reasonably to believe the same to be a substance or material capable of causing harmful or life-threatening illness or injury to another person; threatens to commit on educational property or at a school-sponsored curricular or extracurricular activity off educational property an act of terror that is likely to cause serious injury or death, when that threat is intended to cause a significant disruption to the instructional day or a school-sponsored activity or causes that disruption; makes a report, knowing or having reason to know the report is false, that there is about to occur or is occurring on educational property or at a school-sponsored curricular or extracurricular activity off educational property an act of terror that is likely to cause serious injury or death, when that report is intended to cause a significant disruption to the instructional day or a school-sponsored activity or causes that disruption; or conspires to commit any of the acts described in G.S. 115C-391 (d4).
7. The superintendent shall, upon recommendation of the principal, remove to an alternative educational setting, any student who is at least 13 and who physically assaults and seriously injures a teacher or other school personnel. If no appropriate alternative educational setting is available, then the superintendent shall, upon recommendation of the principal, suspend for no less than 300 days, but not more than 365 days, any student who is at least 13 and who physically assaults and seriously injures a teacher or other school personnel. (G.S. 115C-391)
8. The superintendent may, upon recommendation of the principal, remove to an alternative educational setting any student who is at least 13 and who physically assaults a teacher or other adult who is not a student, physically assaults another student if the assault is witnessed by school personnel, or physically assaults and seriously injures another student. If no appropriate alternative educational setting is available, then the superintendent may, upon recommendation of the principal, suspend this student for up to 365 days. (G.S. 115C-391)
9. Notwithstanding the provisions of 115C-391, the policies and procedures for the discipline of students with disabilities shall be consistent with federal laws and regulations. (G.S. 115C-391(g))
10. A student must be recorded present in school when participating in any disciplinary techniques grouped under the term "in-school suspension."
11. When a student is expelled while under suspension, his/her withdrawal (W2) should be posted on the day the expulsion takes effect. The absences (NC Wise Code 3) incurred during the suspension remain on the student's record.

12. Whenever a student is assigned a long term suspension to include the remainder of the school year, a W2 withdrawal code should be posted to that student's record.

When students are suspended from school because they lack proper immunizations, their absences are coded as suspensions.

CLASSROOM RULES

CLASS RULE SUMMARY

All students are expected to know and follow the general classroom rule summary as follows:

1. Listen the first time.
2. Do not speak until recognized by the teacher.
3. Do not leave your seat without permission.
4. Do not touch others. Keep your hands, feet, and objects to yourself.
5. Be respectful at all times.

A. SAFETY

1. Follow directions of staff.
2. Students shall leave classroom in an orderly manner and only when released by the teacher.
3. There shall be orderly behavior at all times on the school grounds.
4. Walk on the right hand side of the hallway quietly.
5. Students involved in fighting will be subject to suspension. Violence is not justified to relieve emotions.
6. Hallway & Bathroom behavior: pushing, fighting, throwing paper, swinging from the stalls and classroom or restroom doors is not allowed.
7. The possession of firearms, weapons or explosive devices is absolutely prohibited.
8. CHEWING GUM or other foreign objects is not allowed at school.
9. Sharpies or any other type of permanent markers and white-out are not allowed at school.
10. Aerosol sprays of any type are not allowed at school including but not limited to deodorants, hairspray, cologne, etc.

B. INSTRUCTION

1. Students should enter rooms on time in an orderly manner.
2. Students shall be seated, quiet and with all necessary class materials.
3. Students should have permission from another staff member before going to another teacher's class.
4. Homework must be completed and turned in on time.
5. Items that deter from the learning environment and process are not permitted.

C. CLASSROOM DISCIPLINE PROGRESSION

In the classroom, during one period:

- 1st offense – Teacher gives verbal warning.
- 2nd offense – Student is placed in isolation in the classroom.
- 3rd offense – Teacher will call his/her parents.
- 4th offense – Student is sent to the office.

*When a student reaches this level, the teacher or the office will contact the parent.

D. STUDENT PLANNERS

Students are required to keep daily homework assignments in a BCS Student Planner. Each student will be issued a planner which includes our Student/Parent Handbook at no charge. However, if the planner is lost at any time during the school year, there will be a replacement fee of \$5.00. Planners are to be with students at all times through the school day.

E. COMMUNICATION ENVELOPE

BCS uses a communication envelope we call the "WOLF POUCH" to aid in interaction between the school and parent/guardian. Our newsletter, the "WOLF CALL" will be included along with a lunch order form and any other communication that needs to be seen by the parent/guardian. All contents of the "WOLF POUCH" should be reviewed, the pouch signed, and the envelope returned on the next day school is in session.

CELL PHONES & ENTERTAINMENT DEVICES

Cell phones and entertainment devices including MP3 players, smart watches, radios/CD players, cameras, etc. at school are very disruptive and are therefore not permitted at BCS. The school phone is available in the office for students to use in emergency situations and in the event of illness, etc. As with other middle schools, cell phone use by students **for any reason** (including texting and taking or sending pictures) is not allowed at BCS.

Any unapproved student use of a cell phone or entertainment device at BCS will result in loss of the item. BCS is not responsible for the loss of unauthorized devices brought to school.

SCHOOL ATTENDANCE AND ABSENCES

ATTENDANCE POLICIES

North Carolina G.S. 115C-84.2 requires LEAs to establish a school calendar to include a minimum of 185 days or 1,025 hours of instruction. Attendance policies related to minimum days of attendance for course credit or promotion are established or authorized by the local board of education in each LEA, provided no other attendance policy (relating to minimum days of attendance, etc.) has been established in State Board of Education policy or state law.

NORTH CAROLINA ATTENDANCE LAW

NC Compulsory Attendance Law (G.S. 115C-378) states every parent, guardian, or other person in North Carolina having charge or control of a child between the ages of 7 and 16 shall cause that child to attend school continuously for a period equal to the time which the school to which the child is assigned is in session. It prohibits any person from encouraging, enticing, or counseling the child to be unlawfully absent from school. The parent, guardian, or custodian of the child is required to notify the school of the reason for each known absence of the child, in accordance with local school policy. Any parent, guardian, or other person violating the provisions of the Compulsory Attendance Law is guilty of a class 3 misdemeanor. (G.S. 115C-380)

Absences from school should be held to a minimum. Absences have a negative effect on learning. When returning to school after an absence, students should bring a note giving the reason for their absence. Absences not explained by parental or doctor's note upon students return to school will not be excused. It is the students' responsibility to make up all missed assignments. Students have one day to make up work for each excused day they are absent. When students are absent on the day of a scheduled test, they are expected to make up this test on the day they return to school. Parents will be notified by letter of their child's non-attendance after three (3) consecutive or six (6) accumulative unexcused absences.

NOTE: Parents who refuse to comply with the health regulations of a community, such as compulsory vaccination, thereby causing a student to be excluded from the school, or parents who permit a student to stay at home or to be employed in any way contrary to the Child Welfare Law (Chapter 110 of the General Statutes), are responsible for the nonattendance of the student. Each LEA must enforce the state laws and regulations which relate to compulsory attendance. LEAs may adopt rules which allow teachers to consider a student's absences in the computation of the student's grades. (16 NCAC 6E.0103) School personnel have additional legal responsibilities for student attendance.

EXCUSED (LAWFUL) ABSENCES

Absences for the following reasons shall be classified as excused when the indicated documentation or approval is provided:

- 1. Illness or Injury:** When the absence results from illness or injury which prevents the student from being physically able to attend school.
- 2. Quarantine:** When isolation of the student is ordered by the local health officer or by the State Board of Health.
- 3. Death in the Immediate Family:** When the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.
- 4. Medical or Dental Appointments:** When the absence results from a medical or dental appointment of a student.
- 5. Court or Administrative Proceedings:** When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
- 6. Religious Observance:** When the student is absent due to a religious observance in accordance with local school board policy.
- 7. Educational Opportunity:** When it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity, such as travel. Approval for such an absence must be granted prior to the absence.

ABSENCE OTHER THAN ILLNESS

If a student is taken out of school for a vacation or family trip, he/she should see their teachers (before leaving) to get any advance assignments. Upon returning it is the responsibility of the student to check with teachers to get any additional assignments given during the absence. The student will be given one day for each day missed to make up assignments.

REQUIRED ABSENCE DOCUMENTATION

When returning after an absence, students should bring a note from the parent/guardian or doctor giving the reason for their absence within **THREE** days. **Any absence for which a note is not received will be considered unexcused.** When a student reaches a total of ten excused or unexcused absences in a school year, a physician's note will be required for all absences incurred during the remainder of that year.

UNEXCUSED AND EXCESSIVE ABSENCES

Any absence from school, with or without the knowledge of the parent, which does not meet the requirements of an excused absence, shall be classified as an unexcused absence.

BCS will notify the parent or guardian of his/her child's excessive absences after the child has accumulated three unexcused absences in a school year. After six unexcused absences, the parent, guardian, or custodian will be notified by mail that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the state and local boards of education.

After ten (10) accumulated unexcused absences in a school year, the principal shall review any report or investigation prepared under G.S. 115C-381 and shall confer with the student and his/her parent, guardian, or custodian, if possible, to determine whether the parent, guardian, or custodian has received notification and made a good faith effort to comply with the law. If the principal determines that a parent, guardian, or custodian has not made a good faith effort to comply with the law, the principal shall notify the district attorney and the director of social services of the county where the child resides.

TARDY PROCEDURE

Students arriving to school after 7:40 AM are considered tardy and must be signed in at the office by a parent or guardian.

ABSENCE MAKEUP WORK

It is the student's responsibility to make up all missed assignments. Students have one day to make up work for each excused day they are absent. When students are absent on the day of a scheduled test, they are expected to make up this test on the day they return to school. Parents may call the school to request makeup work for students who will be out for **three or more days**. Requests must be called in by 8:00 AM if work is to be picked up at the end of the school day. We do not collect work for absences less than three days as students receive ample time to make up work for short absences upon their return.

PERFECT ATTENDANCE

Although absences may be excused for a variety of reason any day missed [excused or unexcused] is counted as an absence, therefore counts against perfect attendance. In order to receive recognition for Perfect Attendance a student must be in attendance every school day.

A student must be present at least one-half of the school day in order to be recorded present for that day. (Sec. 115C-238.29F. NC General Statutes)

Penalty for Attendance Law Violation:

Any parent, guardian, or other person violating the provisions of the Compulsory Attendance Law is guilty of a class 3 misdemeanor. (G.S. 115C-380)

ENFORCEMENT DUTIES OF TEACHER:

The teacher is essential in the enforcement of the Compulsory Attendance Law. It is his/her duty:

1. To inform students and parents of the value and importance of regular school attendance through:
 - a. Classroom activities,
 - b. Programs and announcements at parent-teacher association and teachers' meetings, and
 - c. The development of public sentiment in the community for regular school attendance;

2. To ascertain the cause of nonattendance and thus determine when an absence is lawful or unlawful (G.S. 115C-379); (The practice of requiring written excuses is recommended as a means of obtaining information as to the cause of absences. However, when a teacher obtains knowledge through another means that the cause of an absence is lawful and a written excuse is not provided, such absences should be reported as lawful.)
3. To record absences and absence reason codes accurately to ensure implementation of the Ten Day Rule; (See Section IV.K. above.)
4. To maintain accurate student accounting records; (Attendance records shall be kept for each day of the school year.)
5. To maintain the same student records for extended school day programs as those in regular school, in addition to those required in Chapter 3 of this publication, which relate to extended day student accounting records. (G.S. 115C-307[f][g]; G.S. 115C-308)

ENFORCEMENT DUTIES OF PRINCIPAL:

The principal, as executive officer of the school, has the following responsibilities for the enforcement of the Compulsory Attendance Law and the provisions of the North Carolina Administrative Code as approved by the State Board of Education:

1. He/she must, insofar as it relates to his/her activities, utilize the means outlined above in Section V.A.1 under "Duties of the Teacher" to inform students, parents, and teachers as to their respective duties with regard to school attendance. He/she must also perform his/her duties as specified above in Section V.B.1 under "Duties of the Social Worker."
2. He/she must provide such prescribed forms for use by himself/herself and the teachers working under his/her supervision. These forms should be secured from the local superintendent.
3. The principal or his/her designee must notify the parent, guardian, or custodian of his/her child's excessive absences after the child has accumulated three unlawful absences in a school year. After not more than six unlawful absences, the principal must notify the parent, guardian, or custodian by mail that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the state and local boards of education.

After ten accumulated unlawful absences in a school year, the principal must review any report or investigation prepared under G.S. 115C-381 and must confer with the student and his/her parent, guardian, or custodian, if possible, to determine whether the parent, guardian, or custodian has received notification and made a good faith effort to comply with the law. If the principal determines that a parent, guardian, or custodian has not made a good faith effort to comply with the law, the principal shall notify the district attorney and the director of social services of the county where the child resides.

4. In the case of a student or parent being reported to the court for failure of the student to attend school, and the principal is called as a witness, it shall be the principal's duty to appear when so called at the time and place specified, and have with him/her the teacher's report of unlawful absence. The teacher may also be called as a witness.
5. He/she must ensure that students are withdrawn on the day following their last day in attendance. (See Page A: 3)
6. He/she must report, in writing, all cases of suspension or expulsion to the social worker and to the local superintendent.
7. He/she must arrange with the social worker for meetings with teachers and principals for discussions concerning school attendance and the enforcement of the Compulsory Attendance Law.
8. He/she must provide such forms and materials as are necessary for the administration of the Compulsory Attendance Law and of the rules and regulations of the State Board of Education, and distribute these materials to the school principals. (G.S. 115C-276)
9. He/she must maintain data on each student suspended for more than 10 days or expelled. (G.S. 115C-76)

MEDICATION ADMINISTRATION PROCEDURES

- Parents should make every effort to schedule any medication to be given before school and after school, if possible.
- Medications administered during school hours by school personnel should be kept to a minimum and should be administered at home rather than at school whenever possible. Prescription medications will be administered at the time and dosage listed on the prescription bottle only. Over-the-counter medicines sent in for students must be kept in the office and will be given only when accompanied by a Permission to Administer medication form signed by the parent or guardian and physician. **Over-the-counter medicines will be distributed during the student's break or lunchtime only, and students are not allowed to come to the office at other times for these medicines.** However, when a student is in need of medication to sustain his/her school attendance, it is within the Principal's designee's scope of duty to administer medications, provided by parent and requested by the parent with written permission.
- The Bethany Community School assumes no responsibility for students who self-medicate. This is the parents' responsibility.
- Aspirin and aspirin compounds will not be given to any student in the Bethany Community School because of the possibility that it may cause Reye's Syndrome.
- The school retains the right to reject a request for medication.
- The only responsibility or liability that can be assumed by the school system or its personnel is to comply with the written instructions forwarded by the student's parents or guardian and the physician.
- Any student requiring medication for an emergency situation, such as bee sting or any other allergic reactions should have their personal physician give emergency plan instructions to school personnel. The emergency plan must be written out by the doctor with his signature.
- For BCS to administer all over-the-counter or prescription medications to a student, a *Permission to Administer Medication* form signed by **both** parent/guardian and physician must be brought to the school office with the medicine in its original prescription bottle.

IT IS THE PARENT OR GUARDIAN'S RESPONSIBILITY TO:

- See that the Permission to Administer Medication form is appropriately signed and returned to school.
- Provide the medication to the school in a container appropriately labeled by the pharmacist who includes the student's name, the name of the medication, the unit dosage to be given, the amount of medication in the container, the time of administration, and how it is to be administered. Notify school staff if refrigeration is necessary.
- See that the pharmacist labels two containers, one for home use and one for school use, if the student takes the medication at both sites.
- Provide new containers with appropriate labeling when medication changes are made, and to remove the medication from the school when the physician has discontinued it.
- Provide school with new medication form yearly or if change in medication dosage.
- Pick up all unused medication from the school office within one (1) week of the last day of school. All medication left at school after one (1) week will be destroyed.
- See that containers with new or refilled medication are brought directly to the school office.

In the event that transmittal of the medication to the school presents an undue hardship for the parent or guardian, arrangements may be made to secure the medication. The parent will be responsible for these arrangements.

IT IS THE RESPONSIBILITY OF THE SCHOOL ADMINISTRATION TO:

- See that one or more persons will be designated to administer the medication to the student according to parents and physician directions.
- See that all medication is kept in a secure, preferably locked, location. (Exceptions may be made for medication that requires refrigeration.)
- Maintain an individual medication log of the administration of the medication to the student.

Medication, which is administered only as needed, is to be recorded each time it is given. Record date and time it is given. If a medication is discontinued, record the date it is discontinued. Medication forms will be considered out-of-date after one school year. The office will oversee the medication administration regulations and guidelines.

Medications that have been left at the school one (1) week after the students have left at the end of the year, will be counted and appropriately disposed of by the Principal and/or his/her designee. Both will sign the medication log as witness for each other. Medication will not be kept at school from one (1) year to the next.

All Permission to Administer Medication forms and the medication logs should be kept on file at the school. These forms should be considered legal documents and should be kept for five (5) years.

TELEPHONE USE & STUDENT MESSAGES

The school telephone is for **Emergency Use Only** and may not be used for personal convenience, social calls or during instructional time. Classes are not interrupted to give students non-emergency messages, and therefore **parents must make transportation arrangements and other plans with students prior to school.**

INSURANCE

Student insurance maybe purchased for a nominal fee. BCS does not provide student accident coverage. Student dental insurance is available upon request. Information on coverage should be explained in a brochure sent home at the beginning of the school year. The school will assist with claims but remember that this policy is between the parent and insurance company.

HEALTH AND SAFETY

In case of minor injuries such as skinned knees, the school will help clean wounds and supply bandages when needed. Transportation of sick or injured students is the parents' responsibility. The school will arrange transportation in case of extreme emergencies.

Please refer to the Medication Administration Procedures section for information regarding medications.

FIRE & TORNADO DRILLS & EVACUATION PLAN

The fire alarm sound will be the signal for a fire drill. Students are to walk in an orderly manner without talking. In the event of a true emergency the evacuation plan is to transport students to a nearby facility which will be announced, in the event of emergency, through the automated phone message system.

During tornado drills students should sit on the floor with knees bent and forehead touching knees. Students should clasp hands behind their necks for protection from any flying objects.

LUNCH

Meals will be catered by local restaurants. Orders for catered lunches should be placed and paid for by the week or month. Students may choose to bring their lunch. The cost for lunch will vary depending on the meal.

The school will provide microwave ovens. Water and juice are available for lunch from a vending machine. In the event of forgotten lunches or money, the lunchroom attendant may offer other food items for a small fee to cover expenses. Excessive charging is not permitted.

STUDENTS ARE NOT ALLOWED TO HAVE SOFT DRINKS AT ANY TIME DURING THE SCHOOL DAY.

BCS does not participate in the state Child Nutrition Program and therefore is not reimbursed for Free or Reduced priced lunches

NON-SUFFICIENT FUND CHECK POLICY

BCS will work with their bank to collect for checks returned for non-sufficient funds. The check amount and any bank fees charged to BCS are expected to be paid promptly for all returned checks.

MEDIA CENTER (LIBRARY)

Noise must be kept to a minimum. Always walk quietly when entering or leaving the media center and be considerate of others. Students may visit the library with classroom teacher permission. Books may be checked out for two weeks.

GYMNASIUM

The gym is strictly for physical education classes during the school day. Students should use the gym only under supervision. For safety, gym shoes (not shoes worn to school) should be used by anyone participating and to protect the gym floor.

TRANSPORTATION

Bus service will be offered to our students. Bus routes are available to Eden, Madison, and Reidsville.

2017-2018 TRANSPORTATION SCHEDULE

EDEN	MADISON	REIDSVILLE
6:45 a.m. Pick Up @ 1 st Presbyterian Church	7:00 a.m. Pick Up @ Kmart	6:55 a.m. Pick Up @ Food Lion (Freeway Drive)
3:35 p.m. Drop Off @ 1 st Presbyterian Church		7:15 a.m. Pick Up @ Midway United Methodist
	3:25 p.m. Drop Off @ Kmart	6:50 a.m. Pick Up @ Wal-Mart
6:45 a.m. Pick Up @ Tractor Supply		
3:35 p.m. Drop Off @ Tractor Supply		3:15 p.m. Drop Off @ Midway United Methodist
		3:25 p.m. Drop Off @ Food Lion (Freeway Drive)
		3:35 p.m. Drop Off @ Wal-Mart

Students who are not picked up on time will be brought back to the school and it will be the responsibility of the parent to pick them up there. Students will be placed in After School Care until a parent arrives to pick them up. **After School Care fees will apply and must be paid that day. Parents who are continually late to pick up their student may lose afterschool privileges.**

Riding the bus is a **PRIVILEGE**, not a right. Students who misbehave on the bus will be denied the right to ride the bus for a specified period of time, usually ranging from one to ten days. Repeated misconduct or conduct detrimental to the safety of other students may be grounds for permanent suspension of bus privileges.

VISITATION

For security reasons all visitors and volunteers should report to the office upon arrival and should sign in and receive a Visitors Badge to be worn while on campus.

INCLEMENT WEATHER/EARLY DISMISSAL

BCS posts inclement weather announcements on local television news outlets and sends an automated phone message. BCS typically follows the same inclement weather schedule as the Rockingham County School System.

LOCKERS

Lockers will be assigned by homeroom teachers. Items such as coats, hats, or school materials should be stored in lockers. It is recommended that expensive items of clothing or other valuable property remain at home. Students are allowed to visit their lockers before school, during break, during lunch and after school. Lockers are subject to random searches by the administration of BCS. Book-bags are to be stored in the lockers. **Book-bags on rollers are not allowed.**

FIELD TRIPS

Field trips/learning expeditions are planned to enrich student learning by extending the classroom to areas off the school campus. These trips are open to all BCS students and their parents. Student behavior will be addressed as if the student were on the school campus. Parents can be assured that field trips are planned with educational objectives. All students are encouraged to participate when possible. Fees are charged to all participants to cover the cost of entrance fees, transportation, meals, etc. **No refunds can be made.**

ATHLETICS

BCS SCHOOL SPORTSMANSHIP CODE

The Bethany Community School expects students, coaches, and fans to exhibit good sportsmanship at all athletic events. The following ideals of sportsmanship should be followed.

- a. Fans and spectators are to respect the efforts of everyone involved in any athletic contest. Any outstanding effort on the field or court, whether demonstrated by our players or the opposing team's players, should be applauded in a like fashion. At no time shall a spectator demean or degrade any player, coach, official, or other spectator at any athletic contest.
- b. Fans and spectators shall not take part in any conduct, including cheers or yells that are derogatory to our opponents or officials.
- c. Students, coaches, and spectators shall treat the opposing teams, their fans, and the officials with respect at all times.
- d. Students, coaches, and spectators shall respect the property of our opponents as well as that of our own school.
- e. Spectators are expected to stay off the playing fields and courts during athletic contests.

Players and fans are reminded that every individual associated with the team represents their school and the entire school community; Thus, any inappropriate behavior on or off the court/field will impact greatly upon the overall image and reputation of our school.

Fans that are verbally abusive to players, coaches, or officials will be asked to leave the gym or field.

PLAYER / COACH RESPONSIBILITY

We expect all players and coaches to exhibit the highest degree of good sportsmanship and good citizenship at all times. They are to abide by all the recognized rules of their chosen activity. In addition, all students are to exercise good judgment in all of their actions to insure their personal safety and the safety of others. In the event of a severe rule infraction involving a co-curricular activity, the student will be referred to the school administration for disciplinary action.

- Players or teams who damage another schools property will be held responsible for the cost of repairing or replacement of the damaged property.
- Players or coaches who are ejected from a game will be suspended for the next conference game.
- Players who use profanity, or display flagrant unsportsmanlike conduct during a game will be suspended for the following game. ***A second offense will result in that player or coach being suspended for the remainder of the conference games.***
- If a team is more than fifteen minutes late for a game, the game will be forfeited - ***unless the game officials and both coaches agree to play the game.***
- Students who turn fifteen on or before October16 of the current school year are not eligible to participate in BCS and Central Carolina Conference events.

GUIDELINES FOR ATHLETIC PARTICIPATION



GRADES / ATTENDANCE / CONDUCT

- The academic eligibility for athletics will be closely monitored. Students not meeting academic standards may be placed on academic probation and possibly be removed from the team.
- Students participating in athletics must have a satisfactory record of attendance and punctuality.
- Students who are not in attendance on the day of a game are not eligible to participate in that day's contest.
- Students participating in athletics must have a satisfactory conduct record. Repeated minor violations of the student code of conduct or suspension will be grounds for suspension or dismissal from the team.

AGE

To be eligible a student cannot turn 15 on or before October 16 of the current school year.



HEALTH PHYSICAL

Student athletes must have a current Athletic Medical (Physical) form signed by a doctor on file before being allowed to participate in practices or games. Athletic Physicals are valid for only one calendar school year.

TRANSPORTATION

All student/athletes must travel to and from athletic contests with the coach. School buses will be used for most trips. No athlete should be allowed to drive or ride with others unless parents and athletic coaches give written permission. Under certain circumstances and with prior written approval from the coach, an athlete may return home with his/her parents. Buses are an extension of the classroom. All school rules related to the student code of conduct apply while traveling to and from athletic events.

LOCKER ROOM BEHAVIOR

Student/Athletes are responsible for their behavior in the locker room area as well as on the field or court. We strongly disapprove of rough play and expect the athletes to demonstrate responsible actions in the locker room area. This also applies to away contests where student athletes have the privilege to use the opposing team's locker room facilities. Any infraction of the above expectations will result in evaluation by school administration and the violation could result in suspension from future athletic events and even expulsion from school.

TRYOUT POLICY

Choosing the members of the various athletic teams is the responsibility of the coaches. Coaches will provide team information to all candidates about the tryout period, the number of team members that will be selected and rules concerning practice schedules. This is clear notification that tryouts are based on performance and not other outside influences. If a student/athlete is not selected on a team in a competitive function he/she may be selected as a team manager to perform other necessary duties.

DRESS

Each athlete is responsible to dress appropriately while attending away competitions. The wearing of inappropriate attire could result in removal from team competition on the specific day infraction occurs. See specific coaches if you are concerned about attire. Take pride in your appearance and your team.

EQUIPMENT & UNIFORMS

Each athlete is responsible for each item of equipment issued to him or her. Lost or stolen equipment or uniforms must be paid for at the replacement rate cost. An athlete will not be allowed to participate in the next season sport or will not be allowed to receive his or her awards, grades, or diploma until the borrowed equipment has been returned or paid for.

CONTROLLED SUBSTANCES (ALCOHOL & DRUGS)

At any time, alcohol or drugs may not be used by the student/athlete on the school premises and while in the care of the school at away contests. Any violation of this rule will result in immediate suspension from the athletics program for the remainder of

the year and could bring suspension or expulsion from the school administrator. There is zero tolerance of alcohol or drug use during athletic functions, practices, and or contests.

Below is a sample of the Sports Team Player Agreement form that all BCS sports team players and their parents are required to sign before participating on a BCS team.

SAMPLE BCS SPORTS TEAM PLAYER AGREEMENT

As a BCS Sports Team player, each team member has a unique opportunity to represent not only the team but the entire school as well. It is the responsibility of every team member to behave in a manner that reflects positively on the team and BCS at all times, whether it be during practice, a game, or a regular school day.

Players are role models for their classmates, which includes adhering to the BCS Code of Conduct and Athletic Code at all times (see Student Handbook). Team members, who are sent to the office for disciplinary reasons or are suspended for any reason, may be suspended from the team. The Principal and Athletic Director will determine suspension and probation periods.

We believe that academics come first and participation in athletics second. Players need to maintain, at minimum, a "C" average at each reporting period. If a player does not maintain a "C" average or earns an "F" during the reporting period, they will be placed on academic probation and cannot participate in team activities, including practice or games, until the next reporting period. However, if they are unable to bring their grades back up to a "C" average or bring the "F" up to a passing grade, they will no longer be part of the team.

Attendance at practices is required to play in games. In the case of illness, family emergencies, or a doctor appointment please notify the Coach/Athletic Director immediately. If players have 3 unexcused absences there will be a mandatory suspension, and a potential to leave the team. Players who are counted absent from school will not be allowed to practice or play in a game that day. **Thank you for taking this responsibility seriously!**

****Important note regarding sports team uniforms****

To receive your team uniform, a \$30.00 security deposit, submitted by check, will be required. Upon returning the uniform clean and undamaged at the end of the season, the security deposit will be returned. *If the uniform is lost, stolen, or damaged, the security deposit will be kept along with the remaining balance of the assessed \$80.00 fee, which is payable to BCS.* All uniforms must be returned clean and undamaged at the end of your season. Thank you!

If you agree to uphold these standards please sign below and have your parent/guardian sign also.

Student's signature: _____ Date: _____

Parent's signature: _____ Date: _____

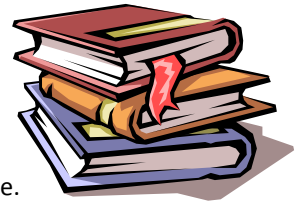
Emergency Contact info:

Parent/Guardian name: _____ Home #: _____ Cell #: _____

Emergency Contact name: _____ Cell #: _____

HOMWORK GUIDELINES

Homework is important because it is a valuable aid for helping students to make the most of their experience in school. Homework is useful in reinforcing what has been learned in class, preparing students for upcoming lessons, extending and generalizing concepts, teaching responsibility, and helping students develop positive study habits.



We expect students to do their best on their homework. We expect homework to be neat and accurate. Students should do the work on their own and ask for help only after they have given it their best effort.

HOW MUCH TIME SHOULD HOMEWORK TAKE EACH NIGHT?

This depends on the individual student. Most educators believe that homework is most effective for the majority of children when it does not exceed 20-30 minutes per subject each school day. For middle school students up to 2 hours per day is thought to be suitable. However, you must keep in mind that not all students work at the same pace. Some make take more or less time.

AS A PARENT WHAT CAN I DO TO HELP MY CHILD?

- Provide supplies and resources
- Share concerns with teachers. Don't go straight to the principal without giving the teacher a chance to work out the problem with you and your child.
- Approach the teacher with a cooperative spirit.
- Hold your child accountable for doing the assigned work. Don't allow him/her to play the home against the school.
- For long term assignments help your child set up a time line.
- Allow him/her to reap the rewards for doing good work and to suffer the consequences for not doing his best.
- Schedule two hours of uninterrupted time each evening for homework.



TALK WITH YOUR CHILD

Ask your child questions. Talking can help him think through an assignment and break it down into small workable parts. Here are some simple questions:

- Do you understand what you are supposed to do?
- When is the assignment due?
- What do you need to finish the assignment?
- Do you have every thing you need to do the assignment?
- Look over completed assignments. It is usually a good idea to check to see that your child has finished his homework assignments. Do not accept "I did it at school." Require him/her to bring home all homework assignments for you to see.



SET A REGULAR TIME FOR YOUR CHILD TO STUDY...*Make a schedule.*

Finding a regular time for homework helps children finish assignments. The best schedule is one that works for your child and your family. What works well in one household may not work in another. Of course, a good schedule depends on your child's individual needs.

Outside activities, such as sports, music lessons, or dance may mean that you need a more flexible schedule. Your child may study after school on some days and in the evenings on others. If there is not enough time to finish homework, your child may need to drop some outside activities. **Homework must be a high priority!**



PICK A PLACE! A study area should have lots of light, supplies close by, and be fairly quiet. A study area does not have to be fancy. A desk in the bedroom is nice, but for many youngsters the kitchen table or a corner of the living room works just fine.

REMOVE DISTRACTIONS: Turn off the television or radio and eliminate social telephone calls during homework time.



HOMWORK AND EXTRACURRICULAR ACTIVITIES



Recognizing the importance of extra-curricular and after school activities in the development of the “whole child”, we support and encourage students to be involved in activities other than just academics. However, we encourage parents and students to make homework a priority and set up a schedule, which allows students to set priorities, do their best work, participate in physical activities and develop time management skills which will benefit them throughout life. Making wise choices is the first step in long-term success.

TEACHER RESPONSIBILITIES

1. The teacher will insure that homework assignments are meaningful and relevant.

Homework should fall into one of three categories:

- **Practice assignments** to reinforce newly acquired skills. For example students who have just learned a new method of solving a mathematical problem should be given sample problems to complete on their own.
 - **Preparation assignments** help students get ready for activities that will occur in the classroom. Students may, for example, be required to do background research on a topic to be discussed later in class.
 - **Extension assignments** are frequently long-term continuing projects that parallel class work. Students must apply previous learning to complete these assignments, which may include science fair projects, term papers, etc.
2. The teacher will communicate with parents, in a timely fashion, when students are not turning in homework assignments or when the quality of work is less than that of which the student is capable.
 3. The teacher will write homework assignments on the board in the classroom.
 4. The teacher will update homework assignments and long-term projects weekly.
 5. Long-term assignments will be assigned at least two weeks in advance of the due date with written guidelines for what is expected, and grading procedures.
 6. Homework will be an integral part of the next day’s lesson. In most cases the homework will be reviewed in class to provide meaningful feedback to the student.



STUDENT RESPONSIBILITIES



- Take pride in your work. Do your best.
- Make your homework neat and accurate.
- Do the work on your own and ask for help only after giving it your best effort.
- Write assignments in school planners as they are given in class.
- Have a plan for long-term assignments.
- Always turn work in on time.

Assignments Turned in Late



Students will not receive full credit for work handed in late; the grade on late assignments will be determined by the teacher. If a student is absent from school due to illness, he/she will have one day for each day missed to make up assignments. **It is the student’s responsibility to see each teacher immediately upon return to school to get assignments.**

Permission to Stay After School for Extra-Curricular Activities

In order for students to be allowed to stay after school for activities such as sports games, dances, etc., written permission must be sent to school and turned into the school office PRIOR to the beginning of the school day.

BETHANY COMMUNITY SCHOOL PLEDGE



PARENT



STUDENT



SCHOOL



BCS believes that learning can best take place when there is shared effort, interest, and motivation by students, parents, and faculty. BCS is committed to each child's success in school and pledges to work together with parents and students to help each student to achieve to the maximum of his / her potential. Although success cannot be guaranteed, the opportunity to be successful will be provided to all students on an equitable basis. We acknowledge that we have read the handbook in its entirety and hereby pledge:

As a student at BCS, I pledge to...

- Abide by the rules and regulations of BCS including the Honor Code, Dress Code, and Student Code of Conduct.
- Respect my peers, teachers and all other BCS staff members.
- Attend school regularly and on time.
- Come to school with necessary materials and prepared to learn.
- Ask my teacher questions when I don't understand.
- Complete and turn in all assignments on time.
- Students shall not plagiarize works, violate copyright, or trademark laws.
 - Definition of plagiarism: copy something from other person's work, to copy another person's idea or written work and claim it as original

Student Signature _____

As the parent, guardian, or advocate for this student, I pledge to:

- Support all school policies including the Student Code of Conduct, Honor Code and Dress Code.
- Communicate regularly with my child's teachers.
- Provide a quiet place and study time at home and encourage good study habits.
- Help my child set priorities between schoolwork and outside activities.
- Support the school and staff in promoting appropriate behavior.
- Monitor my child's homework.
- Read, sign and return my child's progress reports.
- Insure that my child attends school regularly and on time.
- Attend parent – teacher conferences as requested.

Parent Signature _____

The BCS faculty and staff pledge to:

- Clearly communicate behavioral expectations, instructional goals, and grading procedures to students and parents.
- Provide a classroom environment that is conducive to a positive teaching learning experience.
- Communicate regularly with parents through conferences, report cards, telephone, e-mail or other means.
- Employ the best teaching practices and instructional strategies that support learning.
- Provide enrichment and remediation opportunities for my students.
- Respect social and learning differences of my students.

BCS Teachers

As principal:

- I pledge my support to teachers, parents, and students in providing a safe, positive, caring school environment in which students can achieve to the maximum of their individual potential.

BCS Principal
