

#### **MISSION:**

WE HELP STUDENTS ACCOMPLISH THEIR PURPOSE BY BUILDING AUTHENTIC RELATIONSHIPS.

#### **VISION:**

WE BELIEVE ALL STUDENTS ARE RESILIENT AND HAVE PURPOSE

Black Canyon High School provides a secure and nurturing environment where BCHS students can flourish and achieve academic success. We hold all students to high standards of conduct, expecting them to demonstrate a positive and mature attitude not only within the school premises but also in any school-related activities. Students who may fall short of these expectations, as outlined in our handbook, will receive personalized support and intervention. Failure to meet the terms of this support agreement may lead to temporary suspension or the loss of their status as an BCHS student.

At Black Canyon High School, we are dedicated to sparking the passions of our students by helping them discover and nurture their unique interests. Our approach is to empower students to build self-confidence and create their own path to success within a customized learning environment tailored to their interests. With the guidance of dedicated staff and strong partnerships within the community, our goal is to see our students graduate as confident and capable young adults, fully prepared to make a meaningful impact on the world.

#### STUDENT HANDBOOK OVERVIEW

PURPOSE: Black Canyon High School believes in the importance of setting forth high expectations for all community members. This student handbook is designed to support the mission and vision of Black Canyon High School to provide a college/career/vocational preparatory learning environment with a focus on our learning goals aligned with Reflective Curiosity, Collaborative Relationships, Respectful Communicators, Civic Responsibility, and Career Readiness. As a school we believe in giving students authentic learning experiences that will aid them in college and career. Please note that this student handbook is a living document and will be amended and adapted as we learn and grow as a school community.

# **Scope**

This handbook shall apply to all students in the community and any conduct:

- On school property
- At all school sponsored events and in transit to school activities.
- During travel to and from internships, along with behavior at internship sites.
- The handbook also applies to out-of-school conduct by students if the school believes the nature of such conduct indicates a threat to the health, safety or welfare of others.

#### **GUIDELINES FOR BEHAVIOR**

The following guidelines are expected to govern and characterize student behavior:

# **Safety**

Students are expected to behave in ways that are safe for themselves and others and follow the rules that Black Canyon High School has adopted. All people involved with the school are expected to respect other people's property.

# Cooperation

Students are expected to cooperate fully with teachers, administrators, and other adults in the school. Students are expected to always be polite and helpful when dealing with others.

# **Orderly movement**

Students are expected to move between classes and other activities in common areas, inside or outside of the school, in an orderly and timely manner.

# **Entering the building**

When entering the building, students should demonstrate respectful and responsible behavior. Students should enter the building calmly, with considerate language and voice volume and they should not run, wrestle, push, or shove.

# Drugs and alcohol

Illegal drugs, tobacco products, and alcohol are strictly prohibited on all school grounds including the parking lot. Failure to abide by this standard could result in suspension or expulsion.

#### **Bullying**

Bullying, Social Harassment, Rumor-Spreading are behaviors that destroy the small, safe, family community that we work hard to provide and therefore are not tolerated at Black Canyon High School. Therefore, if warranted, it may result in loss of status as a student.

# **Internet Use**

BCHS students have access to networked computers and iPads that have Internet access and cameras. Our intent is to make computer and Internet access available to further educational goals and objectives included in our approved curriculum. We believe that the benefits to students exceed any possible disadvantages. To gain access to the Internet all students must obtain parental permission. In accordance with School Board Policy, all Internet users must read and sign an Internet Acceptable User Agreement. This form will be available at registration or online at Technology and Internet Acceptable Student Use Agreement

Students are responsible for responsible behavior on the school computer network. Unauthorized access to the system or any action that destroys the data of others or interferes with

their usage of the system will be considered an act of vandalism and result in disciplinary action. This could include but is not limited to loss of privilege, suspension, or expulsion. Individuals who abuse the systems or in any way harass other students or vandalize any equipment may also lose their computer privileges and/or be held financially liable for necessary repairs, replacement or restoration of data or equipment. iPad, Computer and Internet access are privileges -- not a right! Access entails responsibility.

# ATTENDANCE POLICY AND CLASSROOM GUIDELINES

Students are expected to engage daily in their classes. Students must maintain a minimum 70% attendance/engagement rate. This will be assessed monthly to ensure students are meeting the necessary standard. Attendance and engagement are crucial to success at Black Canyon High School. Regular school engagement enhances academic, social, and vocational development. The student is expected to maintain the minimum attendance rate of 70% to remain a student at Black Canyon High School. Attendance means steady progress toward a high school diploma. Failure to meet the threshold of 70% attendance will result in mandatory attendance meetings and if improvement isn't made, being dropped from Black Canyon. Of course, 70% attendance is not acceptable in the workforce, but we acknowledge that students will have legitimate, excused reasons for absences or illness at times.

#### **Class Attendance**

Students will not be allowed to enter classes if they are more than 5 minutes late to a class or leave the class before the teacher releases it. Students who are tardy for class will be asked to sit in the "snake pit" completing credit recovery until the next class period begins. If students are going to be late, they need to call ahead or provide a valid excuse for tardiness. Students leaving early need to sign out with the attendance office. These absences count towards the 70% attendance expectation stated above.

Black Canyon High School is a closed campus facility during the hours of 9 a.m. – 12:00 p.m. and 12:40 p.m. - 3:00 p.m. Students leaving Black Canyon High School during these times without required documentation and communication with the secretary will not be permitted to return until the next school day. We recommend students communicate with the secretary in advance of the need to leave the campus. If a student leave campus without required documentation or communication more than three times, then students will need to return with a parent.

Black Canyon High School is legally responsible for knowing students' whereabouts during school hours and cannot allow students to leave campus without signing out in the office. Students should submit appropriate documentation prior to leaving. Parent phone approval is also acceptable and mandatory for students under 18. If a student fails to follow these procedures, he/she will be considered truant.

Parents or guardians need to contact the school to report an absence (970-252-7913). A parent, responsible adult, or the student (18+) must call in each day he or she is absent or arrange in advance for an extended absence.

# **Leaving Class**

A Sign Out List is provided in each classroom and must be filled in by all students when they are out of class. Only two students will be permitted to leave the class at a time. If a student must check out of school for any reason, he/she must sign out with the secretary. Students must provide documentation (notes and schedules) for appointments or to leave for work.

# **Field Trips**

Field trips are a regular part of the Black Canyon High School learning experience. The safety and security of all students is our number one priority. Students are expected to respect the rules and expectations of staff members. Failure to do so may result in disciplinary action, possible suspension from future field experiences, and potential removal from the school. Using personal vehicles or other transportation methods without permission and approval of administration is not permitted on any field excursion.

# **Academic Honesty**

Although teachers have some discretion in implementing their own policy on cheating and plagiarism within their classrooms, they must report substantiated cases of cheating or plagiarism to an administrator. A conference with the parents or guardians, the student, teacher and administrator will be established to discuss the matter, and hopefully to prevent any such action by the student in the future. Examples include the following:

- Copying answers from another student's homework, test, quiz or other assignment.
- Plagiarism on a term paper of another written project.
- Using notes, "cheat sheets," or other devices on a written response without the instructor's expressed permission.
- Taking a copy of a test or quiz from the room without the knowledge or permission of the instructor.
- Computer-generated programs or work that is not the sole effort of the student claiming the work.

# **Cell Phone Use and Etiquette**

Cell phones may be an educational tool OR a disruption to learning.

- Cell phones are to be placed in classroom cell phone holders during class time.
- Students need teacher permission to use cell phones to text or talk during class time.
- Cell phones should be on vibrate or off during class time.
- Parents who need to contact their student may leave a message on the students' cell phone and the student will return the call when possible. OR a parent may call the main office at 970-252-7913 to leave an emergency message which will be delivered to the student immediately.

# **DRESS CODE**

# **School Dress Code (SBE JICA)**

The Board of Education believes that:

- 1. All students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming.
- 2. Teachers can focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- 3. Students should not face unnecessary barriers to school attendance.
- 4. Reasons for conflict and inconsistent identification of possible infractions should be minimized whenever possible.

While student dress and appearance are the responsibility of students and their parents, the Board believes that dress and appearance should not interfere with any aspect of the educational process and expects that dress and appearance are consistent with Board policy. Student attire may not interfere with the health or safety of any student, nor contribute to a hostile or intimidating atmosphere for any student.

#### **Dress Code Standards**

- 1. Students will wear attire that contributes to a safe school environment conducive to learning.
- 2. Students may wear attire of their choice that is otherwise not prohibited.
- 3. Students may be asked to adhere to specific dress code requirements for specific courses where skin exposure could result in student injury (ex. Science labs, etc.).
- 4. Students may wear religious attire without fear of discipline or discrimination.
- 5. Certain body parts must be covered for all students. The chest, pelvic/groin area and buttocks must be covered with opaque (not transparent or see through) material.
- 6. Prohibited attire includes, but is not limited to:
  - a. Attire that depicts profanity, hate speech, obscenity or violence
  - b. Attire that promotes use of tobacco, drugs, alcohol, or other illegal or harmful products
  - c. Attire that promotes, implies or contains sexually suggestive messages
  - d. Attire that exposes or reveals the chest, pelvic/groin area, and buttocks
  - e. Visible undergarments or bathing suits
  - f. Hats and head coverings are permitted with the following exceptions:
    - i. The student's face should always be visible
    - ii. Hats or head coverings should not interfere with instruction and student safety
    - iii. Students may be required to remove hats or head coverings during instructional times or times determined by the building that require an increased measure of respect or supervision (guest speakers, field trips, assemblies, assessments, patriotic moments, or events)
    - iv. Wearing hoodies with the hood up
    - v. Attire that depicts gang affiliation

- g. Attire that contains language or symbols that demean an identifiable person or group or otherwise infringes on the rights of others
- h. Attire that causes or is likely to cause a material disruption, a substantial disorder to school activities or the orderly operation of the school, or an invasion of the rights of others.

If a parent or student believes that the student, for religious obligations or medical reasons, must wear attire prohibited by this policy, the parent or student will consult with the principal. The principal may render a final decision.

#### **Enforcement**

- Students, at the discretion of the teacher, principal or building leader, may be asked to briefly leave the classroom to change clothes or to cover or remove attire that does not comply with this policy.
- Students shall not be disciplined or removed from class as a consequence for wearing attire in violation of this policy unless the attire creates a substantial disruption to the educational environment or poses a hazard to the health and safety of the wearer or others.
- Students shall not be referred to as "a distraction" based on their appearance or attire.
- All staff will use reasonable efforts to avoid speaking to students about their attire in the
  presence of other students, staff or other adults unrelated to the student. Discussions with
  students about violations of this policy should be done in a manner that does not cause
  embarrassment to the student.
- All efforts should be made to ensure students are not teased, harassed, bullied, sexualized or discriminated against based on their attire.

# **Out of School Conduct**

The courts have upheld a school district's right to take disciplinary action against students for certain crimes even when those crimes were committed off school grounds during non-school hours or were not committed against any of the school's students or staff. The Code of Conduct shall also apply to out-of-school conduct by a student if the school believes that the nature of such conduct indicates that the student presents a threat to the health, safety, or welfare of other students. Such out-of-school conduct shall include, but is not limited to:

- Acts of violence which are punishable by law
- Sexual offenses which are punishable by law
- Felonies
- The sale, transfer, or possession of drugs as an offense punishable by law.

A student found to be in violation of the discipline code at this level is to be suspended and the school leader shall follow school district policy in making decisions regarding placement. In considering appropriate disciplinary action, the administration shall consider the age and maturity of the student involved to determine the appropriate disciplinary action. Out-of-school conduct can result in a recommendation for expulsion.

\*The Code of Conduct is not all-inclusive and a student committing an act of misconduct not listed will still be subject to the authority of the principal.

# **GENERAL POLICIES**

# **Leaving School**

Black Canyon High School is a closed campus. Students must check out with the secretary to provide an excused reason for leaving campus. If a student chooses to leave during class time without a legitimate reason and checking out, re-entrance will not be permitted until the next school day.

# Loitering

Students are not permitted to loiter in areas on or adjacent to school property. This includes school grounds, the sidewalk along the school ground perimeter, and next to any of our neighbors. There is to be no trespassing during school hours on private property. Safety and community relations are primary concerns. Students are not to be on or adjacent to during non-scheduled school hours unless prearranged.

#### **Visitors**

All visitors must be approved by the administration on a day-to-day basis. All visitors must sign in at the office and wear a badge to show permission to be in the building. Parents are always welcome and will need to check in at the office upon arrival.

# **DISCIPLINE POLICIES**

Black Canyon High School uses the Restorative Practices approach to discipline when students do not abide by the principles outlined in this handbook.

# **Suspensions**

- Individual reflection time: Students will be given individual reflection time as an opportunity to reflect upon their inappropriate choices, to practice appropriate behaviors, and to set a plan for success.
- Out of School Suspension/Reflection: Out of School Suspension is one of the most severe actions a school can impose on a student in the hopes of helping the student to learn and change behavior so he/she may remain at BCHS students will be suspended from BCHS when conduct warrants such action. The school administration may suspend a student for up to five (5) days. When suspension is considered, a student will be provided due process and an opportunity to present his/her version of the incident. If the student is suspended, a parent/guardian will be notified by phone or written communication as to the cause for the suspension and the length of time of the suspension. Students with continued behavioral concerns may be put on a MTSS support plan.

In all cases of suspension, parents and/or students must attend a re-entry meeting with an administrator before reinstatement at BCHS. If a student is placed on suspension, he/she

will not be permitted to participate in or attend any school-sponsored activities during that period.

# **GRADUATION REQUIREMENTS**

High school is considered as a four-year course of study. Therefore, graduation requirements will be based upon credits earned in grades 9, 10, 11, and 12. A minimum of twenty-one credits must be earned in grades 9, 10, 11, and 12 in order to meet graduation requirements. Specific credit requirements are listed below. The remaining necessary units of credit will be considered as electives and may be selected from any appropriate courses in the catalog. Students, including transfer students, must meet residency requirements to graduate from Black Canyon High School.

Mapped Courses of Study						
	English	Social Studies	Math	Science	Electives**	
Grade 9	English 9/10 1 credit	Social Studies 1 1 credit	Math 1 1 credit	Science 1 1 credit	Work/Service Experience 2 credits	
Grade 10	English 9/10 1 credit	Social Studies 2 1 credit	Math 2 1 credit	Science 2 1 credit	Electives 2 credits	
Grade 11	English 11/12 1 credit	Social Studies 3 1 credit	Math 3 1 credit	Science 3 1 credit	Health/PE 2 credits	
Grade 12	English 11/12 1 credit				Post- secondary 2 credits	
21 credits total	4 credits	3 credits	3 credits	3 credits	8 credits	

# Minimum Total of Core Credits Required: 13

**Minimum Total of Elective Units of Credit Required: 8.0** 

Minimum Total Units of Credit Required for Graduation: 21.0

Note: 1 Academic credit, often referred to as a Carnegie unit, is equivalent to four quarters of credit in a specific subject.

# **Graduation Guidelines**

Colorado Graduation Guidelines are a road map to help students and their families plan for success after high school. To graduate from high school, students choose from a Menu of

<sup>\*</sup>Some alternative courses may be used by students with individual needs, as recommended by a teacher.

<sup>\*\*</sup>Electives are not taken in any particular order.

Options - adopted at the local school board level - to demonstrate Postsecondary and Workforce Readiness (PWR) in English and math. The guidelines go into effect for the Class of 2022. The guidelines have two purposes, the first is to articulate Colorado's shared beliefs about the value and meaning of a high school diploma. The second is to outline the minimum components, expectations, and responsibilities of local districts and the state to support students in attaining their high school diploma. Life beyond high school is different from what it used to be. Most jobs in Colorado now and in the future require training or education beyond high school. Students who graduate and work in Colorado will need in-demand skills that meet business, industry, and higher education standards.

The table below shows the options students have to choose from to meet the graduation guidelines.

# **Workkeys Policy**

Students are expected to benchmark on a standardized test per MCSD graduation requirements. Workkeys is the assessment used at BCHS and it comprises three parts: Workplace Documents, Graphic Literacy, and Applied Math. Students need to test at a level 3 or higher on all three sections of the test to meet benchmark requirements for graduation. Students will receive either 0.5 of math credit if the student passes the Applied Math or Graphic Literacy section at a level 5 or higher. Or 0.5 of English credit if the student passes the Workplace Documents at a level 5 or higher. Students enrolled in the workkeys class will use the workkeys practice curriculum to prepare for the assessment.

College & Career-ready Demonstrations for English (Reading, Writing and Communicating) & Math To meet graduation requirements, students must meet or exceed the minimum scores for at least one English <i>and</i> at least one Math College and Career-ready Demonstration option listed below.				
English (RWC)	Math			
1) Required Assessment for College & Career-ready Demonstration				
SAT ERW - 470	SAT Math - 500			
<ol> <li>Optional Assessments for College &amp; Career-read to meet graduation requirements; may be adapted to Assessments in bold may have a cost to the student</li> </ol>	y <b>Demonstration</b> (may be used if SAT score is insufficient accommodate CLD, GATE and ESS students).			
Accuplacer Next Gen - 241 Reading or 236 Writing Concurrent Enrollment - Passing Grade (C- or higher) ACT English - 18 ACT WorkKeys - Bronze or higher AP English Exam - 2 or higher ASVAB English - 31 on the AFQT District Capstone: PWR Portfolio - Individualized District Capstone - PWR Project-Based - Individualized Industry Certificate - Individualized	Accuplacer Next Gen - 255 AR or 230 QAS Concurrent Enrollment - Passing Grade (C- or higher) ACT Math - 19 ACT WorkKeys - Bronze or higher AP Math Exam - 2 or higher ASVAB Math - 31 on the AFQT District Capstone: PWR Portfolio - Individualized District Capstone - PWR Project-Based - Individualized Industry Certificate - Individualized			

Students may lose eligibility to earn credit after excessive absences in a class and without acceptable documentation of extenuating circumstances that are beyond their control. Students with problematic attendance records may be placed on an attendance contract which, if violated, will result in the student being placed in an attendance intervention program, being withdrawn from the course or school, or losing high school privileges.

#### **Concurrent Enrollment**

BCHS offers a variety of courses for concurrent enrollment credit. These courses are subject to change yearly based on staff and schedule restrictions. Students interested in concurrent enrollment should visit with their Principal or School Counselor to determine their eligibility for concurrent enrollment classes. Eligibility criteria includes: class participation, attendance, and a review of credits needed for graduation. Students are responsible for purchasing texts/materials for concurrent enrollment courses as required by the college awarding credit.

# **Credit – Awarding of Credit**

Completion of a class with a grade of 'D' or higher results in the awarding of credit, typically ¼ credit for each one-quarter class. Classes that are graded 'Pass/Fail' vary in whether they are credit-bearing – check the course descriptions in this catalog for details.

# **Credit Transfer**

Transfer of credit must be on an official transcript from an accredited agency or school. Classes will be matched to Black Canyon High School courses and credit awarded accordingly and applied towards graduation. Weighted, Advanced, or Honors courses from other schools will only receive the same designation on a Black Canyon High School transcript IF the same courses are available to BCHS students. A non-accredited program will be based upon a portfolio presentation which must be completed within 30 days of a student's enrollment. The portfolio is to consist of all materials used, including texts, workbooks, assignments, exams, and daily attendance/time schedules for each course and will be reviewed by the counselor and/or administrator, and where needed, the appropriate subject area instructor. Students and parents are strongly encouraged to use only accredited programs (either DETC or a regional Accreditation Commission) if they are choosing home-based educational programs. Any student wishing to transfer in and then graduate from Black Canyon High School must be in full-time attendance for the two quarters prior to graduation.

#### **Full-Time Attendance**

9th - 12th Grade

• Students attend 7 credit classes per day

#### **Grading Scale**

A – Excellent 90 – 100 %

B – Above Average 80 – 89 %

C - Average 70 - 79 %

D – Below Average 60 – 69 %

F - Failing 0 - 59 %

N/C – No Credit

P – Passed Credit (not included in GPA)

# **G.P.A. - Grade Point Average Computation**

The first GPA to be calculated is at the end of each quarter of high school. GPA is recalculated with the completion of each semester through graduation. GPA is therefore cumulative, reflecting all of the semester grades up to the time of calculation.

# **Graduation Ceremony and Receipt of Diplomas**

Students are not allowed to participate in the graduation ceremony if they have not met all Black Canyon High School graduation and residency requirements. Students receive their diploma upon completion of all graduation requirements and payment of all fees or fines owed to Black Canyon High School and/or Montrose County School District RE-1J. Any student wishing to graduate from Black Canyon High School must be in full-time attendance for the two quarters prior to graduation.

# **Early Graduates**

Students wishing to graduate during their senior year will need to plan carefully to ensure they will have the required credits and residency requirements met. Early graduates ordinarily do not receive diplomas until the time of the Graduation Commencement Ceremony in late May. Any student wishing to graduate from Black Canyon High School must be in full-time attendance for the two quarters prior to graduation.

#### **Part-Time Students**

A part-time student is someone that may or may not be degree-seeking from BCHS. Part-time students may only take classes on a space-available basis.

# **CREDIT RECOVERY AND ONLINE CLASSES**

The goal of this policy is to ensure that students at Black Canyon High School offers credit recovery options for students to fulfill necessary graduation requirements. BCHS uses the Edgenuity platform for students to recover credits.

#### **Online Students**

Although we use Edgenuity for credit recovery, we are not an online program.

#### Attendance

For a student to be marked present in the Credit Recovery Classroom at Black Canyon High School, they must demonstrate active engagement and progress in their online course. Any student who does not meet the minimum amount of work will be marked absent for that day, even if physically present in the classroom or logged onto the platform.

Failure to notify the school of an absence can impact the student's ability to stay on track with their credit recovery.

#### Minimum Amount of Work Defined

Each course within Edgenuity has a pacing guide that outlines the amount of work a student needs to complete daily/weekly to finish the course within a given timeframe. Students must adhere to this pacing guide. If, for instance, a student is supposed to complete one module a day, then that module (or its equivalent percentage of the course) would be considered the minimum amount of work.

# All tests and finals must be taken in person at Black Canyon High School so they can be proctored.

\*The instructor at Black Canyon High School has the discretion to modify the daily minimum for individual students based on extenuating circumstances. However, these modifications will be the exception, not the rule.

# **Monitoring and Reporting**

Students falling behind or consistently not meeting the minimum requirements will receive an initial warning, followed by a meeting with the instructor and/or counselor to discuss barriers and possible solutions.

If absences accumulate due to non-completion of assignments, this may lead to further interventions or removal from the credit recovery program at Black Canyon High School.

Students struggling with the content or pace should reach out to their instructor for assistance. Supplementary resources, tutoring, or modified instructions can be provided. If a student has technical issues with the Edgenuity platform, they should report it immediately to the instructor. Regular updates on student progress will be provided to both students and parents/guardians.

#### **Residency Requirement**

Any student wishing to graduate from Black Canyon High School must be in full-time attendance for the two quarters prior to graduation.

#### **Schedule Changes**

Once a quarter starts, schedule changes will only be made for errors or placement recommendations from staff.

# **Transcripts**

Transcripts are a permanent record of high school courses attempted and grades earned, student absences and tardies, and state testing required by Colorado Department of Education to be on the student transcript (currently the Colorado Junior SAT). Any other testing (National ACT, SAT, AP Testing, etc. must be requested by the student to be sent directly to colleges from the testing agency). Black Canyon High School transcripts (unofficial copies) are available to students and families through Student/Parent Portal. Official copies are available from the main office. Seniors applying to college may request that transcripts be sent to colleges; please see your counselor for details. After graduation/age 18, we must have student signature to release transcripts to students and/or colleges.

#### Withdrawal From School

Any student withdrawing from the high school must report to the secretary to pick up the necessary checkout form. Students who are minors must have a parent signature prior to withdrawal.

At the time of withdrawal, the student will turn in all school property, such as textbooks, iPads, library books, and athletic equipment. Following this procedure will facilitate the transfer of your records when requested.

All fees/fines must be cleared up through the secretary before records are forwarded to the new school location.

When a student withdraws from school he/she is classified as a non-student and is not entitled to any rights or privileges granted to students. The withdrawn stu-dent is not to be on or about campus without prior approval of the principal.

# **FEES/FINES**

Any student who loses, does not return, or damages school property, such as iPads and chargers, textbooks, class materials, school lockers, athletic equipment and uniforms will be expected to pay replacement cost of the items.

Students are responsible for what is checked out in their name.

Fees for extracurricular activities must be paid in full before students are allowed to participate. Some classes require fees. If you are unsure of those classes, ask your instructor. A fee/fine may be assessed for library resources returned late or damaged. All fees and fines must be paid in full at the end of each school year.

# **Theft And Loss Reports**

Thefts and losses in the classroom should be handled with the instructor in charge. Thefts and losses outside the classroom on school grounds should be reported to the prin-cipal or SRO. **THE SCHOOL IS NOT RESPONSIBLE FOR ARTICLES LOST OR STOLEN but** will assist students in trying to relocate their property to the best of their ability.

# Appendix A

# **COURSE DESCRIPTIONS**

English 9/10
English 11/12
Science 1
Science 2
Science 3
Social Studies 1
Social Studies 2
Social Studies 3
Math 1
Math 2
Math 3
Work Experience Students already employed or who expect to be employed during the quarter
Students aready chibioved of who expect to be employed dufing the quarter

Students already employed or who expect to be employed during the quarter can sign up for the Work Experience Program and earn elective credit. Students must work 45 hours per quarter to earn .5 credit. Hours must be verified by either schedule, paystub, or time log signed by their supervisor. Students must check in with the Work Experience Advisor 2x per month. Students are expected to turn in the student contract and employer contract sheets. If a student changes employers during the quarter a new employer contract sheet is required.

# **Service Experience**

The Service Experience class provides students an opportunity to learn and develop skills through community service. Enrolled students will spend their class time off-campus at a local non-profit or organization to meet local community needs. Service experience opportunities are located within walking distance of BCHS and students are expected to walk. Students volunteer in a variety of environments and are expected to actively participate and follow directions from teachers and community members.