

General School Information

School hours: 7:40 am – 2:50 pm Office hours: 7:00 am - 3:30 pm	Enrollment: 760 Grades: 6, 7, 8 Grading terms: 9 weeks	Colors: Navy Blue, Columbia Blue and White Mascot: Bulldogs
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*The **vision** of Broad Creek Middle School is: Motivating. Students. Daily.*

*The **mission** of Broad Creek Middle School is reflective of PBIS
(Positive Behavior and Intervention Support) Program:*

- Provide a well-maintained, welcoming, and safe environment
- Engage students in purposeful learning experiences
- Build respectful relationships
- Teach responsibility

***Motto:** Be Respectful, Create a Positive Environment, Make Responsible Choices
and Show respect for self and others*

Be Informed: Detailed public education, school system and school policies can be found on the following websites:

Carteret County Public School System www.carteretcountyschools.org
North Carolina Public Schools www.ncpublicschools.org
Broad Creek Middle School <https://bcms.carteretcountyschools.org/>

Communication to Bulldog Stakeholders

Effective communication is a vital component in helping students be successful in their educational endeavors. We use the following modes of communication to inform our stakeholders:

<ul style="list-style-type: none">● Online grades through PowerSchool● School website bcms.carteretcountyschools.org● Online calendar● Automated phone call notifications● Google Classrooms● Parent Advisory Council (PAC)	<ul style="list-style-type: none">● Student agenda● Parent Teacher Organization (PTO)● Facebook● Twitter● Instagram
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Parental Responsibilities

To help your child throughout the school year and to stay in communication with your child's school, keep these tips in mind:

- Agenda – Review agenda daily..
- Check PowerSchool (online grades) with your child weekly. Choose a night to sit down to review and reflect on grades and missing assignments.
- Monitor homework — Is it regularly assigned? Does your child complete his/her homework correctly and turn it in on time. Keep in touch with your child's teacher about accuracy, completeness and timeliness. Check/review your child's homework with your child every night.
- Communicate with your child's school — Check your child's book bag for school newsletters and notes from the teacher. Attend parent-teacher conferences. Find out the best way to stay in constant communication with your child's teacher. Ask about progress reports from your child's teacher.
- Talk to your child — Indicate to your child that you expect school to be a positive experience. Show real interest in what they are learning and how they are performing in school.
- Read with your child on a regular basis - He/she needs to see that reading is important to you. Twenty minutes per night is the recommended reading time for your child. Reading magazines, novels, and newspapers will all help with your child's comprehension.

SRO:

Deputy Phil Haning

252-247-3135

School Counselor Assignments

6th Grade
7th Grade
8th Grade

Ms. Houghton
Mrs. Diefenbach
Ms. Easter

Progress Reports and Report Cards

Regular updates of the online grading system should be expected weekly. The following dates are the scheduled dates for grade reporting during the 2023-2024 school year. Paper copies of progress reports can be provided upon request. The dates listed reflect the midpoint of each grading period, grades will be updated in PowerSchool at this time.

Progress Reports	Nine Week Endings	Report Cards
September 25	October 23	October 30
November 21	December 21	January 17
February 14	March 21	March 28
May 3	June 7	June–Parent pick-up of report cards and EOG scores after school ends

Emergency Closing and Notification - per Central Office

Weather conditions, power outages, or other emergencies at times make it necessary to cancel school for the day, delay the opening of school or dismiss school before the normal time. The decision to cancel or delay the opening of school is usually made by 5:30 a.m. The decision to dismiss school early is made when necessary.

After a decision regarding the school day is made, it will be relayed immediately to the local radio and television stations. A recorded message will be sent using the School Messenger system to the telephone numbers on file with the school. As this is our fastest way of communication with you, please be sure the school is notified of any telephone number changes. Parents and students can go to www.carteretcountyschools.org and click "Closings and Delays" for the latest school closing or delay information. Remember to refresh/reload each time the site is checked.

The School Day

The school day will begin at 7:40 a.m and end at 2:50 p.m. Students may enter the building beginning at 7:15 a.m. Students should report to designated areas upon their arrival at school. Students wishing to eat breakfast should report directly to the cafeteria. The tardy bell for first period rings at 7:40 a.m. Tardy students to school must sign in the office prior to reporting to class. Repeat offenders will be referred to the School Social Worker.

School dismisses at 2:50pm. Students whose parents cannot pick them up by 3:10 p.m. should ride the bus home or arrange other transportation. Students found to be on campus waiting for rides after 3:10 p.m. repeatedly will be assigned to a bus. Students remaining after school for a school-sponsored activity must be in that class/location immediately after school and remain with that supervisor until picked up by a parent.

If it is necessary to check your student out of school, send a note with the appropriate time, destination, and parent signature to school on the day of the appointment. The student should bring this note to the office first thing in the morning to be put on the check-out list. Students should report to the office at the departure time and wait for a parent/guardian to sign him/her out. **No changes to transportation can be assured past 2:30 p.m. each day.**

Attendance

A student's job, at this stage of life, is attending school and learning. All future work habits, including attendance practices, begin at school. Students who miss school for unexcused reasons develop unacceptable work ethics. Studies show that students with high attendance rates make the best grades, show the greatest understanding, and prove the most ready for the workplace in later years. Students are expected to be present for a minimum of 91 percent of instructional time. Failure by the student to meet the attendance standard will be taken into account by the principal when making a promotion decision at the elementary and middle school levels. The North Carolina General Assembly passed the General Statute 115C-378, entitled the Compulsory Attendance Law. This law, in conjunction with the rules and regulations of the North Carolina State Board of Education, makes parents and legal guardians responsible and accountable to ensure that their children's absences from school are valid.

We realize that some absences are unavoidable, and these are valid and excusable:

- illness
- injury
- death in the immediate family
- medical and dental visits
- judicial or administrative proceedings

- religious observances
- deployment activities (see CCPS BOE Attendance Policy)

Any student who checks out before 11:30 a.m. and does not return that day or checks in after 11:30 a.m. without being at school earlier that day is considered absent. Students absent during the school day may NOT participate in any extracurricular activity or attend after school functions.

Absence Notes

If a student has been absent from school, a note with the date, reason, student’s full name, and parent’s signature must be provided within 2 days of the absence in order for it to be excused (if the reason for the absence is state approved as listed above).

Make-up Work

Students need to check with each teacher to find out about missing work and schedule make up times. Any missed classwork, homework, tests, or other assignments must be made up within a reasonable amount of time, determined by your teacher. Failure to make up work in the allowed time may result in no credit for the assignment.

Lockers

The school will provide lockers and locks with each grade level determining a locker schedule. Only school issued combination locks are allowed.. Lockers are school property and may be searched at any time. All bags (book bags, purses, phones, etc.) must be stored in lockers for the entire school day.

Medication at School

We recognize that students may need to take medication during school hours. To minimize disruptions to the school day, medicines should be taken at home rather than at school whenever feasible.

In accordance with BOE Policy 6125 (April 2014), school employees are authorized to administer medication when the following conditions have been met.

1. A “Physician’s Authorization Form” has been completed and signed by the physician prescribing the administration of the drug or medication for the student during the school day. This completed form gives specific instructions identifying the student, medication, dosage, time to administer medications.
2. All medications including over-the-counter medications as well as medications available only by a physician’s prescription must be prescribed by the physician.
3. The student’s parent or legal custodian must sign the completed “Physician’s Authorization Form” and deliver the completed form along with the medication, prescription or over-the counter, to school. Medication will be stored in the office.
4. All medication should be delivered in the original container with a pharmacist’s label designating student’s name, name of drug, instructions and name of physician.
5. Students are not allowed to deliver medications to school. The only three medications that any student will be allowed to carry are an EpiPen, asthma inhaler or diabetic medication. These medications should be delivered to the school by the parent. After discussing the responsibilities that pertain to carrying the emergency medication, the medication will then be signed out to the student to carry.

Cafeteria Information

<p><u>Meal Prices</u> For the 2023-2024 school year, the meal prices are: Breakfast: \$1.50 Lunch: \$3.00</p> <p>Meals will be provided at free and reduced costs for families who qualify after completing a meal application.</p> <p>If the student qualifies for meal benefits they could be considered for discounted fees for applying to college, pay to play athletics, academic tests such as SAT, ACT, AP, and discount internet access from some providers.</p>	<p><u>Behavior</u></p> <ol style="list-style-type: none"> 1. Food and/or drink stays in the cafeteria (except water bottles). 2. Sit in assigned seats. 3. Students must leave eating areas clean. If you make a mess, clean it up. Your table and the area around it must be clean when you leave. 4. No saving of seats. 5. Use inside voices only. No yelling or loud talking. 6. Remain seated at your table. No visiting from table to table.
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Deliveries/Special Events

Parents are not able to eat with their children unless arranged ahead of time and a space is available.

The school will not accept special delivery items (flowers, balloons, food, etc.) for holidays and special occasions (Valentine’s Day, birthday, etc.). This is in accordance with Board Policy 5215: Deliveries to Students.

Student Conduct

The academic and social expectations for students at Broad Creek Middle School are high. Respect for self, instructional time, and environment are essential for student learning to occur. Thus, students are expected to display appropriate behavior on campus at all times.

Behaviors to ensure success:

- Keep classrooms free of distractions. Distractions include cell phones, air pods, chewing gum, toys, games, trading cards, etc.
- Treat others with respect with words and actions
- Use appropriate language
- Keep your body to yourself
- Give personal space
- Be prepared for class, bring materials needed for success
- Be on time to class

Selling Items on Campus

Students are not allowed to sell any item on school property except for Board of Education approved items. Teachers and staff will confiscate money and items being sold and return them only to parents.

Code of Conduct for Carteret County Public Schools

We follow the Code of Conduct for Carteret County Public Schools. We use the “Bullpen” for disruptive behaviors and ISS consequences.

The Bullpen

The Bullpen is a supervised classroom where disruptive students will remain until an administrator is able to meet with them and/or make a determination as to what action will be taken. This may include contacting parents, counselors, SRO, and/or delivery of consequences for violations of the Carteret County Board of Education Student Code of Conduct, which may include In-School-Suspension (ISS). All work is sent to the student by teachers, and the student has the support of the Bullpen Assistant and teachers during planning time to complete assignments.

Students that are serving ISS and become a disruption in the Bullpen will be sent home for Out-of-School Suspension (OSS). Repeated infractions of the same nature may result in additional consequences. Severe infractions may result in immediate OSS.

BCMS Electronic Devices Policy

Electronic devices, including cell phones are **NOT** to be seen or heard once a student arrives on the premises and should be turned off and in their locker all times. If an electronic device is seen or heard during the school day, the phone will be confiscated, and a parent/guardian will be contacted to pick it up. If a teacher allows an electronic device in class for an activity, the device should be turned off and put back in their locker when the activity concludes.

BCMS Technology Use Expectations:

Appropriate Use: All students are expected to exercise good judgment, use computer resources in an appropriate manner and adhere to school system policies as well as all applicable rules and regulations.

Specifically Prohibited: Commercial use; political use; harassing or illegal use – illegal use includes threatening another person; abusing, annoying or embarrassing another person.

Inappropriate Use: Includes using another’s ID or password as well as plagiarism. School system networks may not be used for purposes such as streaming or downloading entertainment software or music programs.

Technology Responsible Use Agreement: All students must sign the Technology Responsible Use Agreement for Carteret County Public Schools in order to have access to technology at Broad Creek Middle School.

Technology Fee: All students are expected to pay a \$15.00 technology fee at the beginning of the year. This is to help cover accidental damages. Additional charges may be incurred for vandalism, or repeat damages due to negligence.

Click [here](#) for more information on computer programs and logging in information for BCMS Students & Parents.

PBIS

BCMS is a POSITIVE BEHAVIOR and INTERVENTION SUPPORT (PBIS) Green Ribbon School, meaning we have chosen to use a school wide approach to behavior management designed to be proactive and positive for our students, our parents, our staff, and the community. Our focus is on instruction of positive behaviors and prevention of negative behaviors. BCMS students are taught how to be punctual and prepared, make responsible choices and show respect for self and others. BCMS students are encouraged; their successes are noted and celebrated. At the same time, problem behaviors have clear consequences. Students who do not follow the PBIS guidelines will be sent to the Bullpen.



Broad Creek Middle School

Classroom Bathroom

Hall

Bus

Cafeteria

- Be kind in words and actions
- Be an active listener
- Follow all directions
- Complete assignments on time
- Come to class with agenda, homework, and materials
- Give your best effort

- Honor personal space
- Maintain a clean bathroom
- Talk quietly
- Return to class promptly
- Use, flush, wash, leave
- Place Chromebook in the basket for safety

- Be kind in words and actions
- Talk Quietly
- Respect personal space and property
- Use time wisely
- Follow directions
- Walk with care

- Keep hands and feet to self
- Clear the aisle
- Be kind to others
- Talk quietly
- Follow the driver's directions
- Remain in assigned seat
- Use a seatbelt when available

- Say please and thank you
- Have money ready
- Honor personal space and belongings
- Keep your area and floor clean
- Keep a safe and orderly line
- Chromebooks should remain in the classroom

Be **RESPECTFUL**.
 Create a **POSITIVE** environment.
 Make **RESPONSIBLE** choices.
 Show **RESPECT** for self and others.

Integrity Policy

Any student who engages in or attempts to engage in plagiarism or falsification shall be subject to disciplinary action under BOE policy 4310/Cheating, Plagiarism, Falsification #3 on the Guidelines for Disciplinary Action. The following behaviors are specifically prohibited:

1. Cheating—Cheating includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage of any form of academic work.
2. Plagiarism—Plagiarism includes the copying of the language structure, ideas and/or thoughts of another and representing it as one's own original work.
3. Falsification—Falsification includes the verbal or written statement of any untruth.

All integrity violations, to include blatant plagiarism and forgery, are to be reported to administration for documentation purposes.

Students who are guilty of this act will receive a zero on the assignment without the opportunity to redo it and the teacher will contact the parent/guardian.

BCMS Student Dress Code

School is a place of learning. Students at BCMS should take pride in their personal appearance and come to school appropriately dressed. Extreme styles in clothing and grooming may be detrimental to the education process, discipline, and morale of the school.

In accordance with **Carteret County Schools Policy 4316: Student Dress Code:**

1. **Broad Creek Middle School** prohibits low-cut tops; visible undergarments; pajamas/house clothes or house shoes, strapless or spaghetti straps, bare midriffs, head gear
2. **Carteret County Schools Policy** prohibits messages, designs, gestures, or pictures, which are disruptive to the education process, *OR* contain, but are *not limited to* any of the following:
 - profanity/obscenity
 - beer or liquor, references to alcohol use
 - tobacco
 - drugs, drug paraphernalia
 - sexual connotations
 - gang related apparel

Physical Education Classes

Every student is required to participate in PE class. Students must wear their BCMS PE uniform. These can be purchased [online](#) through the BCMS website.

Beyond the Classroom

Athletic Eligibility (BCMS Athletic Webpage)

All students are eligible to try out for after school athletic programs if they received **6 out of 7** passing grades on their most recent report card and have a current physical and other required forms on file in the office on the date given for your sport. The exception to this is 6th graders are **NOT** allowed to play football. If chosen to participate in after school athletics, they must adhere to the standards set by the Middle School Athletic Conference and Broad Creek Middle School. Failure to maintain athletic eligibility (6 out of 7 passing grades) at the end of the nine weeks will result in loss of playing eligibility. **If a student is serving ISS, he/she is not allowed to participate in the day's after-school activities. Student athletes who are suspended out-of-school, receive 2 days of ISS, or received 2 failing grades on their report card during a season are no longer eligible for play for that sport season.** Any issue not specifically addressed in this document is covered in the North Carolina Middle School Athletics Manual.

Students must have a current physical and required forms on file before trying out for ANY athletic team, including cheerleading. Physicals should be scheduled during the summer. A physical remains current for 395 days, therefore, physicals received during the summer and submitted to the office will ensure eligibility for tryouts for all sports that school year. The approximate tryout dates will be announced prior to each sport season.

Clubs and Activities

Extracurricular clubs and activities are those activities in which a student voluntarily participates and receives no academic credit. All BCMS students are eligible to participate in extracurricular clubs and activities. To remain eligible for continued participation in activities that involve missing class or representing BCMS students must exhibit appropriate behavior.

After School Activities (Student Code of Conduct Applies)

When students attend either home or away events, they are expected to be on their best behavior at all times. This expectation applies to participants and spectators. Students not exhibiting proper conduct will be required to leave the event and may forfeit the opportunity to attend future events. Parents must pick up students within 15 minutes of the end of the event. **Students that served ISS or OSS are ineligible to participate or be a spectator in any after school activities on the day on which the ISS/OSS was served.**

Extracurricular and Co-curricular Activities

To participate, students must be in good standing in the following areas:

- attendance
- academics
- fees owed
- appropriate behavior

This includes all field trips, 8th grade ceremonies, dances, and other non classroom events.



BROAD CREEK MIDDLE SCHOOL TRANSPORTATION GUIDELINES



School Bus Expectations

Rules and regulations for school bus passengers and bus drivers have been adopted by the Carteret County Board of Education to ensure the safety of the passengers and the efficiency of our transportation system. The driver is in charge of the bus, as well as the passengers, and has the authority to assign seats to maintain discipline and promote safety. Students **must** obey the driver and be courteous to her/him and to their fellow students. While at the bus stop, waiting for the bus or exiting the bus, all school rules are in effect.

School Bus Rules

1. No student may ride a bus unless assigned to it by the school administrator. A student will ride only his/her assigned bus and will exit the bus only at his/her assigned bus stop.
2. Be at the assigned bus stop five **(5) minutes** before the scheduled time. The bus cannot wait for late students. Remain off of the road while waiting at the bus stop. While boarding/exiting, do not cross the road until the bus and all traffic has stopped and the driver motions that it is safe to cross. Always remember to look both ways before crossing. Walk across the road approximately **ten (10) feet** in front of the bus in full view of the driver. Utilize **HERE COMES THE BUS** app to help you know the bus' location.
3. Upon boarding the bus, take a seat quickly and remain seated at all times. Passengers on buses equipped with seatbelts are required to wear them.
4. Passengers must not tamper with the emergency exits or any other part of the bus. Students must not damage or litter the bus in any way. Students who are found guilty of any damage must pay for any willful or careless damage.
5. To prevent choking, allergic reactions and littering, students may not eat, drink or chew gum while on the bus.
6. No unnecessary or dangerous items should be brought onto a school bus. Students may carry items such as band instruments, school projects, bookbags, etc., onto the bus, as long as the items can be held on their laps or safely stored under their seat. Keep the aisle of the bus clear at all times.
7. Passengers must remain completely silent at all railroad crossings. All other times, students will not be loud, boisterous, or distract the driver's attention in any way.
8. No profane or vulgar language or gestures are allowed on the bus. Playing, hitting, horseplay, fighting, etc. on the bus will not be tolerated. Keep all body parts and objects inside the bus. Do not throw anything inside the bus or out of the windows. Do not shout, wave or gesture from the bus windows to pedestrians or occupants of other vehicles.
9. At the driver's discretion, electronic devices may be used for texting, gaming or music with the use of one (1) earbud only. The camera/video portion of these devices may not be utilized at all.

Consequences for Violation of Bus Rules and Regulations

Students who fail to observe these rules will be subject to immediate disciplinary action since their failure to do so may effect the safety of others. In general, the following steps will be followed, however, consequences for behavior deemed excessively dangerous will be at the discretion of the school administration.

Violation #1: Written Warning to be signed by the parent/guardian and written review of bus rules or administrator's discretion.

Violation #2: Suspension from the bus for up to 5 days or administrator's discretion.

Violation #3: Suspension from the bus for up to 5 to 10 days or administrator's discretion.

Violation #4: Suspension from the bus for the remainder of the school year or administrator's discretion.

NOTE: Student and Parent/Guardian must complete and sign the Transportation Form on the reverse side of this sheet within 10 days so that Student may be permitted to ride the bus. CCPS Transportation [Link](#).

TRANSPORTATION FORM

Student and Parent/Guardian must complete and sign this form within 10 days so that student may be permitted to ride the bus.

..... **To be completed by Parent/Guardian and Student**

Student's Legal Name: _____ Grade: _____

Physical Address of Residence: _____

Full Name of Person with whom Student Lives: _____

Relationship to Student: _____ Phone #1: _____

Email: _____ Phone #2: _____

Email Address: _____

Additional Contact Person in Case of Emergency: _____

Relationship to Student: _____ Phone #: _____

Any Medical Conditions or Special Requirements the Bus Driver Needs to Know: _____

Student expects to ride the bus AM _____ PM _____ All the time | Sometimes | Rarely (Circle one)

Signatures on this form indicate that Student and Parent/Guardian have read and agree to the bus rules and have provided accurate information regarding residency as it applies to bus assignments.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

..... **To be completed by the Bus Driver or School Administration**

Bus #: _____ Bus Driver: _____

Bus Stop Location: _____

Notes: _____

Original to Bus Driver. Copy to Office Binder.

Updated July 2023