



### GENERAL STUDENT INFORMATION

**PUNCTUALITY:** ARRIVING TO CLASS ON TIME IS AN ESSENTIAL TOOL NEEDED TO SUCCEED IN CLASS. BEING ON TIME IS AN IMPORTANT HABIT TO DEVELOP FOR SUCCEEDING IN POST HIGH SCHOOL YEARS. The teachers and staff at Birmingham Community Charter High School value the time that your child spends with in the classroom; therefore a few guidelines are in place to ensure that the time your child spends in the classroom is free from interruptions. A student out of class, for any reason, without a pass will be ~~tardy or truant depending on the time out of class.~~



**TARDY POLICY:** A student is tardy to class if he/she is **NOT** inside the classroom door when the tardy bell rings. Regular tardy sweeps will pick up students found out of class after the tardy bell rings. All tardies count regardless of the reason: Illness, oversleeping, car trouble, tardy sweep, etc. **EXCEPTION:** A written, dated and timed tardy excuse signed by a teacher or other school personnel. A parent may walk a student into the student's SLC Office and request a tardy excused.

**ID POLICY:** In order to maintain a safe campus all students are required to carry their ID badges at all times.

**OUT OF SIGHT OUT OF MIND:** Cellular phones, electronic devices, non-Birmingham Community Charter High School hats, do-rags, and all other headgear must remain stored in a locker, backpack, purse, pocket, or other place where it is not visible during normal school hours. Students may use cellular phones, pagers, or electronic signaling devices on campus before and after school hours and during non-instructional time such as lunch and passing periods. Items that are confiscated will be returned to parent/guardian between 3:16 – 4:00 p.m.



**STUDENTS' PERSONAL PROPERTY:** Personal items of value (cell phones, iPods, cameras, electronic games, radios, CD players and computers, etc.) should not be brought to school since loss, theft, or damage is possible. Also, such items can be distracting to the educational process and may be confiscated by school personnel. BCCHS is not responsible for lost or stolen items (including those in lockers).

**CLASSROOM VISITS:** During the school year, we hope you will come to school, meet your child's teachers and become acquainted with the school program. Classroom visits are encouraged after the first weeks when teachers have had an opportunity to evaluate each student's strengths and needs. To make a classroom visit, please stop by your child's SLC office and request an appointment with the teacher. If you want to observe your child's class you should inform the teacher of your desire and arrange a mutually agreeable time for observation.

**VOLUNTEERS WELCOME:** We encourage everyone to become a volunteer at Birmingham High School. There are many venues in which you can volunteer your time during school hours and non-school hours. Call our Parent Center and speak to Mrs. Ponce to ask about venues for becoming a volunteer (you will need to get a current TB test).

**EMERGENCY CARDS:** Please be sure you have returned an emergency card for your child into your child's SLC Office. List all people that you want your child released to at anytime. We will not release your child unless the person is on the card and he/she is carrying proper identification. Emergency Cards are to be updated on a yearly basis.

**HALL PASS POLICY:** During instructional time, students must have permission to be out of the classroom; therefore, the student must carry a school Hall Pass completed and signed by a teacher/ staff member. Students are not allowed to leave their classroom 10 minutes before or after the bell rings in order to ensure that classroom instruction is not interrupted and to facilitate our tardy sweep. Students must carry their school ID at all times. In addition, students participating in on campus activities, such as Leadership and Yearbook, should wear their badges when out on campus.

**POLICY FOR CLEARING ABSENCES:** Birmingham Community Charter High School staff believes in the importance of instructional time, therefore students will not be allowed to be sent out of class during class time to clear their attendance. Students are responsible to bring a note to their SLC Office, before/after school or during

nutrition/lunch. Students that fail to clear their attendance (within two days) may be truant and may be subject to lunch clean –up or a \$200.00 fine. Periodically, students will receive a notice with all their uncleared absences and will be asked to bring a note from home. The note should include date, reason for absence and parent/guardian signature.

Revised L.S. 8/9/11