

Burke Middle College Student Handbook



Western Piedmont Community College Campus
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updated 6/16/2026

It is the policy of Burke Middle College not to discriminate on the basis of age, sex, race, religion, handicap, or national origin in its education program activities.

Welcome

On behalf of the faculty and staff, we would like to welcome you to Burke Middle College! We are excited about this educational opportunity for students in the Burke County Public School System.

The faculty and staff want to provide the best and most rewarding educational experience possible. We are committed to providing students with a supportive, academic environment necessary for student growth and success. The goal of Burke Middle College is for students to graduate high school with a North Carolina High School Diploma and to accumulate college credits toward a certificate or degree from Western Piedmont Community College (WPCC).

This student handbook contains information about Burke Middle College and Western Piedmont Community College concerning rules, daily events, and special procedures. Please read and become familiar with this handbook so that you can make the most of your educational experience.

We would like to thank the Burke County Public Schools and Western Piedmont Community College for all of its ongoing assistance and support of this program. The faculty looks forward to continuing this successful relationship in educating the students of Burke Middle College.

Sincerely,
Jeannie Jandrew
Burke Middle College Faculty and Staff

Burke Middle College
Faculty & Staff

Jeannie Jandrew – Principal
Connie Thompson - School Counselor
Tim Barnsback – Social Studies Teacher
Cher Wheeler – English Teacher
Miguel Johnston – Math/Science Teacher

Dr. Mike Swan – Superintendent of Burke County Public Schools
Dr. Joel Welch – President of Western Piedmont Community College

Burke Middle College Mission and Vision

Burke Middle College is an innovative high school program transforming students with a rigorous, immersive college experience, empowering students with knowledge and skills to excel in their future education, careers, and lives.

Burke Middle College envisions our students as lifelong learners achieving their personal goals and positively impacting their communities as independent, critical thinkers.

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Daily Schedule

The schedule for students will vary depending on the student's individual needs and goals. High school classes are offered between the hours of 8:00 am and 3:00 pm everyday. College classes are taught throughout the morning, afternoon, and evening hours based on the WPCC schedule.

The current Burke County Schools and Burke Middle College Calendars can be accessed via The Burke County Web Site- www.Burke.k12.nc.us

Current [High School Course Offerings](#).

Burke County Public Schools High School Graduation Requirements

BURKE COUNTY PUBLIC SCHOOLS GRADUATION REQUIREMENTS	
Burke County Public Schools Graduation Requirements exceed State requirements	
Subject	Number of Credits Required
English	4 Credits: English I, II, III, IV
Mathematics	4 Credits: NC Math 1, II, III, and a 4th Math course to be aligned with the student's post high school plans
Science	3 Credits: A physical science course, Biology, Earth/Environmental Science
Social Studies	4 Credits: World History, American History, Founding Principles of United States of American & North Carolina: Civic Literacy, and Economics & Personal Finance
Health and Physical Education	1 Credit - Successful completion of CPR Instruction
Computer Science	1 Credit
Fine Arts	1 Credit
Career and Technical	1 Credit***
Other Electives	9 Credits
Total	28 Credits
Total Possible	32+ Credits

***Burke County Public Schools requires a Career and Technical credit on top of state requirements for 28 credit diplomas.

Burke County Accountability Plan

- I. High School Test Standards
 - A. Students in grades 9-12 (eighth graders in Math I) must pass the course.
 - B. Students will take Exams in all courses for which exams are available, state mandated, and local option.
 - C. The exams will count as 20% percent of the student's final grade.
 - D. Following the receipt of test results, the school will confer with parent(s)/guardian(s) of students not meeting the test standards to discuss the utilization of course repetition.
- II. High School Promotion Requirements
 - A. To become a junior, a student must have a total of 13 credits in his/her chosen course of study in grades 9 and 10 combined and four semesters of residency in high school.
 - B. To become a senior, a student must accumulate a total of 20 credits in his/her

chosen course of study in grades 9 through 11 and six semesters of residency in high school.

- C. To be a graduate, a student must accumulate a minimum of 28 credits in grades 9 through 12 within the appropriate subject areas as approved by the Burke County Board of Education, passing scores on all required competency tests, and eight semesters of residency in high school. To participate in graduation exercises, a student must have completed all requirements to receive a diploma.

III. Exit Document

- A. A diploma will be awarded to all students who satisfy state and local graduation requirements.

Grading Scale, Quality Points, and Class Rank

The grading scale for all schools in North Carolina will be:

- A = 90 -100**
- B = 80 - 89**
- C = 70 - 79**
- D = 60 - 69**
- F = 0-59**

Grading Procedures

1. Numeric grades are used for all FINAL grade reports and transcripts. Numeric grades will be used for Progress Reports AND nine-weeks Report cards.

A. SUPERIOR: The grade "A" is earned by students who achieve a numerical average between 90 and 100.

B. ABOVE AVERAGE: The grade "B" is earned by students who achieve a numerical average between 89 and 80.

C. AVERAGE: The grade "C" is earned by students who achieve a numerical average between 79 and 70.

D. BELOW AVERAGE: The grade "D" is earned by students who achieve a numerical average between 69 and 60.

E. FAILURE: The grade "F" is earned by students whose numeric average is below a 59.

Class Rank Procedure

Burke Middle College maintains a 4.0, unweighted, GPA/Class Rank and a weighted GPA/Class Rank to encourage students to take classes which can better prepare them for college and the demands of technology in the workplace. The following guidelines will govern class rank/GPA calculation and use:

1. Course grades earned in grades 9, 10, 11, and 12 will be used in the calculation of grade point averages.

2. Grade point averages will be calculated at the end of each semester and can be found on the student transcript.

3. The grade point average calculated through the fourth nine weeks grading period of second semester will be used to determine Honor Graduates and Junior Marshals.

Students whose grade point average drops below a 4.0 during the fourth nine weeks may lose their honor graduate status.

4. The following process will be used to calculate grade point averages:

An unweighted (4.0) and weighted G.P.A./class rank system will be maintained by the official state Power School (PS) database. The transcript will have both the weighted and unweighted GPA and the class rank will be calculated using the weighted GPA. The unweighted (4.0) system will be used for all school records and school honors recognition. The weighted system will be maintained in order to

select honor graduates, junior marshals, and to provide colleges with this information for admission and determination of scholarships.

5. The guidance codes and the weighting for each code will be as follows:

College/University Preparatory: To prepare students for college entrance and the type of disciplined study required to succeed in the post-secondary academic setting.

A = 4; B = 3; C = 2; D = 1; F = 0

Quality Points

As part of the high school curriculum for Burke Middle College, the students will be taking courses taught on the Honors Level with the exception of Physical Science and Advanced Functions Math. Students will also be dually enrolled in rigorous courses at the community college level. All articulated or college transfer classes will be reported using the 5 point scale referenced below for seniors and a 4.5 point scale as referenced below for Juniors. **According to policy, weighted grades are used in determining class rank and subsequently Junior Marshal and Honor Graduate status.**

Letter Grade	(Unweighted) Standard Courses	(Weighted) AP, IB, College Courses* and PLTW**	(Weighted) Honors Courses
A	4	5	4.5
B	3	4	3.5
C	2	3	2.5
D	1	2	1.5
F	0	0	0

* Includes dual enrollment and NC Community College transfer courses per the Comprehensive Articulation Agreement. ** Includes Project Lead The Way Courses

Graduation Policies

No students may participate in graduation ceremonies unless they have earned a minimum of 28 credit requirements, as established by the Burke County Board of Education and the State of North Carolina at the time of graduation exercises. It is the intent and purpose of BMC that only students that qualify to receive diplomas be permitted to participate in the graduation ceremonies. In order to participate in the graduation exercise the student must attend all announced practices.

The administration may adopt other appropriate and reasonable restrictions, including dress restrictions (only stoles and cords awarded by the school may be worn at graduation; caps may not be decorated), as conditions for participation in graduation ceremonies provided that such restrictions meet the following criteria:

- A. The restriction is properly and openly publicized or otherwise made known to pupils and parents.
- B. Where possible and practical procedures shall include ample warning to parents and students of possible loss of privilege. This policy is intended to preserve the dignity and prestige of the graduation ceremonies as they are designed to honor significant and culminating student achievement.
- C. All debts to the school must be paid before final exams in order to participate in the graduation ceremonies.
- D. The actual diploma certificate is the property of BMC and is awarded, as a gift, to students who meet all graduation requirements and who conduct themselves appropriately during the actual Graduation Ceremony. Students who violate stated or implied rules of decorum during the actual graduation ceremony will not receive their diplomas on graduation day. Any students whose diplomas

are held for failure to abide by stated rules of behavior at the graduation ceremony will have to schedule an appointment with the principal to request release of the diploma. It is the intent of BMC as well as the desire of the Burke County Board of Education that the Graduation Ceremony be a solemn, traditional event.

Graduation Speakers

Five students in the senior class with the highest grade point averages on the weighted scale at the end of the fourth nine weeks will be offered the opportunity to participate in the graduation program. Students must attend all graduation practices to participate in the graduation ceremony.

Honor Graduates

Honor Graduates will be determined by using the weighted grade point system. Grades received during the ninth, tenth, eleventh, and through the last nine weeks grading period (N4) of the senior year will be used to determine Honor Graduates.

Summa Cum Laude	(Gold cord)	4.5+
Magna Cum Laude	(Silver cord)	4.25 - 4.49
Cum Laude	(White cord)	4.00 - 4.24

Junior Marshals and Junior Ushers

Junior Marshals and Junior Ushers will be determined by using the weighted grade point system. Grades received during the ninth, tenth, and through the fourth nine weeks grading (N4) period of the junior year will be used to determine junior marshals(1-10). Junior Marshals will be the top ten students of their class.

National Honor Society Requirements

Students must earn and maintain an unweighted high school GPA of 3.5 and a college GPA of 3.0 to be a member of NHS.

North Carolina Academic Scholars

The State Board of Education has determined that students with an overall four-year unweighted GPA of 3.5 and have met the requirements for NC Academics Scholar Program can be identified as North Carolina Scholars. For more information on this program, see your counselor.

Presidential Academic Awards

Presidential Academic Awards recognize students who have achieved academic excellence. To become a Presidential Academic Award recipient,

- Students must earn a grade point average of 3.5 on a 4.0 scale (unweighted)
- Score at least in the 85 percentile(620 verbal and/or 630 Math) or higher for college bound seniors on the SAT.
- Score at least 28+ on the ACT

Counseling Information & Procedures for Seeing Counselor

A school counselor will be available to assist students with personal/emotional issues in addition to academic and career planning. All Burke Middle College students will meet with the counselor at least three (3) times per year to discuss their progress, future plans, and career preferences. Any student desiring to see the counselor at other times should come by and make an appointment with Mrs. Thompson. Please note that all counseling sessions are confidential.

Registration & Schedule Changes

BMC students will participate in the WPCC early registration process to ensure availability of courses.

For schedule changes in college classes, the student must see the BMC principal and counselor in order to attain approval for the change. Upon approval, the student would go through the normal WPCC process of class changes. There will be no course changes of high school courses once the high school plan is completed without the consent of the BMC principal and counselor.

Failing Grades- Repeating Full Course

A student who fails a course may repeat the entire course and have the original, failed grade suppressed from the student's transcript and GPA (State Board of Education Policy GCS-M-001). When a student fails a high school course and successfully repeats the entire course for credit, the new course grade will appear on the transcript and factor into the GPA calculation, class rank and honor roll eligibility. The failed grade will remain in the student's record in Infinite Campus but will be suppressed from the transcript and GPA-related calculations.

Incompletes

Incomplete grades must be made up within three weeks of the end of each semester. Incomplete grades not made up by that time will become "F's". Following an absence from school, it is the student's responsibility to contact the teacher within three days concerning make-up work.

Failing and/or Dropping a College Course

Burke County Public Schools has adopted a policy addressing failing grades and/or the withdrawing of a college course. A student must have approval from the school counselor and principal **before** withdrawing any course.

This policy notes:

1. A student who fails a college class will receive an (F) on their high school and college transcript.
2. A student who drops from a college course before the end of the allowable census period at the beginning of each semester, will not be penalized for dropping a college course. The college course will not appear on the high school or college transcript.
3. A student who withdraws a college course after the end of the allowable consensus at the beginning of each semester, will receive the college course listed on their high school transcript with an F listed.
4. A student who is withdrawn from the course by the instructor, will receive a Withdrawal (W) or Instructor Withdrawal (IW) or Withdraw Failing (WF) on their college transcript and an F on their high school transcript.

Students may not withdraw or fail more than three (3) courses during their tenure at BMC. Failing grades (D and below) and dropped courses **will negatively impact their GPA, their ability to qualify for financial aid in the future, and consideration for continuing education opportunities after graduation.**

Students' cumulative **unweighted high school grade point average** must be a **minimum of 2.8**. If the student fails to commit to satisfactory academic growth, he/she will be subject to monitoring through an Academic Plan and review for continued enrollment at BMC.

Driver License Eligibility

A student must have a Driving Eligibility Certificate in order to receive a North Carolina driver's permit or license. This certificate will be issued upon completion of the Driver's Education Course and with evidence of a student's adequate academic progress*. The Division of Motor Vehicles (DMV) will not issue a driver's permit or license without a Driving Eligibility Certificate. Driving eligibility and driver's license are a function of the NC Division of Motor Vehicles and not Burke County Public Schools.

Questions should be directed to the Driver's Education Coordinator, (828) 433-7015.

BMC Student Enrollment Guidelines and Contract **BMC Academic Probation Contract**

Attendance - Burke County High Schools -

BCPS Policy Code 4400: Attendance

I. Attendance:

Attendance is an essential element in the learning process. The primary responsibility of school attendance rests with students and parents. Parent notes to excuse absences should be turned in within five days of the absence. After four parent notes, doctor notes will be required to be excused. Principals, teachers and staff will make reasonable efforts to provide appropriate opportunities for students to make up course work. Attendance at the high school is counted per class period.

II. Exemption from Exams

Students are not exempt from End-of-Course, and CTE post-assessment exams. A student may be exempt from a teacher made exam if:

1. The student has an "A" average in the course and has no more than three (3) unexcused absences.
2. The student has a "B" average in the course and has no more than two (2) unexcused absences.
3. The student has a "C" average in the course and has no more than one (1) unexcused absence.
4. Unexcused tardies: 5 or more for a class results in loss of exam exemption for that class.
5. ISS & OSS: Students assigned one or more ISS are not eligible for exam exemption (this is on a per period basis if the student does not serve all day in ISS). Students assigned OSS are not eligible for exam exemption (partial or full day). Students who earn a credential as part of a CTE class may be exempt from taking the CTE post-assessment exam. Any student has the option to take any exam from which he/she is exempt. Students in 11th or 12th grade are allowed two College Day/Military visits per school year, which is exam exempt.

*All students will be required to take EOC exams and CTE state-required on school grounds. There are no remote options for state-mandated tests.

Students missing more than two (2) days in Seminar must make-up time with the teacher.

Make up time will be equivalent to **one hour per absence over five absences per semester**. All make up time is required to be completed with the teacher, in a timely manner, and within one week before the exam window starts each semester. Students will coordinate with the BMC teacher to arrange the time and date of the make up time.

When a student reaches 8 absences, the student will meet with the attendance committee to evaluate attendance which may possibly result in an attendance contract. If attendance does not improve, the student may be recommended to return to their base school.

When a student must miss a class, a written excuse signed by a parent or guardian must be presented to the student's teacher within three days of the student's return. ***Only four handwritten notes per semester are permitted. Students must submit Doctor's notes after four handwritten notes.***

Students in 11th or 12th grade are allowed two College Day visits per school year (one each semester), which is exam exempt. Verification must be received. This only applies for high school classes.

Attendance policy for college courses will be established by the instructor of each specific course that the student may take at WPCC; however, the Burke Middle College

Administration expects students to attend college classes. Attendance will be monitored weekly.

Make-Up Work

Make-up work is the responsibility of the student. Each case will be considered on an individual basis giving unusual circumstances due consideration. The student has a THREE-day time limit upon his/her return to school to arrange with the teacher to obtain missed assignments and schedule missed tests. Certain assignments, tests, projects, papers, etc. have due dates announced well in advance.

If a student is absent on a day when such a project/paper/assignment is due or on which a test or exam is scheduled, the student will be required to turn in work or make up the test/exam on the first day back from absence

Tardy Policy

Students are expected to arrive to all high school and college classes before the start time. After a student reaches the equivalent of 5 absences (through a combination of actual absences and tardies), he or she will be required to make up **one hour for each absence and/or for every two tardies**. Students will coordinate with the BMC teacher to arrange the time and date of the make up time.

1st Tardy- Warning from the classroom teacher. Document in IC/EH

2nd Tardy- Designated person (teacher) notifies parents with a contact. Document in IC/EH.

3rd Tardy- An additional personal parent notification shall be made. Parent shall be made aware of subsequent consequences for 4th and 5th tardy. Document in IC/EH

4th Tardy- Administrative Referral – 30 minutes of before or after school detention in office (extracurriculars do not preclude students from fulfilling the detention time); Administrative conference is required. Document in IC /EH.

5th Tardy- Administrative Referral – Students accumulating five or more tardies will not be eligible for exam exemption for teacher made finals in the period in which the tardies are accumulated. A documented parent conference is required and shall include parent, administrator, school counselor. The team should review an attendance contract that includes the elimination of tardies to class.

BMC Academic Integrity Policy

In order to maintain the integrity of the teaching and learning process, as well as to validate all grades received by students, BMC requires that students abide by the following academic guidelines:

1. Students may not work together on any projects unless specifically given approval by the teacher.
2. Students are expected to submit work that reflects their own efforts and ideas.
3. Students may not use any aid on a test or exam without the specific approval of the teacher.
4. Students are not to **give** other students aid or assistance - for example, a student who has taken a test in an earlier class or on a previous day is NOT to give information about that test to a student who has yet to take the test.
5. Students are prohibited from taking pictures or screenshots of tests, quizzes, classwork, and questions that are used for a graded assignment.
6. Students are prohibited from posting materials, including questions and answers, from any graded assignment to any online resource.
7. When students use information from a source other than their textbook or teacher lecture notes to complete a project or a paper, the source(s) must be cited using correct MLA formatting.
8. Parents are not to complete projects assigned to students. A teacher may allow parents to assist students in some particular fashion, but the project is designed to help the teacher determine what the **student** knows or can do.

9. Students are expected to report any instance in which reasonable grounds exist to believe that a student has given or received unauthorized aid in graded work or in other respects violated the Honor Code. Infractions should be reported within 24 hours to the affected BMC teacher, counselor, and/or principal.
10. Students may not use AI to complete assignments.

Students who fail to abide by these guidelines will receive a grade of zero for the work in question and may face disciplinary action as well. This applies to students who provide unauthorized assistance as well as to students who seek or receive unauthorized assistance.

Students may be asked to sign the following statement on quizzes, tests, and exams as determined by the teacher:

"I Pledge on my honor that I have not violated the Burke Middle College Academic Integrity Code in relation to this assignment."

Required exams for WPCC courses will be determined based on courses taken by the students.

Exam Policy

1. To earn a credit, a student must complete an assessment consisting of a North Carolina Final Exam.
2. A student who fails to take an exam in a regular exam period has an INCOMPLETE grade for the course. Students have three (3) school days from the regularly scheduled exam period in which to contact the school principal and counselor and make arrangements for making up the exam.
3. Students may not take exams earlier than the scheduled exam period. Emergency situations will be reviewed by the principal.
4. An exam schedule will be made available to the students at the earliest possible date.
5. Final Exams will count 20 percent of the final grade for the course.
6. Exempted students may attend school on exam days so they are not counted absent. If they are not present, but exam exempt, they will still be coded as absent from school.

Exam Exemption Policy

Students are **not** exempt from End-of-Course or CTE exams. A student may be exempt from a teacher made exam if:

1. The student has an "A" average in the course and has no more than three (3) unexcused absences.
2. The student has a "B" average in the course and has no more than two (2) unexcused absences.
3. The student has a "C" average in the course and has no more than one (1) unexcused absence.

*Students who are in the 11th and 12th grades are allowed one college visit per year and it will be coded as an Educational Opportunity (1G). Students who are taking a CCP course, who must miss class(es) to take an exam for that course, will be coded as an Educational Opportunity (1G). Absences coded as 1G are not to be held against the student in regard to the exam exemption.

** Any student has the option to take any exam from which the student is exempt.

***Days of ISS-do count the student present; however, the student is not eligible for exam

exemption (this is on a per period basis if the student does not serve all day in ISS).

****Days of OSS count the student absent (excused) and the student is not eligible for exam exemption.

*******5th tardy per period results in loss of exam exemption**

Athletic Requirements

ALL student athletes are required to meet the following eligibility requirements:

1. Pass 70% of courses in the preceding semester in order to be eligible for any sport.
2. Be in attendance at least 85% of the preceding semester.
3. Sign consent form for Random Drug Test.
4. Be a full-time student in Burke County Public Schools or dually enrolled in Burke County Public Schools at least half-time.
5. Students must be registered for at least 3 credit classes per semester to participate in athletics.

NCAA requirements for students interested in athletics on the college level

Academic-Eligibility Requirements (<http://www.ncaa.org/student-athletes/future/eligibility-center>)

Division I

If you want to participate in athletics or receive an athletics scholarship, you must:

- Graduate from high school;
- Complete these 16 core courses:
 - 4 years of English
 - 3 years of math (Algebra I/Math I or higher)
 - 2 years of natural or physical science (including one year of lab science if offered by your high school)
 - 1 extra year of English, math, or natural or physical science
 - 2 years of social science
 - 4 years of extra core courses (from any category above, or foreign language, non-doctrinal religion or philosophy);
- 10 core courses completed before the 7th semester
- Earn a minimum required grade-point average in your core courses; and
- Earn a combined SAT or ACT sum score that matches your core-course grade-point average and test score sliding scale (for example, a 2.400 core-course grade-point average needs an 860 SAT or 71 ACT sum score).

Requirement to graduate with your high school class (with cohort)

You must complete the 16 core-course requirement in eight semesters, which begins when you initially started high school with your ninth-grade class.

Division II

If you enroll in a Division II college, and want to participate in athletics or receive an athletics scholarship during your first year, you must:

- Graduate from high school;
- Complete these 16 core courses:
 - 3 years of English
 - 2 years of math (Algebra I/Math I or higher)
 - 2 years of natural or physical science (including one year of lab science if offered by your high school)
 - 3 additional years of English, math, or natural or physical science

- 2 years of social science
- 4 years of additional core courses (from any category above, or foreign language, non-doctrinal religion or philosophy); • Earn a 2.200 grade-point average or better in your core courses; and
- Earn a combined SAT or ACT sum score that matches your core-course grade-point average and test score sliding scale.

Division III

Division III schools only offer academic scholarships.

Burke Middle College Lounge

The lounge is a designated area for BMC Students. We have provided nice furniture and a space for students to sit and relax or study during the school day. It is your responsibility to keep the area free of litter/trash, etc. Students leaving trash and defacing school property will receive consequences as outlined in the Student Code of Conduct.

Clubs and Activities

Students enrolled in Burke Middle College will be eligible to return to their previous high school to participate in clubs, athletics, or activities originated by those schools. (BCPS Policy #4160) Students are also eligible to participate in clubs or activities sponsored by Western Piedmont Community College and Burke Middle College as long as the student meets the appropriate guidelines established by that particular club or group. Please visit www.wpcc.edu for a complete list of clubs and organizations.

Computer and Computer Resource Use **Policy #3220 and #3225**

Computers and computer resources are for educational use. All students or parents must opt out of technology use in order to not participate in the use of technology during the school year, per Burke County Public Schools Acceptable Use Policy. Students must be familiar with and follow the Burke County Public Schools Acceptable Use Policy. Students will be assigned a user name and a password, which each student must set. Students must use their own username and password to login to WPCC computers. Passwords are to be kept private. Do not share your password with others.

Unacceptable use of computer resources may result in, but not limited to, loss of use of computers and computer resources. Examples of unacceptable uses are:

1. Accessing inappropriate websites. (i.e. accessing pornographic sites)
2. Using computers and computer resources for non-educational activities* (i.e. chat rooms, email, printing, digital imaging)
3. Logging in as anyone other than yourself.

*Non-educational activities are those activities not teacher assigned and/or led.

Consequences: Inappropriate or unethical use or failure to adhere to the guidelines may include but are not limited to limitation or cancellation of user privileges, possible disciplinary action, and/or appropriate legal action.

Facilities, Buildings, and Grounds

We are guests on the campus of WPCC, and it is a privilege for BMC to be able to offer courses on campus. The pride that you have in this campus can be shown in your care for the facilities and buildings. Care of the facilities and grounds is the responsibility of you and school personnel. Defacing and damage to school/college property is not only a violation of school rules but also a violation of Public Law of North Carolina. Any student who willfully damages school/college property will be dealt with accordingly.

Health Service

Parents will be contacted if any injury occurs during the school day. Responsibility becomes that of the parent after contact is made. In all cases of injury, a report will be filed with the principal by the teacher in charge of the injured student. Students who become ill during the high school timeframe will not be sent home unless a parent authorizes release. After parental authorization, the student will check out in the BMC Office Area.

In cases of a blood exchange among students there will be an incident report filed, all parties involved will be cleaned according to the Bloodborne Pathogens guidelines, and parents/guardians will be notified.

Lost and Found

All articles found in or near the school will be turned in at the office area in Hildebrand Hall. Articles unclaimed at the end of each semester will be given to a local charity.

Lunch

Lunch for Burke Middle College teachers and students is considered to be "on your own". Lunches can be ordered from BCPS by turning in meal orders each month to the BMC office. The campus provides a canteen located on the bottom floor of Phifer where students can purchase items or students can also bring a bag lunch to the campus that they can eat during a break between classes.

Students may also leave campus for lunch if time permits. Returning from lunch and being tardy to class is not permitted and will be dealt with according to the tardy policy. Snacks, drinks, or lunch may be eaten in high school classes as needed.

Messages and Deliveries for Students

School staff will only take messages for students that can be delivered at the end of the day and will not be responsible for failure of students to get said messages. No student will be pulled from class and no class will be interrupted in order to deliver a message without administrative approval. Parents may bring school-related items (school work, books, projects, athletic equipment, clothing, etc) to school for their children in rare situations but this should not become a common occurrence.

Announcements and Information

Student announcements will be shared during each High School class period by the teacher. The office area will email students or use Remind to relay messages. Information may also be posted to the BCPS or BMC website, the BMC Facebook and Instagram pages or by the school call out system.

Emergency Check-Out

In order to check-out a student in case of an emergency, the parent/guardian must call the Burke Middle College Office to authorize the release of the student. If the student is attending a college course during the time of the call, office personnel will locate and inform the student of release.

Parent and School Personnel Conferences

Due to the wide variety of teaching schedules, parents wishing to have a conference with a teacher must contact the teacher or leave a message with the student's counselor to arrange a conference.

Student Cell Phones, etc...

Cell phone usage by students is permitted outside of the classroom or instructional time frame in high school and college courses. Students are to silence and/or turn off and store these devices during instructional time or exams. Teachers may ask students to use the cell phone on occasion for instructional purposes. However, failure to comply with the teacher's instructions may result in confiscation of these devices by the school administration. This includes phone calls, texting, messaging, videoing, accessing or posting to social media, and/or photographing during the instructional time. **CELL PHONE and other ELECTRONIC DEVICE(including but not limited to**

Inclement Weather

In the event that Burke County Public Schools is closed or dismissed due to weather conditions, the students of BMC will not attend high school classes. However, if at the same time college courses are meeting, the students of BMC will be required to attend those college classes. To find out if WPCC has canceled class, students will need to call: 438-6000 Or check the WPCC website at

www.wpcc.edu

The principal will send out an automated call and Remind messages alerting students of any schedule changes due to inclement weather.

1. Scenario 1: BMC has a 2-hour delay, WPCC is on a regular schedule

- Obviously, attend all of your WPCC classes on a regular schedule.
- BMC classes that begin and end before 10:00 are canceled.
- BMC classes that are in session at 10:00 will begin at 10:00 and end at the regular time.
- BMC classes that begin after 10:00 will be on a regular schedule.

2. Scenario 2: BMC has a 3-hour delay, WPCC opens at 10:00

- Any WPCC classes that begin before 10:00 and end before 10:00 are canceled.
- Any WPCC class that is in session at 10:00 will begin at 10:00 and end at the regular time.
- Any WPCC class that begins at or after 10:00 will be on a regular schedule.
- ALWAYS check your email for specific instructions from instructors.
- BMC classes that begin and end before 11:00 are canceled.
- BMC classes that are in session at 11:00 will begin at 11:00 and end at the regular time.
- BMC classes that begin after 11:00 will be on a regular schedule.

3. Scenario 3: BMC/BCPS has a teacher workday or cancellation due to weather, WPCC is on a regular schedule or delayed

- All WPCC classes follow the instructions in the scenarios above
- BMC in-person classes are canceled. Check your email and Canvas for attendance quizzes and assignments..

Scenario 4:

BCPS delay and WPCC delay

Example 1: One hour delay= 9:00

Example 2: Two hour delay= 10:00

Example 3: Three hour delay= 11:00

- WPCC may choose to hold afternoon only courses.

- This means that wherever you would normally be sitting at that time is where you go. **WE DO NOT HAVE ADJUSTED SCHEDULE TIMES HERE! WE ALSO DO NOT DO COLLEGE CLASS MAKE-UPS!**
- If you miss a college class due to weather closing or delay, your teacher will give you an extra assignment in class or via MOODLE to make-up the time that you have to complete in order to earn attendance for that missed course!
- We will have to make-up high school classes if missed, but those will happen on assigned workdays or vacation days as needed per BCPS.

Scenario 5: Early Dismissal

- If BCPS closes early, then all high school courses are canceled. However, if WPCC does not close early, you are responsible for attending your college courses. If WPCC does close early, then any class you are in or will attend at the time of closing is canceled. Again, you will have make-up assignments for attendance as there are no make-up days for college courses.

Contact Information:

- BCPS and WPCC normally post any closings or delays on major news channels such as WBTV, WSOC,

WCNC, etc.

- BMC will also send out a REMIND to students via the app and BMC Facebook page.

WPCC also will make announcements via Radio WMNC FM 92.1 or through their college messaging service you should already have signed up for.

- Students can also check the WPCC webpage: <http://www.wpcc.edu/weather/> or call (828) 438-6000

Discrimination, Harassment, and Bullying

Students shall not bully or intimidate other students. Bullying is defined as: purposeful, repetitive actions by an individual with the intent to inflict physical and/or emotional harm. These actions can be direct bullying such as but not limited to hitting, punching, shoving, kicking, etc. or indirect bullying such as but not limited to verbal threats, embarrassing comments videos or pictures, ranking, isolating, ignoring or cyber-bullying such as but not limited to published email, text, and web page hurtful, degrading, or embarrassing comments, pictures, or videos, etc. (Burke County Policy 4021 – Prohibition Against Discrimination, Harassment and Bullying and 4015 – Discrimination, Harassment, and Bullying Complaint Procedures).

- A. First Offense: Up to five (5) days out-of-school suspension and conference with parent/guardian. Cases of severe harassment and /or bullying may be subject to a long term suspension or expulsion.
- B. Second Offense: Up to ten (10) days out-of-school suspension and conference with parent/guardian. Cases of severe harassment and /or bullying may be subject to a long term suspension or expulsion.
- C. Third Offense: Ten (10) days out-of-school suspension and cases of severe harassment and /or bullying may be subject to a long term suspension or expulsion.

WPCC Student Code of Conduct **Burke Middle College** **Student Code of Conduct**

The Administration, Faculty, and Staff of Burke Middle College and Western Piedmont Community College believe that self-discipline is an integral part of all students' education. Students are expected to maintain the standards of conduct appropriate for this level of instruction. Burke Middle College provides students with the unique opportunity to complete high school and college courses concurrently during their junior and senior years. In addition to the unique curriculum offerings, the uniqueness of the location of the school at Western Piedmont Community College lends itself to a combination of student rules and procedures. In those rare instances when individuals interfere with the rights of others educational rights, BMC and WPCC will maintain order. To that end, the following conduct is prohibited:

1. Intentionally causing physical harm or severe emotional distress to any member of the campus community;
2. Theft or malicious damage to BMC or WPCC property or to the personal property of a student or employee;
3. Possession or use of an unauthorized firearm, other dangerous weapon or explosive device;
4. Possession, use or distribution of any unauthorized drug, alcoholic beverage or other controlled substance (as defined by the *North Carolina General Statutes*) while on college/school grounds or when participating in any college/school activity (Medical prescriptions are not a violation of this rule; however, students are accountable for their behavior while under the influence of a prescribed medicine);

5. Falsifying information including that on official college/school records;
6. Dress that does not conform to published standards in specified program areas (e.g. vocational shop, health science lab/clinical areas) or any dress that disrupts the educational environment;
7. Failure to comply with the Western Piedmont Community College Communicable Disease Policy as published in the College Policy Manual, Section 4.15-16;
8. Academic dishonesty which includes, but is not limited to, plagiarism, cheating or collaborating on a test, or submitting the academic work of another as one's own;
9. Disruption of any process of the college/school by force, noise, coercion, threat, passive resistance or any other conduct that could impede normal college/school operations;
10. Failure to comply with the instructions of a college/school official acting in accordance with the performance of his/her duties;
11. Violation of a local, state, or federal ordinance or law;
12. Lewd or indecent conduct including offensive and vulgar language;
13. Mental or physical abuse of any person, including verbal or inconsiderate behavior which threatens or endangers health or safety;
14. Violation of the college's/school's Sexual Harassment Policy;
15. Unauthorized occupation or seizure, in any manner, of college/school property or any portion thereof;
16. Tampering with fire and/or safety equipment;
17. Gambling;
18. Smoking and/or using other tobacco products in college/school buildings or vehicles;
19. Violation of college/school regulations regarding the operation and parking of motor vehicles;
20. Violation of the terms of an imposed disciplinary probation or any college/school regulation during the period of probation;
21. Fiscal irresponsibility such as failure to pay college/school-levied fines, to repay college-sponsored loans, or to issue a worthless check to college/school officials;
22. The submission of substantial portions of the same academic work (including oral reports) for credit more than once without prior authorization;
23. Committing an act of academic dishonesty or intentionally helping or attempting to help another to commit an act of academic dishonesty;
24. Violation of the College/School Computer and Internet Use Policy;

25. Unauthorized use of electronic communication and equipment such as cell phones in college/school classrooms, labs, test taking situations and assemblies. These devices are to be silenced or turned off during instructional time. (The only exception to this policy will be for on-call emergency personnel, i.e. EMS, police and firemen who are required to notify their instructor of their need for such devices at the beginning of the term and to provide documentation verifying their occupation.); and
26. Disruption of peace and order by playing loud music while on campus with electronic devices or in motor vehicles.
27. Being in an unauthorized area on the college/school grounds;
28. Participating in gang activity that disrupts the normal college/school environment.

Student Dress Code

Students are expected to dress in an appropriate manner, per Burke County Public School Student Code of Conduct. Students who are dressed inappropriately will be required to change the clothing in question and/or face disciplinary consequences.

Inappropriate Appearance or Clothing

Headgear, Headwear, or Headdress

Headgear, headwear, or headdress is defined as an element of clothing that is worn on one's head that serves as a variety of purposes such as: Military, medical, religious, social, fashion, and protection.

Inappropriate Appearance of Clothing

Appearance or clothing which is disruptive, provocative, indecent, vulgar, obscene, or which advertises illegal drugs or displays obnoxious or indecent signs, symbols or drawings, or which endangers the health or safety of the student or others is prohibited. Articles of clothing, which are offensive to race, creed, color, or sex will not be permitted if such clothing creates a disruption or it is foreseeable that it will create a disruption.

Each classroom teacher has the discretion to allow or not allow approved headgear, headwear, or headdress to be worn inside his or her classroom.

School Administration will make any final determination at their respective site regarding headgear, headwear, or headdress as defined as an element of clothing.

Dress which is considered inappropriate (This is not an all-inclusive list and pertains to the regular school environment):

- halter tops
- tank tops and shirts altered to resemble tank tops (Unacceptable Tank Top: T-shirt with narrow straps and large arm holes)
- bare midriff tops

- bare-back tops
- shorts, skirts, and dresses should not be shorter than mid-thigh
- slashed or cut-up clothing
- sagging pants
- underwear worn as outerwear
- clothing with alcohol, tobacco, or controlled substance advertisement or reference
- clothing displaying vulgar writing or symbols, sexual reference, or racial comments
- exposed undergarments
- see-through clothing
- biker tights worn as outerwear
- various modes of dress that would fall under the “disruptive behavior” category
- dark glasses worn within a building
- lack of appropriate foot covering
- chains or jewelry that hang from wallets, studded collars and bracelets which may be used as a weapon, cause injury, or hinder movement
- any other disruptive clothing or attire

a. First Offense: Up to two (2) days in-school suspension.

b. Second Offense: Up to five (5) days in-school suspension. Special circumstances may warrant up to 2 days out-of-school suspension.

c. Third & Subsequent Offense(s): Up to three (3) days out-of-school suspension.

[The BURKE COUNTY STUDENT CODE OF CONDUCT](#)—Policy 4300R (Can be found on the Burke County webpage by clicking MENU, BOARD OF EDUCATION, then clicking Board Policies. Please select the 4000 Students tab on left then scrolling down to 4300 R.

WPCC Expectations

In accordance with NC community college policy and long-held tradition of academic freedom, college instructors have absolute control over their classroom rules, their procedures, their teaching methods, and their grading. Also, please note that college instructors are neither obligated nor expected to initiate communication with parents; students are enrolled with the expectation that they carry the same personal responsibility for their actions, learning, and their ultimate class success as the adult students who take college classes. At this level, students are encouraged to begin advocating for themselves and seeking information, assistance, and clarification without being prompted. If a parent has concerns about a college course, they should contact the BMC school counselor to seek assistance.

1. A student violating any local, State or Federal ordinance or law will be reported to the appropriate law enforcement agency.
2. A student disrupting a class, after the instructor/teacher has explained the unacceptability of such conduct, will be told to leave the class. The instructor/teacher will notify the Principal, Dean of Student Services and the Vice President for Academic Affairs.
3. Complaints, or other indications that a student has violated the Code of Conduct, will be

reported to and investigated by the Principal and Dean of Student Services to determine if the charges are significant. If significant, the Principal or Dean may, after appropriate administrative consultation, counsel the student and issue a written warning to that student or impose measures that restrict a student's access to activities, or in extreme cases, to the college/school. Campus Security should be contacted about disruptive behavior occurring in public areas on campus, e.g. hallways, lounges, cafeteria, etc.

4. Students of Burke Middle College are subject to random searches of personal property brought onto campus or personal vehicles parked on campus by the Principal, if there is a suspension of inappropriate items on campus.
5. Students will be accorded due process in all disciplinary proceedings.

This policy pertains to all students in the Burke Middle College Program while they are on the campus of any school in the Burke County School System and Western Piedmont Community College. Students are also subject to this policy; while they are participating in any activity sponsored by the school, while they are representing BCPS in any way or while students are off campus if the incident is initiated at school or if the incident could substantially disrupt the school environment. In circumstances where student behavior indicates that the student's continued presence in the school constitutes a clear threat to the safety of employees, or other students, a student may be suspended or expelled regardless of where the acts or conduct occur. It is expected that any subsequent infraction will build upon disciplinary actions of previous infractions. In any case where Out-Of-School Suspension is utilized, a parental conference with the principal and/or teacher is required before re-entry into school. Parents will be contacted through phone calls, letters, or personal visits concerning rule violations. All rule infractions will be retained in the Burke County Uniform Disciplinary Database.

PROM

Eligibility Requirements

- Students must be in 11th or 12th grade in order to attend the prom. Students may invite one student from other schools as "guests". Guests must enter prom with the BMC student who purchased their ticket.
- Guests may not be older than 20 years old.
- Guests who are not BMC students must be approved by the administration one week before tickets go on sale. A deadline date will be posted and announced. The approval forms will be located at the front desk. Students must be present on the day before the prom.
- Students who wish to attend prom must not have any instances of OSS. Loss of prom privileges can be regained with an appeal letter to the principal. Any OSS that is drug related cannot be appealed.
- Any instance of OSS after purchase of prom ticket will result in loss of tickets with no refund.
- All fees must be paid prior to ticket sales in order to attend prom.

Cost

- The current cost of prom is \$45.00 for early tickets and \$55 for tickets purchased after the specified date. Please remember that the price is subject to change. NO Refunds.
- Guests must present their photo ID at the registration table in order to enter the prom. If a guest does not have a photo ID, he/she may not enter.
- Students MAY NOT buy prom tickets after the designated time has passed.

Prom Behavior Expectations

- Both ladies and gentlemen are expected to wear appropriate clothing at all times.
- Clothing cannot reveal the midriff or inappropriate areas.
- Clothing deemed inappropriate by administration will result in dismissal from the prom.
- The Student Code of Conduct will be followed at all times.
- BMC retains the rights of removal from the event in case of inappropriate behavior including but not limited to:
 - No ID upon entering
 - Suspicion, possession or use of any drugs, tobacco, or alcohol
 - Weapons
 - Revealing clothing
 - Hostile or disruptive behavior
 - Acting in a way that would be harmful to other

Student Registration Fees

Western Piedmont Community College will require a student registration fee which covers usage of college facilities, a school identification badge, parking, technology services, and possibly an extra fee for certain courses. Burke Middle College also requires a student activity fee payable at the beginning of the school year.

Burke Middle College Fees

Burke Middle College requires minimal fees for the school year to cover student expenses.

Junior Student Fees:

\$10.00= BMC activity fee

\$25= BCPS Device Fee if using BCPS device

Total= \$10.00-\$35.00

Senior Student Fees:

\$10.00= BMC activity fee

\$25= BCPS Device Fee if using BCPS device

\$30.00= Graduation fee

Total= \$40.00-\$65.00

Textbook and Textbook Fees

The students of BMC will be supplied with the appropriate textbooks for all high school courses that will be required to complete their high school academic core. BMC has established a college textbook lending library for the textbooks for the general education courses that most BMC students will be completing. BMC requires a \$10.00 rental fee for each book, per term, that a student borrows from this library. Students will have to cover the costs of any college textbooks not provided by BMC that are required in their courses. Courses may also require the purchase of codes which are the financial responsibility of the student.

WPCC Fees

Accident Insurance

Activity Fee (\$3/credit hour with maximum of \$35)

Books and Supplies (cost varies according to the program of study and number of courses taken)

Campus Access Fee (\$25/semester)

Technology Fee (\$4/credit hour with maximum of \$48)

[Day One Access](#) (beginning Fall 2026: Faculty select the course materials they want to use and submit it through the online bookstore website. Akademos then sources the materials in physical and digital formats.

Students are automatically enrolled in the program with the option to opt out. Once registered for the upcoming term, materials are compiled with physical textbooks mailed to campus while digital course material access information is emailed.

You can then pick up and access materials on the first day of class without having to place individual orders or pay out of pocket.

The cost is included in tuition and calculated on a flat fee per student per credit hour (\$28/credit hour) regardless of how much each individual textbook costs.

If you want to opt out of the program, you can do so through the website. Opt out due dates will be posted and communicated each term.

Student Drop-Off Locations

Students who are transported to school can be dropped off at one of two places: the circular drive in front of Moore Hall and Patton Hall (at the flagpole) or in front of the LRC building. WPCC asks that people do not drop off students in the 15 minute parking lot, or the loading zones located around campus.

Student Driving and Vehicle Parking

Burke Middle College students will be required to park in the student parking areas surrounding the campus. These parking areas are labeled as Parking Lot 1, Parking Lot 2, Parking Lot 3, and Parking Lot 4. Upon entering the campus of WPCC, students will take the 1st road to the right and follow the road to the designated parking areas. Student parking on WPCC campus does not require a parking sticker. However, students are required to park in designated parking spaces. Any vehicle that is illegally parked is subject to towing or other disciplinary action.