

Brown Middle School Student Handbook



Important Information for 2018-19 School Year

Brown Middle School Handbook 2018-19

Mission and Vision Statement

The *mission* of Brown Middle School is to create and maintain a comfortable, caring, and orderly environment in which all students have equal opportunities to reach their highest potential academically, physically, emotionally, creatively, and socially. Our *vision* is that “high expectations for all” leads to active and engaged learners. The staff at Brown Middle School is dedicated to achieving this vision by providing current and challenging instructional practices geared toward a variety of learning styles and through their leadership and role-modeling on a daily basis.

To The Student

This handbook contains important rules and regulations pertaining to Brown Middle and other Hamilton County Schools. You and your parents should carefully read this information and sign the student/parent acknowledgement on the last page of the handbook. This signed sheet will then need to be returned to your 1st period teacher by the end of the first week of school. We encourage you to become familiar with the contents of this handbook and keep it with you for reference throughout the school year. You will be held accountable for all rules and regulations listed within this book.

Grading Policy

While it is expected that parents monitor Power School all year, report cards will be sent home at the end of each quarter (every 9 weeks) and progress reports will be sent home once per quarter. Parents may access computers at Brown Middle School to check Power School at any time. Conferences may be set up by contacting your child’s team leader. If you need PowerSchool login information contact the school counselor.

Numerical grades will be used to report progress:

A 93 – 100 **B** 85 – 92 **C** 75– 84
D 70 – 74 **F** 69 and below

To determine quarterly grades, the following formula is used:

- Homework/Classwork – 50% of final grade
- Tests/Quizzes/Projects – 50% of final grade

Make-Up Work

Excused absences (those meeting Board requirements) will entitle students to make-up work missed for full credit. Unexcused absences may result in reduced credit for completed make-up work. Make-up assignments will be provided at the teacher’s convenience. Students shall have five (5) school days to complete these assignments. Request for make-up work is the responsibility of the student. Without prior administrative approval, make up work will **not** be accepted after five days.

Promotion and Retention Guidelines

1. Promotion to the next grade level requires that a student pass Math and Language Arts for the year.
2. For promotion to the next grade level, students must pass three academic subjects and these must include *both* Math and Language Arts. If either Math or Language Arts alone or any two combined academics are failed, the student must repeat the grade or attend summer school.
3. A minimum yearly average of 70% must be obtained to successfully pass.

Recognizing Academic Achievement

Recognition of outstanding student performance is an ongoing process at Brown Middle School. Students are recognized for their achievement through the Honor and Star Roll. Students earning A’s and B’s and no U’s in conduct, in all subjects, will be named to the **Honor Roll**. Students earning all A’s and no U’s in conduct will be named to the **Star Roll**. Qualifying students also have the opportunity to become members of the BMS BETA Club.

Attendance

According to Hamilton County School Board Policy, **excused** absences are granted for the following:

1. Personal Illness – Doctor’s note required
2. Personal Appointment (i.e.: Doctor / Dentist) – note required from the professional’s office
3. Court appearance – court documentation required
4. Death in the immediate family – documentation required (parent, grandparent, sibling).
5. Religious holiday
6. Three (3) parent excuses for illness will also be accepted.

All documentation for excused absences must be sent to school within five (5) days of the student’s return to school.

Excessive Absences

The law requires that school officials report to the court any parent, guardian, or other person in a parental relationship with a child who is unlawfully absent from school for any five (5) unexcused days during the school year. The student is then referred to the social worker.

Tardiness

Tardiness will not be tolerated. For grading purposes, three (3) tardies to a single class during a 9-week period will be treated as one unexcused absence. Unexcused tardies will result in referrals to the office and appropriate consequences. Tardiness to school could result in a Saturday School placement after three unexcused tardies.

Early Dismissal of Students

The following early dismissal guidelines exist for the safety of your child:

- No student will be released to an individual not listed on the student’s emergency card.
- A valid picture I.D. must be presented by the approved individual wishing to dismiss any student.

- All visitors to the Brown Middle School campus will have their information run through the Raptor System to complete a background check for safety compliance.

Bus Riders

Upon arriving in the morning, bus riders will enter the building through the front doors. All students will put their ear buds and phones away upon entry, and hoodies and hats will be removed from their heads. Any student wishing to eat breakfast will report to the cafeteria for breakfast and then will report to the gym when instructed to do so by the cafeteria monitors on duty each morning. Other students (not eating breakfast) must report to the gym and sit in their designated grade/team area. *No student will be permitted in the instructional areas before the first bell.* Dismissal of bus riders in the afternoon will be through the front doors or through teachers’ exterior doors (where permitted). No one will remain in or re-enter the building unless under the direct supervision of a teacher. Students are not to leave the school campus while waiting on afternoon buses. Only bus riders are permitted in the front of the building in the afternoons.

Car Riders and Walkers

The building will be opened at 6:45 A.M. each day. Students should not be dropped off at school prior to 6:45 AM. Parents transporting children to school must use the traffic loop in the **upper parking lot** (near gym) for loading and unloading students. All car-riders must enter the gym and go directly to the cafeteria for breakfast or their assigned bleachers. At the end of the day, all car riders and walkers must exit through the gymnasium. Any students not picked up within 15 minutes of dismissal will be accompanied to the front of the school building for pick up. Supervision is not available for students after this time. NO students may be dropped off or picked up in the lower lots near the main building.

Violators are subject to citation by the Hamilton County Sheriff’s Department.

Code of Conduct and Discipline

Students must adhere to a code of good behavior not only for their own benefit, but for the benefit of others as well. All staff members have the authority to create and enforce rules / behavioral expectations pertaining to individual classrooms. Each team will develop and enforce their own behavior policy. Consequences and rewards will be monitored and enforced by the team. Extreme behaviors will be addressed individually by the Administration of Brown Middle School. District-wide guidelines include, but are not limited to:

ZERO-TOLERANCE Discipline Violations

- Possessing a firearm or an explosive, incendiary or poison gas device
- Unlawfully possessing, using, or selling illegal or stimulant drugs or drug paraphernalia (Over-the counter, prescription, and “look-alike” drugs may be dealt with in the same manner as illegal drugs).
- Committing battery (bodily injury) upon any teacher, principal, or any other employee of the Hamilton County Department of Education

The student violator will be expelled for a period of not less than one (1) calendar year.

Student Suspension

According to Hamilton County School Board Policy, reasons for suspension from school may include – but are not limited to – the following:

- Willful and persistent violation of the rules of the school or truancy
- Immoral or disreputable conduct or vulgar or profane language, fighting.
- Student refusal to provide their *proper name* when asked by an adult
- Violence or threatened violence against the person of any personnel attending or assigned to the school
- Willful and malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school
- Inciting, advising or counseling others to engage in any of the acts listed above (or other school rule violations) including the use of

social media to disrupt the learning environment at Brown Middle School

- Marking, defacing, or destroying school property
- Possession of a knife or other weapon(s) on school property, as defined in TCA 39-17-1301
- Possession of any chemical, such as tear gas or mace, which has the capacity to injure or render an individual defenseless
- Assaulting a school administrator or teacher with vulgar, obscene or threatening language
- Possession, use, transfer, sale, or being under the influence of alcohol
- Possession, use, transfer, or sale of tobacco products
- Any other conduct prejudicial to good order

*Schoolwork missed during suspension must be made up at the **reduced rate of 70% credit.***

Brown Middle School Discipline Plan

Major Offenses - Immediate office referral

- Fighting
 - First Offense----3 days OSS and 7 days Evening School
 - Second Offense----10 says OSS and 20 days Evening School
 - Third Offense----Administrative Discretion
- Bullying
- Profanity or verbal assault directed toward staff or students.
- Theft or damage to school or personal property
- Excessive Demerits over time.
- Use of tobacco, alcohol, illegal substances, or weapon
- Violence or threatened violence toward staff

Consequences for Major Offenses:

(Parent notification is part of each consequence)

- Suspension / ISS
- Evening School/Saturday School
- Alternative placement
- Expulsion
- Cited to juvenile court

Minor Offenses - To be addressed through teacher & team interventions *prior to referral* to the office. *(not an exclusive list)*

- Classroom disruptions
- Tardiness
- Horseplay

- Failure to bring materials to class
- Dress code violations
- Vulgar/profane language
- Harassment
- Disrespect

Consequences for Minor Offenses:

(teacher / team interventions)

- Self-Discipline Card
- Conference/warning
- Parent contact
- Detention
- Parent conference
- Team conference
- Loss of privileges
- In-School Suspension
- Saturday School

Consequences for Minor Offenses (cont'd):

After following classroom & team intervention procedures, severe or persistent offenses should be referred to an administrator.

Gang-Related Activities

Anything associated with gang activity – either directly or indirectly – will not be tolerated in Hamilton County Schools. Any clothing item(s), manner of personal appearance (i.e.: “showing right or left,” displaying “colors”), hand signs, gestures, drawings or notes which are perceived as gang-related are inappropriate and unacceptable on our campus or at any school-sponsored event. Any violation of this policy may result in immediate suspension from school.

Student Harassment / Bullying

- ALL forms of harassment – verbal / sexual / written / physical threats – will be treated seriously and may result in suspension.
- Sexual harassment toward any student by any individual associated with the school system or other students will not be tolerated and will be dealt with severely. Sexual harassment is defined as any inappropriate conduct, including but not limited to: sexual advances, gestures, words / phrases of a specific or commonly accepted sexual nature, or inappropriate touching.

- Any alleged harassment / bullying should be immediately reported to a teacher, administrator, school resource officer, or guidance counselor

Horseplay

HANDS OFF!! Horseplay often leads to a real fight or an injury. Therefore it will not be tolerated. The excuse of “But we were just playing...” does not diminish the harmful possibilities of horseplay. Students engaging in such potentially dangerous behavior will be subject to suspension.

Cheating

Any student caught cheating in any form will receive a “zero” for that assignment. Continued incidents of cheating may result in suspension.

Student Possession of Electronics / Cell Phones...

Students must put their cell phones and electronic devices away (out of sight) upon entry into the building. Students must put these devices in their locker during their first locker break and they are to remain there until school is dismissed.

The consequences for violation of this policy will be as follows:

- 1st Offense:* Phone/ electronic device confiscated for 10 school days.
- 2nd Offense:* Phone/ electronic device confiscated for 20 school days.
- 3rd Offense:* Phone/ electronic device confiscated for remainder of the school year.

*Any phone or electronic devices not picked up within one week after the last school day in a school year become the property of the school.

* Schools are not responsible for any theft or loss of any electronic device whether it is confiscated or in the student’s possession.

*Brown Middle is not responsible for electronic devices that are lost or stolen at school.

Rules Governing Bus Riders

Students may only ride the bus to which they are assigned. In order to ride a different bus, students

must have a signed and approved "Bus Transportation Permission Form". These are available in the front office and will only be signed with prior **written** approval from parents.

All Hamilton County and Brown Middle School rules are also in effect on school buses and at bus stops at all times. Drivers are authorized to enforce bus rules in order to best protect the safety of their riders. Bus video will be pulled routinely by the administration at BMS to help monitor bus safety. Pupils referred to the school for violation of bus rules will receive consequences up to and including suspension of bus privileges and / or suspension from school. All Bus Pass Requests must be addressed first thing in the morning through the front office. Students attending Brown Middle School on a Hardship Transfer are not allowed to ride the bus to and from school.

Miscellaneous

- *Book bags, purses and any other type of bag or backpack* must be placed in the locker at their first locker break and left there during the school day. Prior to the last period of the day, students will gather all necessary items to be taken home. Backpacks will **ONLY** be allowed in class during the final class period of the day.
- *Displays of affection* (i.e.: holding hands, hugging, kissing, etc...) are inappropriate within the school setting, at school events or anywhere on campus.
- The following items are not allowed at school and **will be confiscated**: *Radios, ipods, recorders, televisions, hand-held video games gambling paraphernalia, trading cards (and other collectibles), cameras, stuffed animals, and toys of any kind.*
- *Chewing gum and candy* are not permitted. *Purchase of water* from vending machines during school hours is only allowed with a pass from a teacher.
- *Students must remain in their assigned area at all times.* Any student in the hall during class must be carrying a signed and dated pass from the teacher. Failure to follow these rules will result in a Saturday School placement.
- *Students are encouraged to lock all items in their assigned locker. Students taking Physical*

Education should also bring a lock to use in the locker room to secure all belongings. Brown Middle is not responsible for lost or stolen items.

General Information

Finances

The school fees at Brown Middle are \$45 per student. This will be collected at the beginning of the school year. This money helps to fund those expenses throughout the year that are not covered by the school system. Such expenses include but are not limited to: providing an assignment book to all students; locker rental and maintenance; copy paper and copier costs; computer software; team, grade-level, and departmental purchases of instructional supplies, lab equipment, manipulatives, etc... Some class / school activities and publications may require an additional fee (i.e.: field trips, yearbook, etc...).

Field trips and Dances require payment by cash, money order, certified check, or cashier's check. Refunds are not provided unless trip is cancelled. Dances that are postponed due to uncontrollable circumstances will be rescheduled therefore no refunds will be given. Cash or a money order is required after May 1.

Student Accident Insurance

Accident insurance may be purchased early in the year for the school day or 24-hour coverage. We encourage all parents to purchase this insurance unless their child is covered by their personal insurance policy. All athletes and cheerleaders are required to purchase this insurance or their parents must sign a waiver showing other coverage.

Cafeteria

A complete meal (breakfast and lunch) is available in our cafeteria on a daily basis and at no charge to students. A la carte items (i.e.: candy, chips, juice drinks) are also available on a cash-only basis.

Cafeteria Rules while eating are posted throughout the cafeteria. These rules are expected to be followed in order to ensure a relaxed but safe environment for all students. Failure to follow posted rules will result in students being re-

assigned to eat on the stage. Further disregard of cafeteria rules will result in Saturday School and/or Administrative referral. Good behavior in the cafeteria can result in opportunities for free seating for as long as the group continues to respect all stakeholders. No food or drink should ever leave the cafeteria without permission from their teacher.

Dress Code

We have a standardized dress code at Brown Middle (a full page description follows this section of the handbook). No student will be allowed to attend classes if his/her attire does not meet the dress code. Students will be eligible for “Dress Down Days” throughout the school year as reward for positive behavior. **Guidelines for “Dress-Down Days”** are as follows:

Shirts

- Must have sleeves and collar.
- Must cover body appropriately (no bare chests or stomachs)
- May NOT display the following:
 - Vulgar or offensive language or pictures
 - Anything pertaining to alcohol / tobacco / drugs / gang-affiliation / rebel flags

Pants / Shorts / Skirts

- No sweatpants, **leggings**, lounge or pajama pants or gym shorts allowed.
- Must be size-appropriate and worn at waist
- Shorts and skirts must be school dress code length
- **May not be ripped, torn, or have holes**

Shoes

- For safety reasons, shoes must be within regular dress code standards. (No slides)

Jackets/ Pullovers

- Students may wear sweaters, sweatshirts, or fleece in the building.

Lockers

Homeroom teachers will assign lockers. The cost for locker rental and maintenance is included in the school fee. It is the student’s responsibility to see that their locker is kept secure at all times. **Sharing lockers is not permitted.** Locks that are lost must be replaced by the student at a cost of \$5. For this reason, it is imperative that students make sure that

their lock is secured/locked at all times and not rigged for convenience purposes. In this event, the student will be responsible for replacing the lock. Lockers, bookbags, purses, etc. are subject to search by school authorities.

Library

The Library / Media Center is open for use by all students from 7:00 A.M. until dismissal. Books are checked out for two (2) weeks. Students are expected to return all materials – in good condition – on or before the due date. If a book is damaged or lost, the student must pay the cost of repair or replacement.

Medication

If prescription medication must be taken during school hours, the parent or guardian must secure a medication consent form (available in the front office) and have it properly completed. This form requires a physician’s and a parent’s signature.

All medications must be kept with the **school nurse** in the original prescription bottle. Medication will be dispensed according to doctor’s orders and after students have signed the medication log. An exception to this rule is **prescribed asthma inhalers**. These may be kept with the student at all times, provided that the medication consent form is on file in the main office. Over-the-counter medications (i.e.: aspirin, Tylenol, Benadryl, cough medicine, cough drops, etc…) will not be dispensed to students nor may students keep them. *Students possessing over-the-counter or prescribed medications on school grounds may be subject to Zero Tolerance violation.*

Extracurricular Events

At Brown Middle School, we offer numerous extra-curricular activities. These include athletic events, clubs, and after-school dances. An admission fee may be charged. **Students who are absent from school on the day of an extra-curricular event or in ISS may NOT attend that activity.** Transportation to and from these events is the responsibility of the parent. Any student remaining on campus more than 15 minutes past the end of any after-school activity will lose the privilege of attending similar activities for the remainder of the school year.

Parent Involvement

We encourage parent involvement at Brown Middle School. One way this can be accomplished is through active membership in the Parent/Teacher/Student Organization. They will meet periodically during the school year, and all are urged to attend. A monthly newsletter is emailed to parents. Please notify the office if you would like to be included in this email.

Athletics

Brown Middle offers a full athletic program. Our sports for girls include: cross country, softball, basketball, soccer, volleyball, track, tennis and cheerleading. Sports offered for boys include: cross country, football, basketball, soccer, wrestling, track, tennis, and baseball.

Prior to participating in any sport, a student must have a complete physical by a doctor. Also, a *Hamilton County Sports Physical Form* must be completed and signed by the physician and the parents.

No student who is repeating a grade is eligible to participate for the entire year. Eligibility is then determined quarter-by-quarter. In order for a student to be eligible for the following quarter, he / she may have **no more than one** grade below 70% on their most recent report card. Student-athletes will be denied playing/practicing privileges if their behavior and/or academics become unsatisfactory during any particular sport's season. Decisions will be made by the administration on an individual basis.

Use of Telephone / Messages for Students

Students must have a pass from a teacher or administrator and must sign the phone log book in order to use the phone in the main office. Classroom instruction will NOT be interrupted to call students to the phone. Only emergency messages will be delivered to students in the classrooms.

Textbooks

Textbooks are furnished without charge. Students are responsible for taking care of the books and keeping them in their own locker. Books damaged beyond normal wear will result in charges. **Lost books must be paid for before a new book will be issued.**

Visitors

We welcome parents and other visitors to our school. However, to protect the educational environment and ensure school safety, all visitors must check in at the main office and receive a visitor's pass before going into other parts of the building. A valid photo ID must be rendered before a visitor's pass is awarded. ***If a parent wishes to visit a class in session, we ask at least 1 day prior notice, so we may ensure that critical instruction or testing is not interrupted.*** When permission is granted to a parent to visit a class while in session, the parent/guardian is not permitted to interact with other students or teachers, but focus only on their own child.

Notice of Non-Discrimination

The Hamilton County Department of Education affirms that it complies with Title VI of the Civil Rights Act of 1964.

No person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Anyone who believes he/she has been discriminated against may file a complaint with:

Hamilton County Department of Education and / or
The Office for Civil Rights
U.S. Department of Education
P.O. Box 2048, 04-3010
Atlanta, GA 30301-2048

I have read all content in this Handbook and understand that these are the expectations that I will be required to uphold for the 2018-2019 school year as a student at Brown Middle School. I also understand that in matters of opinion, the Administration at Brown Middle School will prevail.

Student Name (printed)_____

Student Signature_____

Parent Name (Printed)_____

Parent Signature_____

Date_____