



Middle College at  
Bennett  
Student Handbook  
  
2021-2022

*A BELLE is....*



*B - Beautiful*

*E - Educated*

*L - Leader*

*L - Loyal*

*E - Esteemed*

### **We Believe...**



Mutual respect for self and others is essential for a positive learning environment.

A nurturing and supportive environment promotes a positive attitude towards learning. With a positive attitude towards learning, all students will achieve.

### **Our Vision...**

We envision a rigorous academic learning community for female students which includes a dedicated, highly trained, nurturing and supportive faculty, involved parents, and other stakeholders. All stakeholders create a culture that produces highly motivated students willing to accept the multi-leveled challenges that will enable them to become lifelong learners in this globally competitive world.

### **Our Mission...**

Our mission is to provide a nurturing highly personalized educational environment on a college campus where female high school students can maximize their academic and leadership potential and graduate prepared and exposed to college and/or the world of work.

## GUIDING PRINCIPLES

**Respect:** Showing courtesy and high regard for all, recognizing differences, acknowledging individual rights, building relationships, honoring the mission, standards, ideals and reputation of the Early/Middle College at Bennett, and maintaining the dignity of Bennett College for Women.

**Responsibility:** Taking ownership of the learning process, adhering to the rules and guidelines that govern behavior, making mature decisions, and keeping the commitment to the belief that success is not an option but an expectation.

**Coachability:** Being open and accepting to instruction, information, advice and criticism from those in authority and others who will assist in the educational success of the emerging “Young aspiring Women “of the Early/Middle College at Bennett.

**Perseverance:** Striving without hesitation, but with dedication, effort, hard work, and consistency to explore the educational experience that will enhance the development of life-long learners in preparation for a better life in the future.



## ATTENDANCE, ABSENCES, TARDINESS

Consistent school attendance is necessary for a student to achieve success. Therefore, students are expected to attend school every day with the exception of excusable absences permitted by NC State Board of Education Attendance Rules. The following are excusable absences:

- a) Illness or injury
- b) Quarantine
- c) Death in family
- d) Medical/Dental appointments
- e) Court proceedings (*official court document required*)
- f) Religious Observances
- g) Suspension
- h) Educational Opportunity

If a student is enrolled in a college course, it is the responsibility of the student to notify the professor of the absence and make arrangements to make up missed assignments.

When the student returns to school she must bring a written note signed by a parent, doctor, or court official explaining the reason for the absence. The note also must include the student's name and dates of the absences.

Notes are to be submitted to the office within three days of the absence. All absences are unexcused until a note is received in the school office. **Students must be in class attendance for 45 minutes of class time to be considered present.**

## ATTENDANCE POLICY

### **LAWFUL ABSENCES**

Death in the immediate family, religious observances, and court appointment with legal documentation are exempt from make-up time. These absences are not included in the excessive absence count.

### **UNLAWFUL ABSENCES**

Students are allowed **three** unexcused absences during a marking period (nine week).

When a student has **four** unexcused absences, she must make up time at the rate of one **Extra Help Session** of 45 minutes per academic course.

The attendance obligation begins at the fourth day of absence from school and applies to each subsequent absence.

- ❑ Time should be made up immediately following the fourth absence.
- ❑ If the absence occurs at the end of a grading period, the absence must be made up within ten days.
- ❑ During the last grading period of the year, all absences must be made up within that grading period.
- ❑ Time can be made up before school, after school on Tuesday or Thursday, or during other times arranged with teacher.
- ❑ If time is not made up the grade for the marking period will be recorded as a 59/F.

**This attendance policy will be enforced. Students with poor school attendance, 10 or more unexcused absences per semester and who choose not to make up time through Extra Help Sessions will be reassigned to their attendance zone school.**

### **EARLY DISMISSAL**

If a student has an appointment, she is expected to attend school for part of the day rather than miss the entire day.

Students will not be allowed to leave school early without a written note from a parent. Students must bring the written note to the office at the beginning of the school day. Parents must come to school or call school if a note is not sent to school. All students must be signed out in the administrative office when leaving early. Students who leave school without permission will be considered skipping class and will face disciplinary action.

#### **Please note:**

**Early dismissal for students to participate in extra-curricular activities at their attendance zone school will not be excused. Three early dismissals from the same class will equate to 1 absence and time must be made up for the class**

### **TARDINESS**

Promptness to class is very important. **An adult at the administrative office must sign in students, who arrive to school late.** The student will receive an admittance slip to class. If students choose not to sign in at the administrative office, they will be considered absent for the day. Students arriving late will not be admitted to class without their admission slip. In order to avoid disciplinary action, students must be in class and ready to work when class begins. **Three tardies will equate to 1 absence and time must be made up for the class. Tardiness to any class, Advisory, or school event can affect student's exam exemption and participation in special events.**

### **TARDY POLICY**

- **Students are to report to all classes and events on time.**
- **A parent contact will be made when a student is tardy twice to a class/misses a class or event.**
- **The third time a student is tardy to class an office referral will be submitted.**

### **SCHOOL HOURS**

Our school day begins at **9:25 and ends at 4:25 daily.** Students who drive to school should arrive to school by 9:20. Buses will load for dismissal at 4:30. Students are expected to arrive to school on time and to be on time for each class. The distance between classroom buildings is not a great length. It is the expectation for students to arrive to class on time. **Being consistently late for class is an indication that a campus environment may not be suitable for your schooling.**



**BELLE SCHEDULE**

Advisor/Advisee

(Monday)

<b>1<sup>st</sup> Block</b>	<b>9:25 – 10:55</b>	<b>90 Minutes</b>
<b>2<sup>nd</sup> Block</b>	<b>11:00 - 12:30</b>	<b>90 Minutes</b>
<b>**LUNCH</b>	<b>12:35 - 1:15</b>	<b>45 Minutes</b>
<b>3<sup>rd</sup> Block</b>	<b>1:20 - 2:50</b>	<b>90 Minutes</b>
<b>5<sup>th</sup> Block</b>	<b>2:55 - 4:25</b>	<b>90 Minutes</b>
<b>Dismissal</b>	<b>4:25</b>	
<b>AA</b>	<b>9:25-10:30</b>	<b>65 minutes</b>
<b>1<sup>st</sup> Block</b>	<b>10:35-11:45</b>	<b>70 minutes</b>
<b>2<sup>nd</sup> Block</b>	<b>11:50-1:00</b>	<b>70 minutes</b>
<b>Lunch</b>	<b>1:05-1:55</b>	<b>50 minutes</b>
<b>3<sup>rd</sup> Block</b>	<b>2:00-3:10</b>	<b>70 minutes</b>
<b>5<sup>th</sup> Block</b>	<b>3:15-4:25</b>	<b>70 minutes</b>
<b>Dismissal</b>	<b>4:25</b>	

**MORNING ARRIVAL**

Upon arrival all students must report to their first period class. No staff is present to monitor or supervise students until **9:00 am**. Middle College at Bennett students will not congregate at any location other than the third floor hallway to enter class.

**TRANSPORTATION**

- **BUS**

Guilford County Schools does provide bus transportation for Middle College @ Bennett students. Students who ride the bus must follow the rules that are stipulated by the Guilford County Board of Education. The bus driver is the authority on the bus and should be treated with the same respect that is shown to a faculty member. If you have questions or concerns regarding transportation, please contact 336-370-8920.

- **DRIVING TO SCHOOL**

Car registration is required in order to drive to school. Middle College at Bennett students must park in the assigned parking lot designated by NCA&T. Students must purchase a parking permit from the A&T Parking Services. The cost of the parking permit is **\$242 per school year or \$140**. This amount is subject to increase per the business office.

- **DISMISSAL**

Car riders must be picked up by 4:25 p.m daily. If they are persistently not picked up on time, a conference will be held with parents and an alternate mode home **MUST** be utilized. This is a non-negotiable.

## **STUDENT DRESS**

Students at the Middle College at Bennett are to dress in a manner that is clean and displays decency. Students must wear attire that exemplifies an aspiring young woman. Using these guidelines should ensure that you are dressing appropriately. We follow GCS Dress Code.

- Students must always wear shoes; PINK, NIKE, etc. slides are not allowed
- Students should come to school in clothing representative of good character
- Student dress and grooming must meet health and safety standards
- Shorts, dresses & skirts should come to your fingertips.
- Athletic shorts are not allowed.
- Shirts must extend beyond the waist of pants or skirts. Your shirt should cover your midriff/stomach.
- Clothing should be appropriate and not be degrading/advertising illegal activities.
- **Jeggings/Leggings are allowed with an appropriate top that is mid-thigh in length.**
- Jeans with holes must not expose the thigh.

## **STUDENTS MAY NOT WEAR THE FOLLOWING:**

- Headgear, Hats or baseball caps
- Bandannas, hoodies, coat-hood, do-rags, sleep wraps, scarves, scarves worn as headbands.
- Bedroom slippers
- Flip flop/ Slides (***sandals must have back straps***)
- Tube tops, strapless dresses and tops
- Tops with spaghetti straps
- Oversized baggy clothing.
- Basketball shorts
- Pajamas
- See thru dresses or tops

**\*\*Chapel Attire will be mandated when students attend programs sponsored by Bennett College for Women. When programs are held in the chapel, the dress attire is skirts with blouses, skirt suits or dresses with sleeves. Pants and pantsuits are not appropriate attire for these events.**

**\*\*Business Casual (Dress for Success) dress is required when we are attending meetings, sessions, etc. that dictate such. (Dress pants, dress shirts, dresses, etc.)**

Dress in a manner that promotes pride and positive self-expression, which represents the ideas and traits of an aspiring young woman. **Jeans are not to be worn on these days.**



## CONVOCATUM EST.

All new students will wear **white dresses or skirts and blouses, flesh colored hosiery and black closed toe shoes**. Dress and blouses must have sleeves and be of appropriate length.

## PROMISE CEREMONY

Students are to **wear black dresses, flesh colored hosiery and black closed toe shoes for this event**. New students will receive pearls. Returning students are to wear their pearls for this event. Dresses must have sleeves and be of appropriate length.



## Consequences for Violations of Dress Code Policy

**1<sup>st</sup> Violation:** Warning, Meeting with Social Worker & Change of clothing

**2<sup>nd</sup> Violation:** Call home; Meeting with Social Worker & Change of clothing

**3<sup>rd</sup> Violation:** Parent Conference and Success Plan

Additional violations will result in ISS/OSS

## SUPPORT STAFF

Our support staff is available to assist you with any area of concern that you may have. In order to see our counselor, social worker, school nurse, college liaison, Curriculum Facilitator or the principal you must ask permission and not utilize instructional time for these meetings. It is great to try and schedule a meeting time to ensure the support person will be available. If there is an emergency in which you must immediately see a support person you are to inform your classroom teacher and your teacher will notify the office.

## DISCIPLINE PROCEDURES

Students are expected to carry themselves at all times as young women. The rules in the Guilford County School Code of Conduct Handbook are enforced at the Middle College at Bennett. In addition to these rules and policies students must abide by Bennett College/NCA&T State University policies and the rules of the Middle College at Bennett. Students who demonstrate inappropriate behavior will jeopardize their opportunity to remain at this school.

**The following behaviors will result in possible removal from the program. Always remember that your acceptance here is a privilege. GCS code of conduct will be followed.**

- Possession of any item prohibited by law or deemed detrimental to the education process.
- Entry into a dormitory or unauthorized entry into any other property that the administration deems off limits. (Nearby apartments)

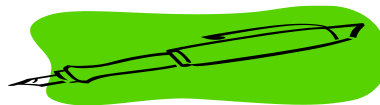
- Fighting, threatening or **bullying** behavior.
- Verbal, explosive confrontations which is disruptive to the school environment
- Leaving campus without following proper protocol.
- **VIOLATION OF BENNETT COLLEGE /NCA&T STATE UNIVERSITY CODE OF CONDUCT**

**Cheating and plagiarism** are not to be tolerated and will result in the possible termination from the school for students who are enrolled in college classes. Disciplinary actions will be administered for students in high school classes.

**Consequences for inappropriate behavior** in the classroom will be addressed first by the classroom teacher. This may involve student conference, parent conference, and referral to the student’s counselor, social worker and possible administration. When a student is referred to the principal each case will be resolved on an individual basis. Continuous misbehavior and continued poor academic performance, which includes poor school attendance, will warrant being placed on probation and possible reassignment to their homeschool, if there is no evidence of coachability.

### DISCIPLINE PLAN

Students at the Early/Middle College at Bennett are expected to demonstrate appropriate behavior at all times. We will adhere to the GCS Code of Conduct.



**Students can be referred to the office for the following infractions:**

#### Offense

Students and referring Behavior Incident Form incident and will also receive a copy When a student receives will be held with the guardian, and the representative from Success Plan will be the incidents that the student is disobeying and lists the expected behaviors to be displayed by the student.

*Skipping class
*Disrespect to Authority
*Smoking on campus
*Inappropriate Language
*Excessive Tardiness
Non-Participation in School/College Functions
Cheating/Plagiarism
Violation of GCS Code of Conduct

teacher will receive a with a description of the consequences. Parents via mail. 2 referrals a conference student, her parent or principal and a Student Services. A developed which reflects

#### **Ladder of Infractions:**

- (1) Verbal warning
- (2) Written warning with phone call to parent
- (3) Write up to Mrs. Maxwell with documentation of all infractions

## **STUDENT HEARING**

If a student receives an additional infraction, a hearing will be held to discuss the behavior of the student. The hearing committee will consist of the following people: the counselor, social worker, college liaison, a teacher and the principal. The student and her parents or guardians will attend the hearing. At the conclusion of the hearing, the committee will make a recommendation concerning the student's membership at the Middle College at Bennett.

Students who are on SUCCESS PLANS will not be able to hold leadership roles or participate in non-academic extra curricula activities.

## **LUNCH**

Students will receive lunch each day between second and third block. (12:35-1:15). Students will eat lunch in the designated area. All students will receive breakfast and lunch at the cost determined by the FRL application process. **Prices—All meals are FREE this year!**

- Students may bring food from home to eat for lunch. Microwaves are accessible.
- Students are to eat only in the designated spaces.
- Lunch in the College Café must be done upon permission and when permissible. Juniors and
- Seniors with a written notarized parental consent form will be allowed to leave campus for lunch.
- Students are not to eat during any class time.
- Students may not eat food on the school bus.
- All food must be eaten during the allocated lunch period. Students are responsible for throwing away their trash and wiping up any spills that they make during lunch.
- Students **may not order lunch in!!** **WE are a CLOSED campus school; no UberEats or GrubHub!**
- **Lunch & Learn will be held only on Wednesdays. Students must have a Lunch & Learn Pass to leave the cafeteria. This pass is to be given to the staff member on duty during lunch.**
- Students are not to congregate in any location on the college campus.
- Parents are only to bring lunch to students during the designated lunch period. Parents must sign in at the office when on campus.
- **Bottled water is permitted in classrooms only.**

## **CURRICULUM**

The Middle College at Bennett provides a curriculum designed for students to become College and Career Ready. Our teachers use Common Core / Essential Standards to instruct our students. We offer Honors level, APEX, and college courses.

## **GRADING**

The student grade is a means of reporting to the student and her parents the progress made in each course every 9 weeks. The letter grade indicates the teacher's evaluation of the student's work as reported each grading period. Credit is cumulative on a semester basis and the grade issued at the end of each semester will indicate the quality of work done during that total period of time. It is our goal to teach to mastery and understanding of concepts that transcends to college and career preparedness.

We will use a 10-point scale to grade the academic performance of our students.

**100 - 90 = A**

**89 - 80 = B**

**79 - 70 = C**

**69 - 60 = D**

**59 = F**

Students who maintain an “A” average throughout the semester and have four or fewer absences may be exempt from exams that are teacher made; no tests from the state can be exempted. All NC Finals, CTE, and EOC final exams count 20% of the student’s final grade.

## **MAKE UP POLICY**

### **MAKE UP WORK, REVISED WORK, and LATE WORK**

Work that is missed due to an absence is referred to as **MAKE UP WORK**.

1. Students will be responsible for completing any make up work assigned within 3 days of a Lawful absence. Teachers may decide if the student will attend Lunch tutoring sessions or attend before school/after school sessions before making up the work assigned. This policy is in accordance with the **3-day** absence policy in the GCS student handbook. Students who are absent when a test or quiz is given must make arrangements to make up the assessment within **3 days** of returning to school. After **3 days**, the makeup work will be considered late work. Projects that were due during a student’s absence are due the day the student returns to school.

**REVISED WORK** is any work that the student has turned in for teacher editing/feedback prior to turning in the work for a grade.

1. Students will **NOT** have the option to revise tests, projects, and quizzes. Students will only use revising as part of the writing process in class before a writing assignment is due.

**LATE WORK** is work that is not turned in on the day it is due.

1. Students may turn in late work no more than twice per quarter. All late work will receive a 20-point deduction, and the highest grade a student may earn on the late assignment (after the deduction) is an 80. (Example: If a student turns in late work that earns a grade of 80, the 20-point deduction will give the student a grade of 60). This policy is to discourage students from turning in late work. A teacher has the **OPTION** of following this late work policy **OR** adopting a no late work accepted policy. Late work will **NOT** be accepted after four weeks after the day it is due.



## INTERIM/REPORT CARDS

Interim reports and report cards will be sent home based on the following schedule. Parents are to review these reports with their child, sign the reports and return them to school on the next school day. Parents must contact the school if these important documents are not received.

### First Semester

Interim Date	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	August 26	November 2	January 26	March 31
	September 20	November 30	February 16	May 2
<b>Report Card Dates:</b>	October 19	January 10	March 21	Mailed 6/2

Grading Period Ends				
	October 8	December 17	March 10	May 23
Workdays				
	October 11 & 12	December 20 & January 3	March 11	May 24



## PROMOTION REQUIREMENTS FOR MIDDLE COLLEGE STUDENTS

Students will be required to meet current promotion requirements as determined by board policy. Middle College students are not permitted to graduate in December of their senior year.

Grade 9 to 10	6 credits
Grade 10 to 11	13 credits
Grade 11 to 12	20 credits
Graduation	28-32 credits

Bennett Middle College students who have not accrued enough credits to move to the next grade level may follow the following promotion requirements. These students may graduate with 21 credits provided they have met North Carolina graduation standards.

Grade 9 to 10	5 credits
Grade 10 to 11	10 credits
Grade 11 to 12	16 credits
Graduation	21 credits

## INCLEMENT WEATHER

Cancellation or delay of the school day for inclement weather will broadcast on all major television and radio stations in Greensboro and High Point. In addition, you will also receive a ConnectEd alert and check the Guilford County website at [www.gcsnc.com](http://www.gcsnc.com). Students enrolled in college classes must also check the media for cancelled/delay of Bennett College classes. On days when Guilford County School classes are delayed/cancelled, and Bennett College classes are held, students and their parents should assess whether the student can attend classes. If the decision is made to remain at home, students should inform the professor that they will not be in class. Please sign up for BelleAlert & AggieAlert to monitor Bennett's/A&T's opening and closing.

## STUDENT MESSAGES

Students **are not** allowed to leave classes to receive messages, make or receive calls. Parents may leave messages in the main office to be relayed to students at the end of the day or when appropriate. **Parents are not to call or text students during instructional time.**

## TELEPHONES

The office telephones are business phones and are not to be used by students unless the appropriate school official gives them permission. Students are not allowed to receive phone calls while they are in class. In case of an emergency, a message will be taken and relayed to the students. **Cell phones are to be out of sight. Teachers require students to leave phones in a designated area in all classes.**

**CELL PHONE AND PERSONAL ELECTRONIC DEVICE USAGE IS NOT PERMITTED during instructional/class time.**

**We will utilize the policy, out of sight out of mind. Cellular phones and personal electronic devices are not to be used/visible or out while in class or in the computer lab. Students can check their phones during lunch, free time and after school. Students who have phones and personal electronic devices out during classroom instruction while in class will give their phone or personal electronic device to their teacher, immediately upon request. The phone or personal electronic device will be turned into the front office.** The student's parent will schedule an appointment with the principal for the return of the phone or personal electronic device.

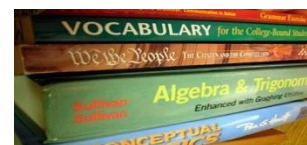
**Cell Phones and Personal Electronic Devices must be turned off and placed in your book bag or purse while in classrooms.** Cell phones and Personal Electronic Devices are not to be clipped on belts, pockets, etc. while students are in the above places. Earphones devices are not to be visible in the above locations.



### **Textbooks**

Teachers may issue textbooks or have them for your use while in the classroom. If an issued textbook is lost, stolen, or damaged then the student is to pay the replacement cost for the book before a new book is assigned.

Students enrolled in college classes will be issued a Cengage account which provides you access for your textbooks for college.



### **VISITORS**

All visitors **MUST** sign in at the office when they arrive on campus; no one is allowed in the buildings without a visitor's badge. Upon signing in at the front office, visitors will receive a badge to wear during their visit on campus. This policy will be enforced. We expect the cooperation from parents and other visitors to our school campus. **This is done to keep our students and campus safe.**

## **Belle College and Career Center**

### **(West- Black Hall 103 & East – Ida Goode 10)**

The center is available for your use for academic, college and career research and/or assignments. The hours and days of operation are as follows: Monday through Friday from 9:30a.m. until 5:00p.m. *Summer hours* are Tuesdays & Wednesdays from 9a.m. to 3:00p.m. Please be sure to call before coming. The BCC is closed when **both** Bennett College and the Middle College at Bennett is closed.

You must sign in and check with our College Liaison upon entering the building.

Please adhere to the following when you are in the BCCC. Please note that these rules are also posted in the BCCC.

1. The Belle College and Career Center is a computer lab and open to ALL STUDENTS who are completing academic, college and career assignments.
2. ALL students on FREE TIME must sign in to use the lab.
3. NO food and beverages are allowed in the lab at any time.
4. NO cell phones should be used while in the BCCC. If you are going to use the phone (texting and/or talking), step outside the building.
5. KEEP conversations to an appropriate volume, context, and length. (We can hear you.☺)
6. Print ONLY the material that you need for class. This material should be academic, college and career related.
7. Log off when you are finished with the computer. Clean up behind yourself and place all chairs back in the place that you found them.

Please note that All teacher workrooms are off limits to students.

## Administrative / Office and Support Staff

<u>Name</u>	<u>Location</u>	<u>Title</u>
Dr. Maxwell	318 C	Principal
Mrs. Greenfield	318 A	Admin. Asst./Data Mgr./Treasurer
Mrs. Winsley	Suite 304	Curriculum Facilitator
Vacant	312 B	Counselor
Ms. Whitaker	310	Social Worker
Mrs. Moody	Catchings Complex	College Liaison

## Teachers by Subject Area and Locations

<u>Name</u>	<u>Subject</u>	<u>Location/ Room #</u>
Mrs. Coladonato	English Language Arts	311
Ms. Winters	History	309
Dr. Sankaran	Math	313

## AA Dates:

<b>Dates:</b>	
August 16	
September 20	
October 18	Free College Application Month!
November 15	
December 16	
January 10	
February 14	
March 21	
May 16	



## Save the Dates:



Senior Symposium	August 12-25
First Day of College Courses	September 1, 2021
FAFSA opening	October 1, 2021
Senior Pictures	October 18, 2021
Free College Application Week	October 18-22, 2021

Promise me you'll always remember:  
You're braver than you believe, stronger  
than you seem, and smarter  
than you think



## **One Card & College Identification**

- All students & staff must wear their OneCard at all times when on a GCS property.
- Lanyards will be provided to ensure you have a safe space for your OneCard.
- There is a \$5 fee for all replacement cards.
- OneCard fees can be accessed through K12 payment center.

### **Additional Benefits Supported by OneCard?**

1. Greensboro Transit Authority
2. Greensboro Public Library
3. High Point Library

### **Parking at NCA&T**

Annual - \$242

Semester - \$150