

**BESSEMER CITY
PRIMARY SCHOOL
AND
BESSEMER CITY CENTRAL
ELEMENTARY SCHOOL**

**Parent - Student Handbook
2024-2025 School Year**



Primary (PK-2)

Todd J. Goff

Principal

Leah Somers

Principal Fellow

1320 North 12th St.
Bessemer City, NC 28016
(704) 836-9109
(704) 629-6119 (Fax)



Central (3-5)

Anna Miller

Principal

Heather Rice

Assistant Principal

1400 Puett's Chapel Rd.
Bessemer City, NC 28016
(704) 836-9108
(704) 629-6320 (Fax)

WELCOME

Bessemer City Primary's Vision:

Believe in success of all children
Care about the total child
Promise to provide a safe learning environment for all

Bessemer City Primary's Mission:

At Bessemer City, we will nurture, motivate, and inspire children to meet their highest potential.

School Hours:

Arrival Begins at 7:10 A.M.

School Starts at 7:30 A.M.

Dismissal Starts at 2:30 P.M.

Students are tardy after 7:30 A.M.

Bessemer City Central's Vision:

The mission of Bessemer City Central is to prepare students for success by promoting a love for learning.

Bessemer City Central's Mission:

To facilitate the learning process, build character among students and embrace challenges of the 21st century

School Hours:

Arrival Begins at 7:05 A.M.

School Starts at 7:30 A.M.

Dismissal Begins at 2:30 P.M.

Students are tardy after 7:30 A.M.

GENERAL

Arrival & Dismissal

The instructional day begins at 7:30 A.M. If your child arrives to school after 7:30 A.M. they are deemed tardy. A parent/guardian must park and come to main office and sign their child in after that time.

If your child needs to be checked out early, a parent/legal guardian must come to the front entry to sign out the child.

Grandparents, step-parents, or other family members who do not have legal guardianship will need to be on the contact list. Leaving school early is discouraged unless the child is sick, has a scheduled medical/dental appointment, or family emergency. The instructional day ends at 2:30 PM.

Enrollment

To be enrolled in our schools, an application must be completed by a parent/guardian of a student at initial enrollment. All new families have to submit two proofs of residence. If you move, you must resubmit the two proofs of address. You must also have valid photo ID (driver license, state identification, passport, or military ID) for the parent/guardian. A birth certificate is also required. Students must also have an immunization record and health assessment for first time enrollment in North Carolina public schools. Kindergarten students must be screened for class placement.

GENERAL

Breakfast & Lunch

All students at Bessemer City Primary and Bessemer City Central will receive free meals at school.

Snacks

Teachers will communicate information regarding snacks. If snack time is offered, please do not send in sodas or energy drinks. Any snacks that are shared should be store bought due to allergies.

School Telephone

Students are permitted to use the school telephone for emergencies. In the event of illness or injury, school staff will call parents. Please be sure the school always has your most current contact information. Students will not be called from class to speak to parents on the telephone.

Custody

Parents who have custody complications should inform the school. We ask that you send a copy of any court documents so that we may comply with any judgment. Sometimes court documents can be difficult to interpret, so we may ask local law enforcement agencies to help with this effort. Only court documents with a judge's order determine child custody. In addition, we can only honor what paperwork we are provided with at the school. We will only discuss a child's educational matters with those who have legal custody or those deemed permissible by the legal guardian. We would remind parents that schools are for learning, and parents should address domestic issues at another proper location. If such issues arise, the school resource officer is on site to remove parties from the school campus.

Student Celebrations

Birthdays and other times in life can be special for students. We do the following things at BCP/BCC to recognize our students for birthdays and other holiday celebrations.

- We announce birthdays during morning announcements and give each child a birthday surprise.
- Birthday party invitations should be passed out at home or to ALL students in the class--not just a select few--as it is upsetting to some children if they do not receive an invitation.
- If a parent sends in a treat for the class, the treats must be purchased from a store. Parents are allowed to send in enough for each student in the classroom to have a treat. An example of this would be sending in one cupcake for each student.
- We do not allow for deliveries to students during the school day of items such as flowers, balloons, and food delivery services such as Edible Arrangements and Door Dash.

GENERAL

Visitors

Safety is a top priority at our schools. Anyone not a member of the school staff or student body is considered a visitor. All visitors must check in at the front office upon entering the school and receive a "VISITOR" badge. Present your DRIVER'S LICENSE and scan it into our visitor system. We ask that visitor badges be worn at all times and that guests sign out in the office before leaving campus. For those wishing to eat lunch with your child, you will check in as a visitor at the main office and remain at the main office lobby until your child's lunch time. We encourage parents/guardians to eat with their child at school starting on Tuesday, September 3, 2024. Other children will eat with the class or their own parents/guardians. We encourage healthy lunches from home to eat with your child. Please remember that we all want our children to feel safe and secure in our building. Unauthorized visitors will be asked to immediately leave the campus or face the penalty of trespassing. It is important to keep our school safe and secure and therefore all visitors are subject to metal detection. Check with the classroom teacher if you can bring other guests, such as other siblings or family members. Stopping in to visit classrooms unannounced is sometimes disruptive to the class, please check with the teacher and administration before scheduling a visit.

Tobacco Policy

All Gaston County Schools are designated as "Tobacco Free" environments. No tobacco products are allowed in the building or on school grounds. Please do not smoke or vape while on any part of the school campus.

Volunteers

There are many ways that parents can be a part of their child's education and being a parent volunteer is one of them. All parents must be approved volunteers to assist in classrooms, chaperone field trips, or help with school activities. Approved volunteers must re-activate their application and update their information online each year. Becoming a volunteer is easy. Simply go to the GCS website at www.gaston.k12.nc.us. Click on the Volunteers and Mentors symbol to complete an online application and background check. A short orientation session will be required. Those wishing to volunteer at the school should contact the school counselor.

Safety

As a part of the Gaston County Schools Safe Schools Initiative, random metal detection is conducted regularly. Both schools hold safety drills for fire, tornado, evacuation and lockdown situations. These drills are practiced so that our staff and students will know how to respond in the event of an emergency. All doors are locked at all times. Visitors must bring identification to check out children. Both schools have full time School Resource Officers on campus.

Asbestos Information for BCP

All Gaston County Schools are required to file an Asbestos Management Plan. This plan outlines areas at school sites where asbestos is located. The Asbestos Management Plan for Bessemer City Primary School is available for your inspection in the front office, should you wish to review it.

ATTENDANCE

Absences

According to the Gaston County School Attendance Policy, after 12 absences, the student does not meet the 94% attendance requirement for promotion to the next grade level. Students must be in attendance at least 168 days. Only 12 absences, including excused and unexcused absences, are permitted each school year. We will use the Parent Link calling program to contact parents when absences occur. Please contact the school if phone numbers change, so that we may contact you. Please observe the following procedures regarding necessary absences:

- All absences are coded unexcused until a note is brought to school.
- Bring a note to the teacher WITHIN 3 days of absence stating: child's first and last name, date(s) & reason for absence.
- Excused absences include: personal illness, family illness, death in the family, court, educational opportunity, doctor appointment and religious holidays.
- Check with the office for requests for educational opportunity. By GCS policy, they must be requested in advance of the absence.
- Students are not authorized to leave campus at any time during the school day without permission of school officials.
- Parents may write notes up through the 10th absence or tardy. After that, parents will need to provide doctors' notes. After 7 unexcused absences, the school social worker may seek legal mediation through the court system.

- Gaston County Schools sends home letters informing parents after students have missed 3, 6 and 10 days of school. School-based social workers send these communications to parents. Attendance contracts may also go into effect after the 7th absence.

Tardies

Students are expected to be in class and learning at 7:30 A.M. Please make sure that your child arrives at school on time. Tardies will be coded unexcused unless a doctor's note is presented. Traffic can be particularly congested in the morning. Please plan to leave home early enough so that your child can arrive at school on time. Appointments need to be scheduled so that students do not miss instruction. Early dismissal will have a special code in PowerSchool. Parents will need to provide a driver's license to check students out early for safety reasons. Students must arrive before 11:00 A.M. and not be checked out prior to that time to be counted present for the day.

Early Dismissals

To ensure smooth dismissal procedures for our students at the end of the day, we ask that parents do not check your child out after 2:00 p.m.

TRANSPORTATION

BCP Car Drop-Off Traffic Pattern for AM

To help keep our line flowing and ensure safety, we ask that parents stay in their cars and for students to wait until your car pulls up to a staff member before exiting the car. See below for a suggested morning arrival routine.

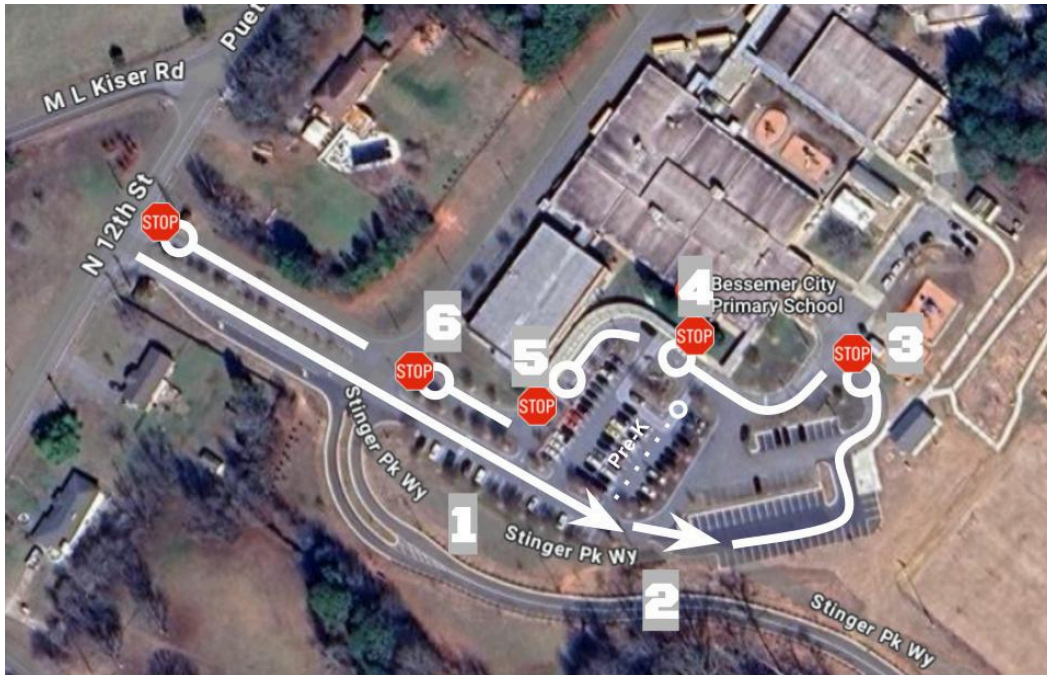


1	As you enter the campus, make sure everyone is awake and ready to start their day. Traffic forms a single file line starting at the front of the building. Please keep the line of traffic to the far right to ensure that our staff can pass and enter the parking lot.
2	Have students start unbuckling. Locate & put on backpacks, jackets, etc.
3	Say your good-byes
4	Be ready to exit and say "Good Morning!" when your car pulls up to the next available staff member. Please do not pass the car in front of you and wait for the students in the cars in front of you are safely on the sidewalk before you exit the car line. A staff member will direct you if it is safe to pass a vehicle that is taking longer. If your student is having difficulties getting out and starting their day, parents may be asked to pull down to allow traffic flow to continue

TRANSPORTATION

BCP Car Pick-Up Traffic Pattern for PM

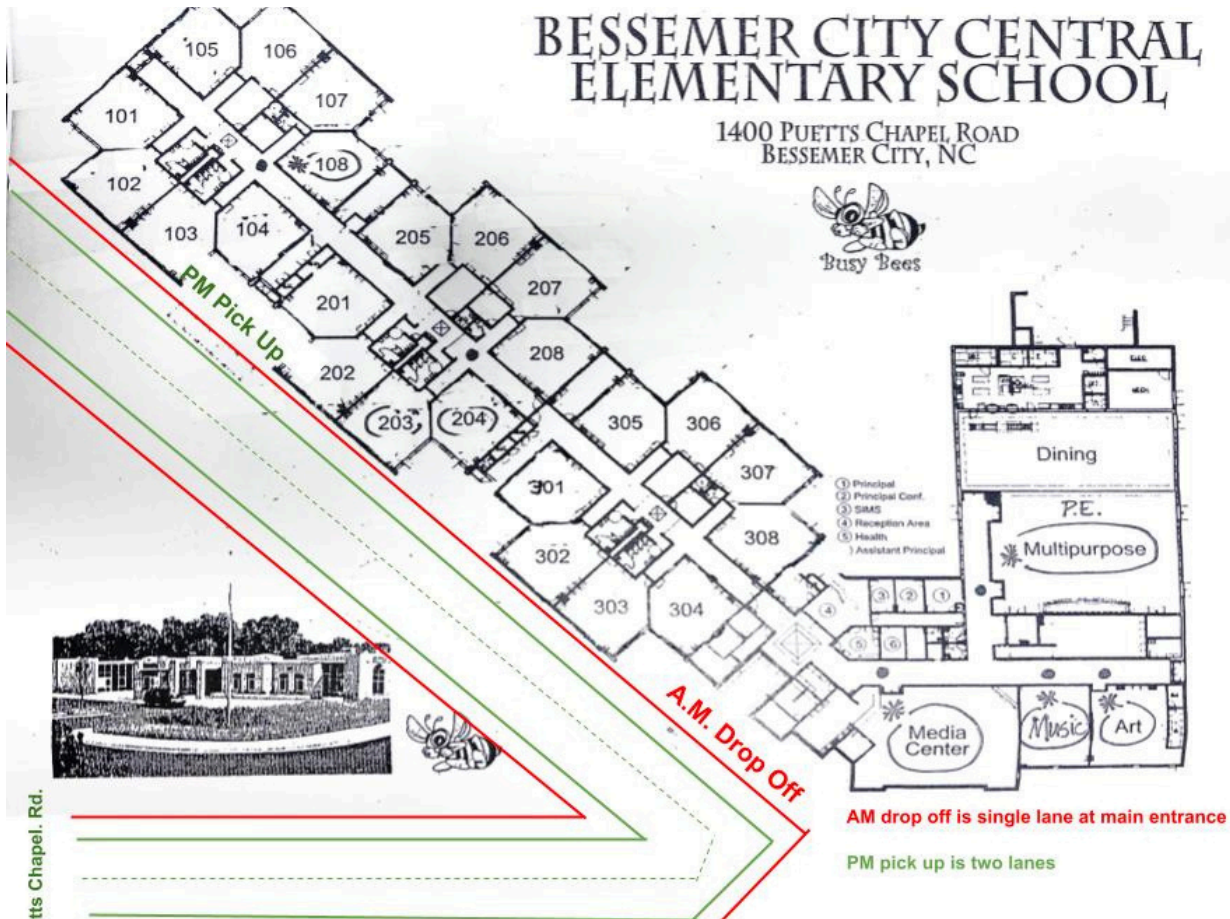
To help keep our line flowing and ensure safety, we ask that parents stay in their cars and for students to wait for staff members to escort and load students. Parents who arrive after 2:40 may have to go into the office to pick up students.



1	If you arrive prior to 2:00, parents of K-2 students enter parking in the right line & PreK parents enter in the left lane. PreK parents follow the dotted line through the second entrance into the staff parking lot. K-2 parents continue in the right lane to the visitor parking lot.
2	K-2 parents can form two lines once they enter the visitor parking lot.
3	K-2 pick up line starts at this point & remains here until dismissal begins.
4	When staff is ready to begin calling students, cars at front of line will be motioned to the second stop. Please stay in two lines and do not cross over to the other line. Staff will call students to loading area 10 cars at a time. Do not move to the loading area until directed by staff.
5	When directed by staff, move to the loading area. Please stay in order and in the line. Do not cross traffic. First two cars pull all the way to number 1. Pull all the way to the next number in line. Leave your car tag visible until your child is loaded. Please stay in the car and wait for a staff member to load your student in your car. Cars will exit the loading area one line at a time as directed by officer or other staff member. If your child is taking longer than normal to make it to the loading area, you may be asked to pull down to allow traffic to flow.
6	Stop at the stop sign and look for buses that may be exiting campus.

TRANSPORTATION

BCC Car Drop-Off/Pick-Up Traffic Pattern



TRANSPORTATION

Car Riders

All car riders will be issued an official school car tag for pick-up. Students will only be loaded into cars with the appropriate tag. If you do not have one, you will have to come to the main office with photo identification to pick-up your child. This is for student safety. Students will be assisted by staff for getting out of the car and into the car while in the line. Those dropping off students and picking up students are asked to stay in the car. Please do not let your child out of the car in any other location except the designated location.

Bus

Riding the school bus is a privilege. Students are only allowed to ride their assigned school bus. Bus assignments are given by Mrs. Somers (BCP) and Mrs. Rice (BCC). The lead bus driver (Tawanna Sanders) assigns students to buses and works with bus drivers regarding bus stops. In the mornings, students must be at the bus stop ten minutes prior to stop time that was given by the school. In the afternoons, students will be dropped off at their assigned stop only. Kindergarten parents or guardians must be at the bus stop for morning and afternoon routes for safety. Parents are expected to help support the bus driver by reviewing bus rules and sign the GCS Bus Contract for their child. The contract must be returned to the school prior to riding the bus. After the first day of school, students that need to become bus riders will need to be signed up through the school. Once the school receives the information, student will able to ride the assigned bus in two business days.

Improper behavior on the bus will result in the loss of this privilege. Below are the expectations for riding the bus for all students:

Be Responsible	Use Respect	Stay Safe
Follow the Code of Conduct	Talk softly and appropriately	Stay seated, and keep aisle clear
Be on time	Respect yourself, others, and property	Listen to the driver and other adults
Keep the bus clean	Keep hands, feet, and objects to yourself	Get on and off at your assigned stop

Transportation Changes

Please make sure that we know how your child gets home every day. We will not accept phone calls to change how your child goes home. If there is a change in this procedure, written notice is required (note, email or fax) for your child's safety. We cannot accept a child's word in this matter. For bus riders, students will always be placed on their assigned bus in the afternoon unless we have written communication telling us that the child will be a car rider that day. People named by the parent or guardian on the contact list have permission to pick up your child unless you notify the school office of changes.

FAMILY ENGAGEMENT

As parents/guardians of our schools, we ask families to...

- provide ample, quiet study time at home and encourage good study habits and regular school attendance
- make sure my child is well-rested, at school on time, and present for the entire instructional day
- support the school staff in their efforts to promote appropriate behavior
- encourage my child to read more and monitor my child's homework

Title I Family Nights

As Title I schools, we offer during the year various opportunities for families to come to the school and learn more about how to help support their children at home. The first event will take place in August and other events will be announced over the course of the school year.

PTO (Parent-Teacher Organization)

Parents are encouraged to participate in each school's PTO. PTO helps support the efforts of the school. Meetings are held monthly and announced through school communications. PTO leaders work closely with school administration on how to help the schools and support teachers.

SIT (School Improvement Team)

The School Improvement Team (SIT) meets at least once per month and helps make decisions related to school operations and the instructional program. All members of the team are selected through a voting process.

Fundraisers

Over the course of the school year, each school will hold different fundraiser opportunities for the community. These will be joint efforts between the PTO and both schools. Funds that are raised goes directly back into the school.

HEALTH INFORMATION

Sickness

If a student is injured or becomes ill at school, school personnel may refer them to the nurse, if she is available, at the time of the incident. Students who have a fever, vomiting, or diarrhea may not remain at school or return for 24 hours. Additionally, students with an undiagnosed or untreated rash, crawling lice, or posing a health risk to others should stay at home.

In the event of an injury or illness, we will notify parents if the situation requires immediate attention. Therefore, it is crucial that the school maintains correct and updated phone numbers, as well as a list of authorized contacts and family members who can pick up your child. Individuals listed as contacts by the parent or guardian have permission to pick up your child unless otherwise specified with the office.

Immunizations & Medications

For students to be enrolled in school, students must be fully immunized. North Carolina allows 30 calendar days from the first day of school to get immunizations and health assessments completed. If these requirements are not completed, the student will be excluded from school until shots are current in accordance with NC law.

For students to take medication at school, your doctor must complete an “Authorization of Medication for Students in School” form. These are available in the main office at each school. Parents need to bring the bottle with the prescription to the school nurse for approval. In addition, students are not allowed to carry any medication with them at school per GCS Board Policy. All the health and medication forms are on the county website under the Departments tab, then click on Health Services website and all forms listed on the left of the page. Our school nurse is Tonya Bowen.

COMMUNICATION

Who Do I Contact for Assistance?

Teacher	First Contact
Receptionist	BCP: Tamara Werts; BCC: Jarae Boykin
Attendance/Bookkeeper	BCP: Kellie Auten; BCC: Rhonda Ingram
Nurse	Tonya Bowen
Social Worker	Michelle Black
Cafeteria Manager	BCP: Leslie Allen; BCC: Krista Phillips
School Counselor	BCP: Erin Morehead; BCC: Johanna Perez

Both schools will use Parent Link to send a weekly call to our entire student body on Sunday evenings to communicate reminders about upcoming events. If you are not receiving a Sunday message in any form, let the office know so we can update your information. Please furnish the office with a current, working phone number so that we may communicate with you. All school newsletters will be sent home with your child. You can also scan below to access each school's website and Facebook page. **If you have a bus concern that arises, office staff starts answering phone calls at 7 a.m.**

Bessemer City Primary School



BCP Website



BCP
Facebook

Bessemer City Central



BCC Website



BCC
Facebook

STUDENT EXPECTATIONS

Gaston County Schools has developed a Student Code of Conduct to ensure that our schools are safe learning environments. Students will be furnished with a copy of these rules and are expected to abide by them. In addition, BCP and BCC utilizes PBIS (Positive Behavior Intervention and Supports) at our schools.

We have three main expectations that are the focus of our school.

I am Respectful and Kind.

I am Responsible and Safe

I am Ready to Learn

We have listed school-wide expectations that tell students what they need to do while in each area of the building. When a student is having difficulty meeting expectations, offenses will be coded as either minor or major offenses. A minor offense is an offense that a teacher handles at the classroom level. For example, a minor offense may involve a child that creates a minor classroom disruption or is displaying off-task behavior. A major offense is an offense that involves a student coming to the office to meet with the principal. These offenses include things such as disruptive behavior that impacts the entire classroom and fighting. We handle behaviors in a way that is developmentally appropriate for each learner while reinforcing proper behavior.

Dress Code

Students are expected to be dressed in a way that helps them participate in school activities. Students should wear tennis shoes on P.E. days and they are encouraged for each day of recess. Undergarments should be covered and clothing with indecent language or pictures (sex, alcohol, drugs, tobacco, etc.) are discouraged. We also encourage families to label your child's coats and jackets with your child's name so that they can be returned to you child if they leave it on the playground, bus, or other locations around the school. Lost and found items will be donated after each nine-week period.

Cellphones

Students are permitted to have a cellphone. To help students follow school rules and focus on learning, cellphones should be turned off and stored in the student's backpack on campus and on the bus. If a student does not follow this expectation, the phone will be placed in the office for a parent to pick it up.

Disruptive Items

We ask that the following items be left at home as they may prove to be disruptive to the learning environment and may be "tempting items" for other students to take:

Electronic devices, toys, game cards (like Pokemon), and toy guns or weapons.

Individual teachers may allow some items under certain circumstances such as field trips, special game days, or other reward days. Check with your teacher.

JULY

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SEPTEMBER

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OCTOBER

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DECEMBER

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2024-2025 School Calendar



CALENDAR DATES

July 4 Holiday (Independence Day)
 August 5 Optional Teacher Workday
 August 6-9 Mandated Teacher Workdays
 August 12-13 Mandated Teacher Workdays
 August 14 Students' First Day
 September 2 Holiday (Labor Day)
 October 10 End of First 9-Week Grading Period
 Parent-Teacher Conferences
 (All Grade Levels)
 Early Dismissal for Students
 October 11 Optional Teacher Workday
 October 17 9-Week Report Cards Distributed
 November 5 Mandated Teacher Workday
 Presidential Election Day
 November 11 Holiday (Veterans Day)
 November 27 Student Holiday
 Teacher Annual Leave
 November 28-29 Holidays (Thanksgiving)
 December 19 .. End of Second 9-Week Grading Period
 December 20 Student Holiday
 Teacher Annual Leave
 December 23-25 Holidays (Winter)
 December 26-27 Student Holidays
 Teacher Annual Leave
 December 30-31 Student Holidays
 Teacher Annual Leave
 January 1 Holiday (New Year's Day)
 January 2-3 Mandated Teacher Workdays
 January 9 9-Week Report Cards Distributed
 January 20 Holiday (Martin Luther King Jr. Day)
 February 17 Optional Teacher Workday
 March 11 End of Third 9-Week Grading Period
 March 13 Parent-Teacher Conferences
 (All Grade Levels)
 Early Dismissal for Students
 March 14 Optional Teacher Workday
 March 20 9-Week Report Cards Distributed
 April 18 Holiday (Spring)
 April 21-24 Student Holidays
 Teacher Annual Leave
 April 25 Optional Teacher Workday
 May 21 Students' Last Day
 May 22-23 Mandated Teacher Workdays
 May 23 Graduation Day
 May 26 Holiday (Memorial Day)
 May 27-28 Mandated Teacher Workdays
 May 29-30 Optional Teacher Workdays

Inclement Weather Makeup Days

January 3 February 17 March 14
 April 25 April 24 April 23 April 22

The Board of Education reserves the right to use early release days and Saturdays as makeup days for inclement weather. The Board may add days of employment to end of the school year.

Testing dates will be available on the district website after they are determined by the state.

Calendar Key

- Holiday
- First/Last Day of School
- Optional Teacher Workday
- Teacher Annual Leave
- Parent-Teacher Conferences/Early Dismissal for Students
- 9-Week Report Cards Distributed

Gaston County Schools

P. O. Box 1397 Gastonia, NC 28053 (704) 866-6100
www.gaston.k12.nc.us Channel 21 Education Station

The Board of Education approved the 2024-2025 school calendar on December 18, 2023.

Calendar design produced by the Communications Department

JANUARY

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APRIL

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MAY

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JUNE

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