



Bessemer City Middle School Student and Parent Handbook

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Introduction

School Colors

The official school colors are purple and white.

School Mascot

The Bessemer City Middle School Mascot is the tiger.

Bessemer City Middle School's Mission Statement

Bessemer City Middle School's Mission Statement is to produce and develop responsible and diverse individuals who will contribute positively to society.

Bessemer City Middle School's Motto

Our school motto is "A student today, a leader tomorrow."

Bessemer City School's Vision Statement

Bessemer City Middle School envisions a clean and secure learning environment that promotes self-motivated responsible students who value diversity.

Attendance

Compulsory Attendance Ages

Every child residing in the area served by the Bessemer City School System between the ages of seven (7) and sixteen (16) year as shall be required to attend school for the entire length of the school term in every scholastic year. Every student must attend the entire length of teach school term through the day preceding the sixteenth (16th) birthday. If a student under sixteen (16) years of age becomes truant, the parent or guardian or said student may be guilty of a misdemeanor and subject to punishment by law, unless the parent or guardian files a written statement in court that he or she is unable to control the student.

Source:

Absences and Excuses/ Excused Absences

All student absences shall be designated as either excused or unexcused. A student shall be excused from school for the following reasons:



1. Illness.
2. Inclement weather which would be dangerous to life or health of the student if she/he attended school.
3. Legal quarantine.
4. Death in the immediate family.
5. Emergency conditions as determined by the Superintendent or Principal.
6. Absence with the permission of the teacher or principal and consent of the parent' provided however that such request shall be required prior to the date of the absence.

Unexcused Absences

Absence for reasons other than those defined above shall be considered as unexcused.

Excuses

In accordance with state law, a parent or guardian must explain the cause of every absence of students under his/her control or charge. Every student, upon return to school, must bring a written excuse within 3 days from home signed by the student's parent or guardian for each absence and present it to the principal or his/her designated representative.

The principal or designee shall ensure that the student's teacher[s] are notified whether the absence is excused or unexcused. All written excuses shall be retained of the remainder of the school year in the principal's office or other approved locations.

Make-up Work – Excused Absences

If a student is absent for any excused reason as defined above, the student shall be allowed to make up schoolwork and/or examinations missed during said absence or absences. The student shall be responsible for contacting the teacher/s to arrange for make up work. Said student shall contact the teacher or teachers immediately upon return to school to arrange a time within a two [2] week period to make up work and/or examinations . Teachers shall not be required to reteach lessons , but students shall be given a reasonable opportunity to learn missed due to excused absences.

Make-up Work – Unexcused Absences

Teachers shall not provide make-up work or examinations for students for unexcused reasons.

Excessive Absences

Students with unexcused absences of more than ten [10] class sessions per semester course of twenty [20] class session per year must present their justification for such absences to an appeals committee composed of the students' teacher[s] and principal to receive credit for course work. Days when students are absent from school due to official



suspension/expulsion shall not be counted as a part of the ten [10] class session per semester.

Each student who has exceeded the limited for absences will be afforded due to process as follows:

1. A committee composed of the student's teachers and counselor will review all circumstances associated with his/her attendance record.
2. The student and his/her parents may meet with the review committee and present information for consideration of exemption from excessive absences due to mitigating circumstances.
3. The review committee may assign full credit, deny credit, or require attendance in summer school based on a fair, impartial, and objective review of the facts of each case.

School Participation Absences

Students who are away from school because of participation in official school-sponsored activities shall be marked present and allowed to make up missed work.

Religious Absences

A student will be excused for religious holidays when the student's parent or guardian comes in person to the school and signs a request for the student to be absent for this purpose. When this procedure is followed, the student's absences will be excused and shall not be counted toward the excessive absence clause of this policy. Students shall be allowed to make up work missed during such absences.

Source:

Check-in and Check-out Rules

A parent or guardian must sign a child in when he /she arrives late and must sign him/her out when there is an early check-out. Parents are encouraged to make medical and dental appointments for students either after school hours or on those days when school is not in session. **Parents must sign students in after 8:00 a.m.** After **five [5] times being checked-in, a parent must meet with the principal to determine a course of action to prevent tardiness.**

***Drop-off and Pick-up of students**

A student must be dropped off and picked up in designated areas only.

- Bus** : Drop off and pick up is in the back of the school.
- **Car Pool**: Morning drop off is at the side entrance of the school.



Afternoon pick-up area is in front of building. Car riders will be individually called for and released from the library.

Cafeteria Procedures

The school cafeteria is maintained as a vital part of the health program at Bessemer City Middle School. Students are asked to go quietly and quickly to the cafeteria at the assigned time. The following rules relate to the orderly operation of the cafeteria:

1. Enter the cafeteria only during the assigned period.
2. Stay in the cafeteria during the entire period.
3. Return all trays and utensils to the dishwashing area.
4. Leave the table and floor around the table clean.
5. Deposit all litter in the wastebaskets.
6. Take no food or drink from the cafeteria.
7. Maintain a moderate level of conversation.
8. Adhere to the school rules of conduct.
9. Remain seated-no running or walking around
10. A student may be prohibited from eating in the cafeteria if inappropriate behavior is a continuing problem.

To assist in keeping our cafeteria clean each student will be expected to assist in wiping tables and picking up the area where his/her class was seated. All students working together will help us to keep the cafeteria clean for the next group of students who come to eat.

Cell Phones

Cell Phones/Telephone Use/ Disruptions During the School Day

One of the goals of Bessemer City Middle School is to encourage the maximum use of educational pursuits. Classroom instruction will not be interrupted to have students called out of class to receive telephone calls or messages. Emergency calls (hospital or death) will be verified by the administrator. Cell Phones should be turned into the Main Office by 8:00 AM. The phones will be returned to the student at 2:50 each day when the student comes to the office. If the student keeps the phone and they are caught with the phone in use in the class or the hall, the phone will be taken up and turned into the office. The parent will have to pick up the phone and sign for it in the Main Office. After the second offense, the student can not bring the cell phone to school without going through the superintendent's office and may be subject to suspension.

Alabama State Department of Education Policy



Use of Digital Device During the Administration of a Secure Test

Student Policy

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test the device will be confiscated.

If the student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is the subject to the search, the student will be dismissed from testing, and the student's test will be invalidated.

Local education agency (LEA) personnel will make all students, parents, and/or guardians aware of this prohibition through inclusion of this policy in the Student Code of Conduct Handbook and other regularly used modes of communication.

DISCIPLINARY ACTIONS FOR CLASS I VIOLATIONS

Clubs and Organizations

Bessemer City Middle School offers a variety of clubs and organizations. Some of them include:

Tiger Elite
Tiger Ambassadors
BCMS Poetry Club
PINK Mentoring Program
First Priority
National Junior Honor Society
Beta Club
Spanish Club
Technology Student Association
Volleyball Team
Football Team
Baseball Team
Band
Choir



Daily Dismissal Procedures

When students are dismissed in the afternoon, first load or early bus riders report directly to their buses. Second load or late bus riders report to the lunchroom. Car riders report to the library. Please note: **Parents are expected to pick up students in a timely manner. The school is no longer responsible for students after 3:15 pm.**

Discipline

Student Conduct

All students of the School System are charged with the responsibility to conduct themselves in a manner appropriate to good citizenship everywhere. Student conduct shall be founded on the basic concept of respect and consideration for the rights of others. Students in the Bessemer schools shall conform to the rules and regulations of the Board Of Education, the Superintendent of Schools and the school principal. Students may be held responsible for their conduct to and from school if it affects school organization or programs. Source: Policy JCD The rules contained in the Student Code of Conduct applies to all ages. It is reasonable to assume that an increase in age and maturity implies greater responsibility for their actions. It is recognized that differences in age and maturity in age and maturity require various levels of disciplinary implementation; however, these general rules and regulations shall apply to all students in Grades K-12.

Source:

Classification of Student Code of Conduct

Violations of the Code of Student Conduct are categorized into three classes: Minor(Class 1), Intermediate(Class 2) and Manor(Class 3) and are applicable to all K-12 students of Bessemer City Schools. Prior to determining the classification of a violation, the principal/designee will implement the disciplinary procedure, including allowing the student to give his/her explanation regarding the alleged violation prior to deciding the classification of a violation. The principal/designee may confer with additional parties if necessary, before deciding the classification of the violation and the appropriate consequences for misbehavior.

No student shall be punished for any suspected violation until the person responsible for imposing discipline has heard the student's explanation or made reasonable efforts to provide the student with an opportunity to present his/her explanation.

Each classroom teacher will correct general classroom disruptions by taking in-class disciplinary action, telephoning the parent/guardian, scheduling school conferences and other management techniques that are appropriate for the behavior. When the action



taken by the teacher is ineffective or the disruption is severe, the student should be referred to the principal/designee. Failure to bring school supplies or homework or complete class assignments are not cause for disciplinary referrals. When students consistently exhibit poor work habits, the parents/guardians should be notified immediately by the school official and students should be referred to a guidance counselor.

Under no circumstances should academic grades be used for maintaining order in the classroom nor should student behavior be included in calculating academic grades. An academic grade should reflect the teacher's most objective assessment of the student's academic achievement.

The principal shall make an immediate effort (same day) to contact the student's parents/guardians about the suspension. No suspended student shall be allowed to leave the school premises during the day until the student's parent/guardian or proper school authorities assume responsibility for his/her. When a student's parent/guardian or designated individual(s) cannot be notified, the student must remain on the school premises until the end of the school day. At the end of the school day, the student will return home via normal transportation methods.

School employees may always file criminal complaints against wrongdoers.

Source:

Class 1- Minor Offenses

- Excessive Distraction of Other Students- Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any other student (e.g., excessive talking, interrupting class, provoking).
- Gambling- Participation in games of chance for minor sums of money and/or other things of value.
- Intentionally providing false information to a school system employee, including but not limited to, student information data and the concealment of information directly to school business.
- Possession of nuisance items defined by the principal/designee (e.g., toys, fake items such as snakes, spiders, etc.)
- Cheating or copying the work of other students.
- Use of obscene manifestations (verbal, written, or gesture)
- Nonconformity to the dress code
- Inappropriate public display of affection, including but not limited to, embracing and kissing.
- Unauthorized absence/tardiness from class or classes.
- Unauthorized use of school or personal property



- Any other violation that the principal/designee may reasonably deem to fall within this category.

Disciplinary Actions for Class I Violations

GRADES K-12

First Offense: Administrator and student conference. Circumstances may warrant disciplinary action as outlined under subsequent offenses.

Subsequent Offenses: In-school disciplinary action such as probation, detention, academic research related to offense, work assignments before or after school, Saturday School, and supervised in-school suspension. After the implementation and documentation of interventions, suspension may be imposed for a maximum of two (2) school days at the discretion of the principal/designee. If these disciplinary actions are not effective, the principal/designee may seek additional support from central office staff members.

Disciplinary Actions for Exceptional Students for Class I Offenses

The principal/designee should consult with the special education teacher regarding effective discipline procedures when a special education student commits a Class I offense. If these actions are not effective, the principal/designee should initiate procedures to have the student's Individualized Educational Plan (IEP) Committee address the behavior. The IEP Committee will decide if the offense was related to the area of disability and will decide the appropriate actions to be taken as well as consider the need for functional behavior assessment and a behavior intervention plan.

All revisions to the student's IEP must be documented within the current IEP. If the disciplinary actions decided by the IEP Committee are still not effective, the principal/designee may refer the student to the director of Special Education or the IEP supervisor for further action. However, in no instance may a referral to the director of Special Education or the IEP supervisor result in the exclusion from school of a special education student for more than ten (10) cumulative days for the school year which are allowable by law or state regulations. Only the IEP Committee may change a special education student's placement.

Consideration must also be given to the protection and rights afforded to 504 students under both federal and state law.

CLASS I OFFENSES MAY NOT BE APPEALED BEYOND THE LOCAL SCHOOL LEVEL.



CLASS II-INTERMEDIATE OFFENSES

- Defiance of School System Employee's Authority-Any verbal or nonverbal refusal to comply with a lawful direction or order of a school system employee.
- Bringing a water gun to school.
- Vandalism-Intentionally doing some act that results in injury or damaging by any means real, public, or personal property belonging to another.
- Battery upon Students- Actually and intentionally touching or striking another student against the will of the other.
- Trespassing – Willfully entering or remaining in any structure, conveyance, or property without being authorized.
- Stealing, Larceny, Petty Theft – The intentional unlawful taking and carrying away of personal property value at less \$100 belonging to or in the lawful possession or custody of another.
- Extortion, Threats, and/or Intimidation – Verbally, non-verbally, or by a written or printed communication maliciously threatening an injury to a person, property or reputation of another with the intent to extort money or any pecuniary advantage at all or with intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will.
- Offensive touching of another person with sexual connotations, such as patting, pinching, or brushing against another's body.
- Possession of stolen property with the knowledge that it is stolen and receiving and/or concealing stolen property.
- Leaving class or campus without permission
- Directing obscene or profane language to a school system employee.
- Minor disruption on a school bus.
- Any other violation that the principal/designee may reasonably deem to fall within the category.

DISCIPLINARY ACTIONS FOR CLASS II VIOLATIONS

GRADES K-12

First Offense:

- Administrator, student, parent/guardian conference
- In-school suspension
- Extended work assignments before or after school
- Suspension for a maximum of five (5) school days

Circumstances may warrant disciplinary action as outlined under subsequent offenses. If these disciplinary actions are not effective, the principal/designee may seek additional support from central staff members.



Subsequent Offenses:

- Suspension for a maximum of five (5) school days.

If these disciplinary actions are not effective, the principal/designee may seek additional support form central staff members.

DISCIPLINARY ACTIONS FOR EXCEPTIONAL STUDENTS FOR CLASS II OFFENSES

The principal/designee should consult with the special education teacher regarding effective procedures when a special education student commits a Class II offense. If these actions are not effective, the principal/designee should initiate procedures to have the student’s Individualized Educational Plan (IEP) Committee address the behavior problem. The IEP Committee will decide if the offense was related to the area of disability and will decide the appropriate action to be taken. The IEP Committee will also conduct a functional behavior assessment and construct a intervention plan.

All revisions to the student’s IEP must be documented within the current IEP. If the disciplinary actions decided by the IEP Committee are still not effective, the principal/designee may refer the student to the director of Special Education for further action. However, in no instance may a referral to the director of the Special Education result in the exclusion from school of a special education student for more than ten (10) cumulative days, which are allowed by law or state regulations. Only the IEP Committee may change a special education student’s placement.

Consideration must also be given to the protections and rights afforded to 504 students under both federal and state law.

CLASS II OFFENSES MAY NOT BE APPEALED BEYOND THE LOCAL SCHOOL LEVEL

CLASS III – MAJOR OFFENSES

Principal/designee shall immediately inform the Bessemer Police Department concerning the commission of the following violations:

- Stealing, Larceny, Grand Theft – The intentional unlawful taking and/or remaining in a structure or conveyance with the intentional unlawful taking and/or carrying away of property valued at \$100 or more belonging to or in the lawful possession or custody of another.



- Burglary of School Property – Breaking entering or remaining in a structure or conveyance with the intent to commit an offence therein during the hours the premises are closed to the public.
- Criminal Mischief – Willful and malicious injury or damages at, or more than, \$200 to public property or to real or personal property belonging to another.
- Sexual Acts – Acts of a sexual nature including, but not limited to, repeated sexual harassment, battery, intercourse, attempted rape, or rape.
- Aggravated Battery – Intentional causing great bodily harm, disability or permanent disfigurement; use of deadly weapon.
- Battery – The actual unlawful touching or striking of a school system employee or student intentionally or during the course of a physical altercation between students; the cause of bodily harm
- Drugs- Unauthorized possession, transfer, use, or sale of drugs including over-the-counter and prescription medication
- Alcoholic Beverages- Possession, transfer, use or sale of alcoholic beverages
- Arson- The willful and malicious burning and/or attempt to burn any part of a building or its contents
- Possession of Firearms- Discharging , using, possessing, transferring, giving away, distributing or selling of any firearms, whether operable or inoperable, loaded or loaded (including a started gun, BB gun, or pellet gun) which will, or is designed to, or may readily be converted to, propel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any similar destructive device.
- Possession of a firearm on school property violates federal and state laws. It is the policy of the School Board to require EXPULSION for a period of not less than one calendar year for any student who is determined to have, possess, use, discharge, transfer, give away, distribute, or sell a firearm at school.
- Possession of Weapons- Possession of a knife, including but not limited to , a switchblade knife, metallic knuckles, tear gas gun, chemical weapon or device including mace of pepper spray, or any other weapon, instrument, or object which is used in a threatening manner and is seen by the individual being threatened as capable of causing physical harm including a realistic toy, replica, look-a-like, BB or pellet gun.
- Bomb Threats- Any such communication(s) directed to a school system employee or any Bessemer City School facility that has the effect of interrupting the educational environment.
- Explosives, Ammunition (Bullets), or Firecrackers- Preparing, possessing, or igniting on School Board property explosives likely to cause serious bodily injury or property damage or that disrupts the orderly educational process.
- Unjustified activation of a fire alarm, extinguisher, or security system on School Board property



- Possession of an electronic communication device, such as a cellular phone.
- Behaviors that threaten the orderly operation of the school, school bus, or school-sponsored activity.
- Any major disruption of the educational process caused by the wearing of apparel, possession of writing or drawings, or the performance of gestures or signals which indicate affiliation with a gang (organized or unorganized), secret organization, or other social group whose presence on school grounds pose a threat to the educational environment.
- Inciting or Participating in a Major Student Disorder- Leading, encouraging or assisting in major disruptions that place students, staff, and the educational process at risk or which result in destruction or damage of private or public property or personal injury to participants or others.
- Simple Assault on School System Employee or Student- The intentional, unlawful threat by word or act to do harm to a school system employee or another student coupled with an apparent ability to do harm, and the performance of some act which creates a well-founded fear in the person that such harm is imminent.
- Possession and/or USE of Tobacco Products- Having and/or using tobacco products, including the possession of cigarette rolling papers, on the school premises and property.
- Possession of cigarette lighter or matches.
- False accusation of sexual harassment.
- Sexual Harassment- Use of vulgar or sexually explicit comments, gestures or conduct; obscene or sexually explicit pictures; sexually-oriented kidding/teasing, or practical jokes directed toward another person or offensive to a third party observer.
- Fighting- Any physical conflict between two or more individuals.
- Any other violation that the principal/ designee may reasonably deem to fall within this category.

Disciplinary Actions for Class III Violations

Commission of a Class III offense shall be reported immediately by the principal/designee to the following individuals:

Bessemer Police Department
Student's parent/guardian
Superintendent of Schools or Designee

If bodily injury, property damage, drugs and/or firearms are involved, the principal/designee will immediately contact the Bessemer Police Department at 425-2411 or 911 for assistance. All drugs and/or firearms found or confiscated on Bessemer City Schools property will be turned in or over immediately to the Bessemer Police



Department. Other unauthorized objects found in the possession of students may be returned to the parent/guardian upon a written request to the principal by the parent/guardian.

The normal disciplinary punishment for the commission of a Class III offense is removal from school for the remainder of the school year, or if the offense occurs within the last 20 school days of the school year, removal from school for the rest of the school year and the next school year. In any event expulsion shall not be for less than one semester. The principal/designee, after reviewing the allegations and evidence against a student and giving the student the opportunity to respond to the allegations, is initially responsible for deciding that a Class III offense has been committed and what the appropriate consequences should be. Once that determination has been made by the principal/designee to recommend expulsion, the principal/designee will give the student a suspension notice containing a written statement of the charges (and a statement of mitigating or extenuating circumstances, if any) and shall suspend the student to the Superintendent of Schools or Designee.

The principal/designee shall also mail a suspension notice to the parent/guardian and notify the Superintendent of Schools or Designee.

If the hearing officer decides, based on facts developed at the hearing, that the student committed a Class III offense, the student shall be subject to expulsion. If, however, there are mitigating or extenuating circumstances, the hearing officer shall separately state those circumstances and may consider them in deciding appropriate disciplinary action. Mitigating and extenuating circumstances include, but are not limited to, the absence of severe personal injury, the absence of extensive property damage, handicapping conditions, interventions at the local school level, and no prior record of a Class II offense.

The hearing officer has the option to allow the student to attend the alternative program under the conditions set forth by the Bessemer Board of Education in order to earn admittance to the local school. Should the parent/guardian be offered this opportunity and decline it, the hearing officer may recommend to the superintendent that the student be expelled from all Bessemer City Schools.

Disciplinary Actions for Exceptional Students for Class III Offenses

When a special education student commits a Class III offense, the principal/designee shall initiate procedures to have the students' Individualized Educational Plan (IEP) Committee address the behavior problem. The IEP Committee will decide if the offense was related to the area of disability and will decide the appropriate action to be taken,



The IEP Committee will also conduct a functional behavior assessment if one has not been previously conducted and will consult or construct a behavior intervention plan. All revisions to the student's IEP must be documented within the current IEP. If the disciplinary actions decided by the IEP Committee are still not effective, the principal/designee may refer the student to the director of Special Education for further action. However, in no instance may a referral to the director of Special Education result in the exclusion from a school of a special education student for more than ten (10) cumulative days, which are allowable by law or state regulations. Only the IEP Committee may change a special education student's placement. Considerations must also be given to the protections and rights afforded to 504 students under both federal and state law.

Source:

Unlawful Conduct

Misconduct which violates local, state, or federal laws and which occurs at school, on a school bus, or at a school-sponsored activity may result in notification of the appropriate law enforcement agency. The Board reserves the right to file charges and to prosecute students engaged in conduct which violates local, state, or federal laws. If a student is arrested and charged with a felony or with a drug, alcohol, or weapons related misdemeanor, the school's disciplinary procedure, up to and including expulsion, may be implemented. This applies whether or not the incident leading to the arrest is school-related. Unless otherwise modified in connection with Alabama Code 16-1-24.3, the Superintendent will recommend expulsion of students, for a period of one year, who are determined to have brought to school or have in their possession a firearm in a school building, on school grounds, on school buses, or at other school-sponsored functions.

Firearms, as defined by Alabama State Department of Education Prevention and Support Services, is as follows: A firearm is any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapons, any firearm muffler, or firearm silencer, any destructive device; or any machine gun. A destructive device is any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage. Includes firearms of any kind (loaded or unloaded). Includes, but is not limited to, hand, zip, pistol, rifle, shotgun, starter gun, flare gun.

Interrogation by Public Officials

When law enforcement officers make it known that they wish to talk to a student while the student is under the supervision of the school, the student will be called to the office of the principal, and in the presence of the officers, the school principal or his/her designated representative shall attempt to notify by telephone the student's parent or guardian of the situation. The student will then be informed that he/she may opt for one



of the following choices:

1. The student may converse by phone with his/her parent or guardian and as a result the student may decide whether to speak with the officers.
2. The student may decline to talk with the officers until his/her parent(s) or guardian(s) is (are) present.
3. The student may talk with the officers either in or outside the presence of a school official.

In situations where the law enforcement officers present an arrest warrant for a student, the school principal or his/her designated representative shall make every effort to notify the parent(s) or legal guardian(s) of the student in question prior to the student's removal from the school premises; provided, however, that school officials shall not impede the law enforcement officers in the service of the warrant.

Source:

In School Suspension

In School Suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom and extracurricular activities but is not dismissed from the school setting nor counted absent during the period of the in-school suspension. The principal or designees has the authority to assign students to the in-school suspension program for a reasonable and specified period of time not to exceed three (3) days. The principals and their staffs should determine the scope of in-school suspension in their respective schools. The parent or guardian must be notified by the procedure outlined in the out-of-school suspension policy [filed JDD](#). In addition, the local school principal shall ensure that the following safe guards are met:

1. The student must be supervised by a member of the professional staff or properly trained adult during in-school suspension.
2. The confinement area assigned to the student should be adequate and conducive to completing school assignments.
3. The student shall be responsible for completing all class assignments, homework, examinations, etc. that are applicable to other students in his/her class (es), except that , students on in-school suspension shall not be permitted to complete assignments that require class attendance (oral reports, recitations, etc.) and shall be graded accordingly.
4. The days a student is absent from class(es) cannot be counted as part of the twenty (20) class sessions of the absence policy.

Source:

Out of School Suspension

The Board recognizes its authority to maintain good order and discipline within the schools of the School System. Therefore, the Board gives the school principal the authority to suspend a student. The principal shall advise the Superintendent of all student suspensions. The principal shall make an immediate effort (same day) to contact the



students' parents or guardians about the suspension. No suspended student shall be allowed to leave the school premises during the school day until the student's parent, guardian, or proper school authorities assume responsibility for him/her. When a student's parent, guardian, or other designated individual (s) cannot be notified, the student must remain on the school premises until the end of the school day. At the end of the school day, the student will return home via normal transportation methods.

Authority

The school principal or designee has the authority to suspend students from school for up to three (3) days and up to ten (10) days with the permission of the Superintendent when an expulsion recommendation is to be considered.

Notification

Prior to suspension, the student will be made aware of the charges and supporting evidence, and given an opportunity to respond to them. The local school principal shall complete and provide the student with a copy of the School System's Notice of Suspension Form prior to departure from campus, with copies to the student's parent or guardians and the Superintendent within forty-eight (48) hours stating the reason (s) for such action.

Immediate removal of the student from school premises is justified only when his/her presence threatens himself/herself, endangers school property, or seriously disrupts the orderly educational purposes. If immediate removal is necessary, the parents or guardians must be notified by phone or personally by the attendance supervisor or other school officials. In extreme emergencies, principals are given the authority.

Inappropriate Discipline

At any point in the discipline process, actions which are designed to control behavior through the use of humiliation, degradation, or verbal abuse of students shall not be tolerated. Any form of corporal punishment, including punitive physical contact, is prohibited.

Discipline Consequences Applied

Students who withdraw from Bessemer City Schools while under review for a Class II or Class III offense will assume this review should he/she choose to re-enter any Hoover school in the future. Upon re-entry to any Bessemer school, pending disciplinary consequences will be enforced.

If a student transfers into a Bessemer City school and is under disciplinary actions at his/her former school, the recommendation for disciplinary actions from the former school will be applied unless a Bessemer administrator overrides the recommendation from the former school.



Dress Code

Boys:

- **Navy or black slacks (NO JEANS)**
- **White oxford or polo style collared shirt (long or short sleeves)**
- **Shirts must be worn on the inside of pants**
- **Solid black or navy belt: navy or white suspenders**
- **Navy, black or white socks**
- **Black, navy, or white jacket/sweater (Pull-over, v- neck cardigan, or crew neck)**
- **No earrings, necklaces, chains, or body- piercing jewelry**
- **No more than two rings**
- **Hair must be neat and well kept**
- **No designs or patterns in the eyebrows or hair**
- **No hats, caps, scarves, headbands, or bandannas inside the building**
- **NO COLORED UNDERSHIRTS**

Girls:

- **Navy or black slacks (NO JEANS)**
- **Navy or black A-line or pleated skirt; navy or black jumper (knee length or below)**
- **Navy or black split skirts (knee length or below)**
- **Black, navy, or white jacket/ sweater (pull-over, v-neck, cardigan, or crew neck)**
- **Solid black or navy belt; navy or white suspenders**
- **Navy, black, or white socks**
- **White oxford or polo style collared blouse or shirt)long or short sleeves)**
- **Shirt must be worn on the inside of the pants**
- **No large, colored or distracting jewelry**
- **NO COLORED UNDERSHIRTS**

Educational Laws

The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees:



Attendance and Conduct (Act 94-782) (Ala. Code § 16-28-12) Each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education shall be guilty of misdemeanor (may be fined up to \$100 and may be sentenced to hard labor for up to 90 days).

Teacher Assault (Act 94-794) (Ala. Code § 13A-6-21) A person commits the crime of assault in the second degree (Class C felony) if the person assaults with intent to cause serious physical injury to a teacher or to an employee of a public educational institution during or as a result of the performance of his or her duty.

Drug Dealing (Act 94-783) (Ala. Code § 6-5-72) A person who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both suffered by a third person caused by or resulting from the use of the controlled substance by the minor if the sale, furnishing, or giving of the controlled substance is the proximate cause of the injury or damage.

Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (Act 94-784) (Ala. Code § 16-1-24.1) The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapon, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within five school days.

Weapons in Schools (Act 94-817) (Ala. Code § 13A-11-72) No person shall knowingly with intent to do bodily harm carry or possess a weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. (Note: The term “deadly weapon” means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury, and such term includes, but is not limited to, a bazooka, hand grenade, missile, or explosive or incendiary device; a pistol, rifle, or shotgun, or a switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy, blackjack, bludgeon, or metal knuckles.)

Possession of Firearms—Expulsion Recommendation: (Al Code 16-1-24) All City and County Boards of Education shall develop and implement local policies and procedures requiring the expulsion of students, for a period of one year, who are determined to have brought to school or have in their possession a firearm in a school



building, on school grounds, on school buses, or at other school-sponsored functions.

Vandalism (Act 94-819) (Ala. Code §16-5-380) The parents, guardian, or other person having control of any minor under the age of 18 with whom the minor is living and who have custody of the minor shall be liable for the actual damages sustained to school property, plus the court costs, caused by intentional, willful, or malicious act of the minor.

Pistol Possession/Driver's License (Act 94-820) (Ala. Code §16-28-40) Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school, or a public school bus, shall be denied issuance of a driver's permit or license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person over age 14 possesses a driver's license on the date of conviction, the driver's license will be suspended for 180 days.

Drop-Out/Driver's License (Act 94-820 which amended Act 93-368 as codified in - 16-28-40, Ala. Code, 1975) (Ala. Code §16-8-40) The Department of Public Safety shall deny a driver's license or learner's permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who: are enrolled in a GED program, are enrolled in a secondary school, are participating in an approved job training program, are gainfully employed, are parents of a minor or unborn child, or are the sole source of transportation for the parent.

Theft of Lost Property (Acts 1977, No. 607, p. 812, §3205) Theft of lost property – Definition A person commits the crime of theft of lost property if he actively obtains or exerts control over the property of another which he knows to have been lost or mislaid, or to have been delivered under a mistake as to the identity of the recipient or as to the nature or the amount of the property, and with intent to deprive the owner permanently of it, he fails to take reasonable measures to discover and notify the owner.

Section 13A-8-7

Theft of lost property in the first degree

- (a) The theft of lost property which exceeds two thousand five hundred dollars (\$2,500) in value constitutes theft of lost property in the first degree.
- (b) Theft of lost property in the first degree is a Class B felony.

Section 13A-8-8

Theft of lost property in the second degree

- (a) The theft of lost property which exceeds five hundred dollars (\$500) in value but does not exceed two thousand five hundred dollars (\$2,500) in value constitutes theft of lost property in the second degree.
- (b) Theft of lost property in the second degree is a Class C felony. Section 13A-8-9

Theft of lost property in the third degree

- (a) The theft of lost property which does not exceed five hundred dollars (\$500) in



value constitutes theft of lost property in the third degree.

(b) Theft of lost property in the third degree is a Class A misdemeanor.

Mandatory Reporting of Suspected Child Abuse or Neglect (Code of Ala. § 26-14-

3(f) According to Alabama laws, all ... nurses, school teachers and officials, peace officers, law enforcement officials, social workers, day care workers or employees, mental health professionals, as defined in Rule 505 of the Alabama Rules of Evidence, or any other person called upon to render aid or medical assistance to any child shall report or cause to report incidents where a child below the age of 18 is known or suspected to be a victim of child abuse or neglect.

Ref. Code of Alabama 16-1-14, 16-1-15, 16-1-16. Goss v. Lopez, 95S.Ct. 729 (1973).

Grading Policy

Grading Policy-The grading system at Bessemer City Middle School will reflect the student's actual performance in learning material presented. Report cards will be issued at the conclusion of each nine-week period.

The grading scale is as follows:

- . A. 90-100
- . B 80-89
- . C 70-79
- . D 60-69
- . F 59-Below

Each teacher will communicate to students the procedures used for computing student's grades.

Report Cards

Report cards are issued at the end of each 9-weeks period.

Progress Reports

Progress Reports are sent home to parents at the mid-point (week #5) of each 9-week period. Parents must sign the progress report and have student return it to their homeroom teacher.

Promotion & Retention Requirements

The following standards will be used to determine promotion or retention for students in grades seven and eight. To be promoted, a middle school student(grades 7 & 8) must maintain a yearly average of 60% or above for each course: Science, Social Studies, Language Arts, Mathematics, Physical Education and all electives.

Source:



Identification Badges

In order to protect the safety of our students and school personnel, students are required to wear their school identification badges at ALL TIMES. IDs will be checked and monitored by school personnel. If a student is caught without an ID three consecutive times, the parent will be notified, and the student may be required to pay for a replacement ID (\$5.00).

Parent Section

Accidents

In all school accidents, school officials will immediately notify parents. If the accident is of such a nature as to require immediate medical attention or the service of a doctor when the parent cannot be reached, school officials shall act in loco parentis and do whatever the situation demands. School officials shall make every effort to contact the family physician in the event of the accident. At all times, however, every effort shall be made to contact the parents.

Source:

Authority Over Students

Parents and/or guardian shall be responsible for their children's regular attendance at school and for their arrival on time, properly, dressed and in a condition of physical health and mental alertness to benefit from instruction. Teachers shall have authority over the conduct of students while in their classes, on or near school property, including but not limited to school buses, or in situations where the student's behavior has a negative impact on the school. Teachers shall also have authority over students in their charge when supervising activities of students outside the school hours.

FILE: JBAC

Bessemer City School Board's Statements on Philosophy about Student Discipline
It is the responsibility of the Board to maintain reasonable discipline, law, and order in the schools. Source: Policy JCDA Discipline in our schools helps prepare youth to assume their positions of citizenship in our democratic society. Policies and procedures must be engaged to establish respect for authority and to maintain positive learning circumstances free from distractions and misbehavior. The maintenance of a desirable environment in the school setting conducive to meaningful and effective learning experiences requires the combined efforts of the parents or guardians, students and school personnel. The school's primary goal is to facilitate learning. In order to provide an adequate learning environment, order and control must be maintained.

Source:



We believe that every student is entitled to an education, which shall be offered in an orderly, healthy atmosphere, and to firm, fair, treatment in all matters pertaining to school life. We further believe that every student shall comply with all the rules and regulations concerning behavior established by the State Department of Education and the Bessemer City Schools Board of Education. In a democracy there exist many privileges and freedoms, all which are dependent upon adherence to certain rules and regulations. It should be made crystal clear that any student, by his/her failure to comply with school regulations, may lose his/her right to a public education.

Source:

Instruction should occur in an environment that is conducive to learning. Effective instruction requires good order and discipline, which may be described as the absence of distraction, friction and disturbances, which interfere with the effective functioning of the student, class, and school. Schools function best when students attend school regularly and on time, respect other persons and their property, observe reasonable rules and regulations, respect the right to learn, exercise freedom of speech, and take an active role in school functions.

Source:

For positive learning to occur, the schools and classrooms must be free of disrespectful, boisterous, rough, and violent outbursts of language and temper by all parties involved.

Source:

In maintaining discipline, teachers must be able to proceed with the assurance that support will be provided by the principal, the Superintendent, and the Board. In order to give repeatedly the support, which the teacher needs, the administrative officers and the Board must know that the teacher's disciplinary procedures have been in accordance with good educational practice. In order to form the basis of mutual understanding between the Board and its employees, the following principals are set forth:

1. Sound discipline is essentially positive rather than negative in nature. It consists of keeping students interested and busy doing things that are constructive and worthwhile rather than punishing them for doing things that are destructive and antisocial.
2. Not all students in a given situation respond to positive discipline while curbing of some kind is required.
3. Sound discipline is always fair, dignified, in good temper, and free of malice.

Source:



General Supply Lists

6th GRADE

- 3 inch 3-ring binder *wi* pockets (1)
- 3 hole pencil pouch
- 1 pk of 5 dividers
- Black/ blue ink pens
- Mechanical/Lead pencils
- Hand held pencil sharpener
- Loose Leaf Paper (5 pks)
- Flash Drive (1) - 4G or Higher
- Highlighters
- Colored Pencils
- Composition Notebooks (3)
- 4 function calculator
- Glue sticks

7TH GRADE

- 3 inch 3-ring binder with pockets (1)
- 3 hole pencil pouch
- 1 pk of 5 dividers
- Black/ blue ink pens
- Mechanical Lead pencils
- Hand held pencil sharpener
- Loose Leaf Paper (5 pks)
- Graph paper (Loose Leaf)
- Flash Drive (1) - 4G or Higher
- Highlighters
- Colored Pencils
- Composition Notebooks (3)
- 4 function calculator

8th GRADE

- 3 inch 3-ring binder *wi* pockets (1)
- 1 pk of 10 dividers
- Black/blue ink pens
- Mechanical lead pencils



- Hand held pencil sharpener
- Loose Leaf Paper (5 pks)
- Flash Drive (1) - 4G or Higher
- Highlighters
- Colored Pencils
- Composition Notebooks (3)
- 1 pk of construction paper
- Glue sticks
- 4 function calculator
- Index Cards 5x8
- Graph Paper

*****Note: Please do not buy spiral notebooks.*****

***Students **will not** be allowed to bring back packs or large purses into the classroom. They must leave them in their lockers.

Gifts and Deliveries

STUDENTS MAY NOT RECEIVE DELIVERIES OF GIFTS, FLOWERS.ETC. IN CLASS. ALL ITEMS MUST BE BROUGHT TO THE MAIN OFFICE.

Homebound Services

The Superintendent, upon approval by the Board, may provide homebound instructional services for regular students based on criteria supplied by board policy. For special education students, homebound services will be provided according to the student's I.E.P.

Source:

Homework/ Tutoring Resources

IPEC

Bessemer City Middle School offers the IPEC tutoring program through the 21st Century Grant. During IPEC, which is held from 3:15-5:30 Monday-Thursday, students engage in academic tutoring for all subject areas, art, cooking, life skills, physical education, and more. Students must apply for this program and there is a small weekly fee.

Homework Help Line

Having trouble remembering what the teacher told you today?



Need help on a really tough problem?

Have you read the whole chapter and still can't find the answer to your question?

Then call the Homework Helpline!

(205)744-4500

Help is just a phone call away!

Sponsored by the Boys & Girls Clubs of Central Alabama, Incorporated

Lost and Found

Lost and Found boxes are located in each unit office. Students are encouraged to check these areas when an item has been misplaced. All unclaimed articles are donated to a charitable organization at the end of the school year.

Parent Involvement

Bessemer City Schools invite you to visit your Parent Resource Center!!!!

Our motto this year is: "***Bridging the Gap: Building a Healthy Relationship Between Family and School*** ." An involved parent is the greatest advocate a school can have. You are your child's first and most important teacher. Learning begins at home. It is within this natural partnership between the parent and child that the foundation for learning to read is laid. As a parent you need to continue to teach throughout every stage of your child's life. Parental Involvement in almost any form improves student achievement. A joint and coordinated effort by parents, teachers and community partners is essential to dealing with problems of discipline, instruction and the development of good work habits at home and school. Your support and guidance can create a powerful alliance between your child's home and school which can positively affect his or her academic performance. Have a successful year!

What and where is the Title I Parent Resource Center in Bessemer?

The Parent Resource Center has many educational materials for parents, grandparents, and caretakers to check out. Books, tapes, and games are all available to borrow! We also have computers available for you to use to job search, find information for your children for school or write a resume. This is all in the parent center!!! Parenting magazines, beverages, and snacks are also available. The parent center is on the right side of the Bessemer Board of Education building and is located at 412 17th Street, North. If you need assistance from Parent Involvement please call Angela Bedgood at (205) 432-3049 or Meoshia Mayes at (205) 432-3050 or email us at abedgood@bessk12.org or mayes@bessk12.org.



Does Bessemer City Schools have a Parent Involvement Policy?

Yes! Copies may be requested by calling the Parent Involvement Office, Angela Bedgood at (205) 432-3049 or Meoshia Mayes at (205) 432-3050

Parent Teacher Organization

Bessemer City Middle School PTA warmly welcomes you to our school and invites you to become part of our dynamic association. PTA is the world's largest organization working on behalf of children, youth, and families.

The BCMS PTA would love to increase its membership, in order to help with supporting the school band program, becoming a champion for school improvement process, and opening a school supply store in addition to other services that will help facilitate learning and motivate students. Our goals for the coming year are bridging the gap of communication between parent, teachers, and students.

We need your support! If you would like more information about the BCMS Parent Teacher Organization, please contact Linda Blocker or one of the school principals.

Medication

Members of the school staff may not administer medication to students except as it is prescribed and requested in writing by the parent, guardian ,or family physician. Parents are required to notify the principal in writing in the event a student must bring medication to school. Any student having in his/her possession medication other than the specified daily dosage and who gives away sells or attempts to give away and/or sell medication nonprescription or prescription, may be subject to disciplinary action.

Source:

Positive Behavior Support (PBS)

Positive Behavior Support was implemented as our school-wide discipline plan. In an attempt to be more proactive, this plan offers more support to those students who have discipline problems while rewarding those who exemplify the 3 R's. Students who are caught being respectful, responsible, and resourceful receives a GOTCHA ticket. GOTCHA tickets are collected each day and at least 10 tickets are drawn for weekly prizes! Once a nine weeks, every student who receives a GOTCHA ticket for that week, will receive a prize!

RESTRAINT NOTIFICATION AND PROCEDURES

Procedures for Implementing Alabama Rule Seclusion and Restraint of all Students The



Bessemer City Board of Education requires that all schools and programs within the school district comply with the State Board of Education Rule §290-3-1-.02(l)(f) in the Alabama Code regarding “seclusion” or “restraint”, as those terms are defined within the rule.

Definitions from Alabama Code:

Physical Restraint is direct physical contact from an adult that prevents or significantly restricts a student’s movement. The term physical restraint does not include mechanical restraint or chemical restraint. Additionally, physical restraint does not include: providing limited physical contact and/or redirection to promote student safety or prevent self-injurious behavior, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, providing comfort, or providing limited physical contract as reasonably needed to prevent imminent destruction to school or another person’s property.

Physical Restraint that restricts the flow of air to the student’s lungs, including any method (face-down, face-up, or on your side) of physical restraint in which physical pressure is applied to the student’s body that restricts the flow of air into the student’s lungs, is prohibited in Alabama public schools and educational programs.

Mechanical Restraint, the use of any device or material attached to or adjacent to a student’s body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student, is prohibited. The term does not include an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning and/or to prevent self- injurious behavior. The term also does not include seatbelts and other safety equipment when used to secure students during transportation.

Seclusion, a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others, is prohibited. The seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. Seclusion does not include situations in which a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student, time-out as defined below, in-school suspension, detention, or a student- requested break in a different location in the room or in a separate room.

Time-out refers to a behavioral intervention in which the student is temporarily removed from the learning activity. Time-out is appropriately used when: (1) The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled; (2) The duration of the time-out is reasonable in light of the purpose of the time-out and the



age of the student, but should not exceed 45 minutes per time-out; (3) The student is reasonably monitored by an attending adult who is in reasonable physical proximity of the student and his sight of the student while in time-out; and (4) The time-out space is free of objects that unreasonably expose the student or others to harm.

Requirements of the Seclusion and Restraint Rule:

- The use of physical restraint is prohibited in Alabama public schools and educational programs **except** in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Notwithstanding the foregoing, physical restraint is prohibited in Alabama public schools and educational programs when used as a form of discipline or punishment or as a means to obtain compliance.
- All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress.

SEARCHES

Search of Property

Desks, lockers, and other equipment at any school belong to the Board of Education. Any school property may be searched by school administrators or designee. Law enforcement agencies are allowed to make periodic, unannounced visits to any local school for the purpose of detecting the presence of illegal drugs or other justifiable reasons. These visits may be unannounced to anyone except the local Superintendent and building principal. Further, school property may be examined by the school administrator/ designee for other justifiable reasons. **Students' property such as backpacks, handbags, automobiles, etc.,** may be entered and searched by school administrators/designee whenever there is reasonable belief that some substance or material is contained therein which is illegal, harmful to the safety of students, or significantly disruptive to the overall discipline of the school or is evidence of a crime or violation of this code. Any items which are specifically prohibited by law or by Board policy may be impounded by school administrators/designee. Such prohibited items shall include, but not be limited to, the following: (1) knives of any size or type, including pocket knives, (2) other weapons, (3) tobacco, (4) drugs or drug paraphernalia of any sort, (5) alcoholic beverages, (6) pornographic material, and (7) property that is alleged to belong to another party.

Search of a Student's Person

When reasonable suspicion exists, an administrator or designee has the authority to conduct a search of a student's person, including the check of coats, jackets, and other outerwear, shirt and pants pockets, purses and wallets, shoes, caps and hats, and other such items. An appropriate law enforcement officer may be called to conduct the search of a student's person when an administrator has reasonable suspicion that the student is in possession of contraband, other items harmful to the health and safety of students and



staff, or evidence of a crime or a violation of this code. The search shall be conducted in private by the police officer and in the presence of a school administrator or by a school administrator with another school employee present. Should items which are illegal or contrary to Board policy be found, the board's discipline process will be followed.

Testing for Drug Use by Students

The testing by urinalysis for drug use by students is considered a search. The use of random drug testing is limited to the testing of student athletes, and the consequences of a positive test result will be educational rather than punitive. Withdrawal from participation in athletics as a consequence serves an educational and safety purpose and is not considered punitive.

Scheduling

Assignment of Students to Classes

Assignment Authority

It shall be the responsibility and duty of the local school principal and professional staff to assign students to classes. The school system shall always endeavor to add students to classes that are in the best interest of the students. The local school principal and staff have full and complete authority to assign students to classes.

Source

Tardy Policy

Morning: Students must report to their first period classes no later than 8:00 am. After 8:00 am, students must check in in the main office and be signed in by a parent or guardian.

Class tardies: Students are required to report to their classes on time. When a student is tardy to a class three times, the parent is notified and the student receives a warning. If a student is tardy five times, then he or she will receive an office referral and sent to an administrator for further action.

