BCHS Stakeholder Expectations
ADMINISTRATIVE STAFF

We, the Administrative Staff members, will serve as a catalyst for providing the highest quality of education possible for our students by:

- Maintaining a clear school mission in cooperation with our stakeholders,
- Developing, coordinating, and maintaining positive relationships among staff members,
- Providing instructional support and guidance, as necessary,
- Setting the tone for and modeling high expectations,
- Providing a safe and orderly environment,
- Providing resources necessary to maintain efficiency in technological advances,
- Maintaining a website that illustrates many components of BCHS,
- Devising a duty schedule that enhances school safety and positive behavior that fosters staff-student rapport through interaction,
- Providing positive reinforcement,
- Maintaining the opportunity for all to learn,
- Monitoring and evaluating the progress of students and staff members,
- Providing feedback at established times or whenever necessary,
- Establishing and maintaining good home/school relations,
- Keeping parents and community members aware of school happenings,
- Making changes or adjustments whenever necessary,
- Involving staff members in decision making,
- Promoting professional growth,
- Providing staff members with Beaufort County’s Academics Standards,
- Obtaining and using resources to improve student learning,
- Keeping staff members well versed of new developments or changes in their specialized fields,
- Removing barriers that take away pride in staff workmanship, and
- Maintaining accessibility to students, staff members, and parents.
INSTRUCTIONAL STAFF

You are the individuals who will assume the most challenging responsibility, the responsibility of motivating our students to attain world-class outcomes. To answer this challenge, you are expected to:

- Share our school-wide vision,
- Be the instructional leader of the classroom,
- Disallow any compromising of the students’ opportunities to learn due to classroom disruptions,
- Establish genuine rapport with students, fostering an atmosphere of being "approachable" or compassionate in the eyes of students,
- Maintain professionalism in daily activities (including dress),
- Arrive to work on time (Please notify the appropriate school personnel if emergencies preclude your getting to work on time) - arrival: 7:15 a.m.; departure: 3:00 p.m.,
- Prepare yourselves for all lessons,
- Incorporate fun, excitement, and creativity in pedagogy,
- Utilizing Rubicon to weekly lesson plans and have them available by the beginning of the first day of each week,
- Have emergency lesson plans on file with the API, other than the 9th grade transition team who will turn them in to Mr. Sanchez (The plans are to cover five days of school work with each day's work on separate sheets. The plans must be turned in prior to the end of the 6th week of the 1st nine week period, with at least one plan turned in per week, beginning with the end of the 2nd week),
- Plan with team members during weekly TAP Cluster Meetings
- Incorporate technology into the class work, making certain to adhere to the Acceptable Use Policy,
- Complete long range plans following the District Rubicon Curriculum Mapping prior to the mailing of the first nine weeks' progress report,
- Incorporate activities/assignments relevant to multiculturalism into long-range plans,
- Make provisions for different learning styles and ability levels of students,
- Use test results (standardized and course-related) for adjustments in instruction and grouping of students,
- Participate in staff development opportunities,
- Attend all team, departmental, faculty, and in-service meetings,
- Assume duty schedule responsibilities,
- Maintain efficient textbook records,
- Maintain a classroom environment that is conducive to learning,
- Request supplies, equipment (non-media), and materials through department chairperson,
- Enforce all school and district policies for students and adhere to all school and district policies for staff member,
- Have classroom behavior management plan for students and refer students who do not conform to classroom or school rules, as necessary (Referrals are to only have information relevant to student actions. The referrals should not include another student or teacher’s name, and should be written professionally.),
- Stand at classroom door during class change,
Instructional Staff (cont’d)

- Be consistent and sure when writing referrals (You will get absolute support from the administration, but write student referrals for what you saw and not what you think or what some other student told you. However, you should investigate or refer information related to inappropriate behavior to the appropriate personnel.),
- Review the Code of Conduct Handbook with 1st period students on the first day of school and require students to take handbook home with them to get parent signatures on the appropriate page,
- Keep a log of parental contacts (to include evidence of contacts for grades below a “77” at the interim of a grading period),
- Contact the parent(s) of each student who you teach at least once per nine-week period, (parents need to know what’s going on with their children, good or bad. Also, you will not to be able to defend not contacting parents of students who receive a “D” or an “F” for the quarter.),
- Refer any student to the appropriate counselor if you sense that he or she is experiencing depression, a sudden change of work habits, or trauma of any type,
- Use rationality when students request to use the restroom (Let’s make certain that we do not contribute to any embarrassing moment.),
- Maintain efficient student records, utilizing available technology and keeping hard copies, and
- Perform other duties as instructed by principal or his designees.
DEPARTMENTS

- Devise and submit articles for a newsletter to communicate with parents, cluster Board members, and cluster churches at least once per nine week period (sent to Ms. Grooms for publication)
- Be responsible for one staff development or assembly (with special approval) during the school year. (Staff developments will be assigned by random drawings, but Departments that request and receive approval will present an assembly in lieu of the staff development)
- Sign students up for club/organization memberships
OFFICE/PARAPROFESSIONAL STAFF

As a valuable member of our total school program, you are expected to uphold the image of being a staff member experiencing his/her “Moment in Time” by:

- Adopting the motto, “Ask me and I will graciously answer or assist you in getting the answer.”
- Demonstrating courtesy as you encounter students, co-workers, other staff members, parents, and other community members or guests (Any Dolphin who cannot demonstrate courtesy will cease to be a Dolphin),
- Demonstrating pride in your work,
- Demonstrating literacy in the use of technology,
- Participating in any staff meeting or in-service for which you are required to attend,
- Empowering yourself to make suggestions that would enhance the image or work environment at Battery Creek High School to the principal or any member of the administrative staff, and
- Performing other duties as instructed by the Principal.
CAMPUS MONITORS

As a valuable member of our total school program, you are expected to emulate “Dolphin Pride” by:

☐ Being professional at all times,
☐ Arriving to work on time and not leaving before the appropriate departure time,
☐ Dressing professionally,
☐ Supervising assisted area(s) at all times (Mobility must be continuous and consistent, but it is extremely important that you remain in your assigned area(s)),
☐ Being aware of all visitors (Approval may or may not have been given.),
☐ Making certain that all welcomed visitors have an approved visitor’s pass, a pass initialed or signed by an administrator,
☐ Encouraging students to get to class on time and not to stand around in hallways, especially during the change of classes,
☐ Encouraging students to take their food trays and leftovers to the appropriate locations after eating breakfast and/or lunch,
☐ Establishing a communication chain for making each other aware of the destination of students (especially a student who has been dismissed from class for any reason) or visitors,
☐ Using poise and patience when performing duties,
☐ Maintaining a positive attitude and demonstrating pride in your work.
☐ Demonstrating courtesy as you encounter students, coworkers, other staff members, parent, and other community members or guests,
☐ Not using verbal or physical aggression when confronted by disrespectful students or adults, (Force to restrain a student or adult may only be used to prevent a student or adult from causing harm to another student, adult or himself/herself),
☐ Understanding that school officials or the School Resource Officer (SRO) must contact searches and seizures unless you have been given permission,
☐ Referring suspicious situations or potentially dangerous matters to administrators (Extremely dangerous situations may also be referred to the SRO, but must also be referred to administrators.),
☐ Demonstrating literary proficiency when writing referrals,
☐ Referring students to the appropriate assistant principal,
☐ Participating in any staff meeting or in-service activities that you are required to attend or which will benefit you,
☐ Empowering yourself to make suggestions that would enhance the image or work environment at Battery Creek High School to the principal or any assistant principal,
☐ Assisting with evacuations of any nature,
☐ Making periodic checks of restrooms and stairwells in assigned area, and
☐ Performing other duties as instructed by the principal or his designee(s).
SUBSTITUTE TEACHERS

As a substitute teacher, you are a valued individual, and you will assume many of the responsibilities of the classroom teacher whom you are "pinch-hitting" for. Similarly, you may encounter challenges. To enhance your success, you are expected to:

- Maintain professionalism throughout your daily activities (including dress),
- Establish genuine rapport with your students,
- Maintain high expectations for student behavior and engagement,
- Report to work by 7:15 a.m. and be in your assigned area by 7:25 a.m. (sign in with Ms. Byas, or Mrs. Myers in Ms. Byas' absence),
- Execute the plans prepared by the absent teacher,
- Notify Ms. Byas or an administrator (preferably, Ms. Smith) if no plans are available,
- Contact Ms. Byas or Mrs. Myers at 322-5500 if you encounter problems that preclude you getting to work on time,
- Assume the duty responsibilities of the absent teacher,
- Stand at your classroom door during the change of classes,
- Maintain efficient records and take attendance each period,
- Supervise students at all times (never leave students unattended),
- Utilize hall passes only for emergencies,
- Contact an administrator (using numbers on your in-house data sheet) if a problem is encountered in your classroom, or a hall monitor if an administrator cannot be reached (Dial the main office number, 2-5500, if no administrator or hall monitor can be reached.),
- Remain on campus throughout the school day (departure time for substitutes is 2:35 p.m.), or get permission only from an administrator for emergency departure needs,
- Sign out at the end of the school day (Ms. Byas will maintain appropriate sheets.), and
- Be a team player willing to perform other duties as instructed by the principal or his designees.
STUDENTS

Our purpose for being here is to educate you, the most cherished individuals of our school. Battery Creek High is your school, a facility in which you will experience your “Moment in Time.” We have high expectations for you and know that you will put forth your best efforts to reach personal goals. These goals will make your teachers, other staff members, your parents, and your community members very proud. Whatever the goal(s) may be, we are here for you, and we will make every effort to ensure that you get the best quality of education possible.

The faculty and staff members of Battery Creek High School will be accessible to you and maintain a safe and orderly environment for your education. Nevertheless, it is very important that you assume some personal responsibilities. You are expected to:

- Represent Battery Creek High School with a lot of pride and class (Your appearance, comments, and actions are reflections of our school’s image),
- Adhere to the rules and regulations of the Beaufort County Board of Education as stated in the Beaufort County Code of Conduct Handbook,
- Adhere to the rules and regulations set forth by the administrative staff and teachers of BCHS
- Come to school daily dressed in compliance with the Beaufort County School Board of Education Dress Code
- Come to school prepared to work, bringing necessary supplies and materials, (Put forth your best efforts to reach your maximum potential),
- Respect all students’ rights to an uninterrupted education,
- Offer moral support to your peers when the need arises,
- Always respect your teachers and other adult staff members of our school,
- Maintain cleanliness around the school (lunchroom, restrooms, hallways, and outdoor areas), and
- Leave BCHS with a positive attitude and good citizenship.
PARENTS

As a parent of one or more of our students, we invite you to assist us in educating your child(ren) and achieving world class outcomes. Our instructors will put forth their best efforts to maximize the quality of education our students receive. Nevertheless, we need your assistance in strengthening the quality of your child(ren)’s education. To ensure optimal outcomes, we ask that you:

- Send your child(ren) to school with encouragement daily,
- Talk to your child(ren) about school activities daily,
- Monitor and discuss homework assignments,
- Assist your child(ren) with assignments whenever appropriate and possible,
- Encourage your child(ren) to improve when there is lack of progress,
- Participate in parent conferences
- Stay well versed of your child(ren)’s progress,
- At all times, feel free to come in and visit our school (We simply ask that you report to the main office to obtain a visitor’s pass.),
- Volunteer to serve on various PTSO committees,
- Attend PTSO and School Improvement Council (SIC) meetings,
- Volunteer to assist the staff at Battery Creek High School with many functions/activities (including tutoring or mentoring),
- Remind your child(ren) to show respect for adults as well as other students,
- Let us know if your child is ill or experiencing depression or some type of trauma,
- Make certain that all requested/required paperwork is completed and sent back to the school in a timely manner,
- Feel free to contact the principal or instructional leaders whenever you have a question or concern about any component of our educational program, and
- Remember that our school is here for you as well as your child(ren). We must have your support and assistance to achieve positive outcomes.
COMMUNITY MEMBER STAKEHOLDERS

As stakeholders of Battery Creek High School, you have a vested interest in our students. You, like the staff members, want no less than a world-class education for our students. To achieve world-class status, many must pool their efforts. We, the staff members of Battery Creek High School, ask that you:

- Assist us in establishing mentoring or tutoring programs throughout the community,
- Volunteer time in our school, assisting in requested capacities,
- Assist us in fostering community pride, support and involvement in school activities,
- Encourage our students to participate in community activities and/or participate in service opportunities,
- Offer assistance in the use of technology, wherever and whenever possible,
- Encourage members of the community to take advantage of our open door service for instruction in the use (or use for those with experience) of technology,
- Assist us in establishing a good working relationship with the local media by providing positive, professional, and honest comments,
- Attend civic organizations and club meetings to positively discuss our school, and
- Support all of our academic and athletic programs.