



BRENTWOOD MIDDLE SCHOOL

VIKINGS

STUDENT HANDBOOK 2019-2020

5324 Murray Lane Brentwood, TN 37027
Telephone: (615) 472-4250 Fax: (615) 472-4263
www.wcs.edu/bms

THIS BMS AGENDA BELONGS TO:

Name: _____

Homeroom Teacher: _____

Brentwood Middle School

Home of the Vikings

Welcome to Brentwood Middle School for the 2019-2020 school year! We are dedicated at BMS to providing all of our students with an exemplary educational experience. We ask that all students and parents read through the content of this agenda to familiarize themselves with school policies and helpful information about Brentwood Middle School.

Principal: Dr. Brandon Barkley (brandonb@wcs.edu)
Assistant Principals: 6th Grade: Brent Clarkson (james.clarkson@wcs.edu)
7th Grade: Josh Phillips (joshp1@wcs.edu)
8th Grade: Teresa Thomas (teresat@wcs.edu)
School Website: www.wcs.edu/bms
School Secretaries: Kathy Anderson (kathya@wcs.edu)
Jacque Layfield (jacquelyn.layfield@wcs.edu)
School Counselors: 6th Grade: Jane Allison Crewse (jane.crewse@wcs.edu)
7th Grade: Charlotte Baird (charlotteb@wcs.edu)
8th Grade: Shayla McCarter shaylam@wcs.edu
Schoolwide: Nikki Harrison (michaeline.harrison@wcs.edu)

School Hours: 7:50 a.m.-2:57 p.m. Building is open for drop-off at 7:20 a.m. All students must be picked up by 3:20 p.m. unless participating in an extracurricular activity.

Buses & Zoning: Information available at www.wcs.edu. Click on Bus Routes/School Zones

Vision Statement

Brentwood Middle School is dedicated to becoming a collaborative community relentlessly focused on meeting the individual needs of all students.

Mission Statement

Brentwood Middle School is a safe and supportive community where all stakeholders work together to provide an exemplary educational experience. We engage, challenge, support, and empower all students to build a foundation for lifelong success.

Cornerstone Value

At Brentwood Middle School, the needs of every student come first.

Value Statements

Excellence - Produce the highest levels of student learning through exemplary instruction and service.

Attitude - Commit to being solutions oriented every day.

Perseverance - Resolve to overcome any obstacle through dedication and hard work.

Teamwork - Work interdependently with all team members to achieve our common goals.

ATTENDANCE

(Refer to WCS Board Policy 6.200)

Excused and Unexcused Absences

Attendance is a key factor in student academic growth and achievement; therefore, students are expected to be present each day that school is in session. The principal is responsible for checking all reasons offered for excuses for absences. Conditions for which a student's absence may be excused are:

- Illness of the student. The principal may require a doctor's statement.
- Illness in the immediate family which requires absence of the student from school. The principal may require a doctor's statement.
- Death in the immediate family of the student.
- Religious holidays regularly observed by persons of the student's faith. The principal may require a statement from the minister or another recognized by the given religious group.
- Absences for other reasons may be excused if, in the judgement of the principal, circumstances warrant.

After a student's 8th absence of the year, medical notes will be required in order to excuse future absences for the remainder of the school year.

Returning from an Absence

A student who has been absent must present a note to the main office the day the student returns to school (please do not call). The note should include the student's first and last name, the number of days the student has been absent (include dates), the explanation of the absence, and the signature of the parent or guardian. The student will be given an absentee slip from the office. The absentee slip is then taken to each teacher throughout the day to be excused and receive make-up work. Please do not email teachers an excuse note; all correspondence must go through the main office. If you have visited a doctor for an absence, please bring a note from the doctor's office to excuse specific dates of absence.

Making Up Missed Work and Tests:

All missed class work and tests from absences are expected to be made up in a timely manner upon returning from school. All make-up work should be completed for the first day missed within three days after the student returns to school. Make up work for days missed in succession will be due in the succeeding days following the third day. Please do not request work prior to a student's absence or during their absence. Parents may request work if a student has missed 3 consecutive days. Students are expected to make-up all tests and quizzes once all of the work related to the test or quiz has been completed. If a student misses a scheduled test, the student will be expected to take the test upon returning to school as long as the information being assessed was not presented during the absence.

State of Tennessee Truancy Law:

Students who have 5 unexcused absences during a school year will have violated the attendance law of the state of Tennessee. In these circumstances, truancy petitions will be filed with Juvenile Court by the building principal and reported to The Department of Children's Services. Therefore, it is very important that your child's absences are excused by either a parent or doctor note.

Tardy Students

All students are required to be in their assigned classroom by 7:50 a.m. When students are tardy to school (not in their classroom by 7:50), a student is to report to the office, sign in, and then receive a tardy note to enter class. Excused tardies will need a parent or doctor note to be excused although a parent note does not guarantee a tardy will be excused. A regular pattern of morning tardies can become an attendance concern. Parents are strongly urged to schedule dental and medical appointments outside of the school day. Undocumented tardies will be considered an unexcused absence from school.

Consequences for Unexcused Tardies to School:

****Tardies will reset each semester**

- 3 tardies: After school detention (3:00-4:00 p.m.)
- 6 tardies: Saturday school (7:00-9:00 a.m.) in the cafeteria
- 9 tardies: Saturday school (7:00-9:00 a.m.) in the cafeteria
- 12 tardies: Saturday school (7:00-9:00 a.m.) in the cafeteria

**The student will be assigned to one day of In-School Suspension for each additional tardy after 12 in one semester.

Early dismissal

Students should submit a note for early dismissal to the main office prior to the beginning of school. The student will be called from class when the parent or guardian arrives at school and signs them out in the front office.

**If a student's unexcused absences, tardies, or early dismissals become a consistent problem (more than 8 throughout the school year), the student may be required to attend A.I.D., after school detention, and/or Saturday school in order to make up the missed work or to complete assignments that were missed due to the early dismissal.

Inclement Weather and Closing

The WCS central office will send out a phone call to notify all families that school will be dismissing early. Therefore, there is not a need to call the front office to inquire about school dismissing early. Every family should have a plan in place in case school should close early due to inclement weather. The school's phone system cannot handle the volume of last-minute phone calls to give students individual directions. Generally, it is best for the plan to be that the student will ride the bus home on any day school must close early. On such days, the buses are dismissed early enough to get the students home safely. All students should have a key or some other method of access to their homes in case of emergencies. All after school events are automatically cancelled if school closes early or there is no school.

BMS CODE OF CONDUCT

(Refer to WCS Board Policy 6.3061 – Student Conduct and Discipline)

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

School-Wide Student Expectations

BMS is a PBIS school that focuses on positively reinforcing students for making good choices and having good behavior. We expect students to be respectful, responsible, and take pride in all endeavors.

RESPECT

- Respect all adults, students, and school property.
- Avoid language or actions that are inappropriate or hurtful to others (profanity or negative conversations about others should not take place at BMS).
- Use good manners everywhere. You are a representative of your school and your family.

RESPONSIBILITY

- Students will arrive to school on time and stay all day.
- If you make a mistake, admit it, and accept responsibility for it.
- Tell a teacher, a counselor, or an administrator about any concerns, fears, or complaints.

PRIDE

- At BMS we define **P.R.I.D.E.** as **Personal Responsibility In Daily Excellence.**
- Students will take pride in bringing all expected classroom materials and participating in all classroom activities to the best of their ability.
- Students will learn as much as they can by taking pride in completing all assignments and studying for all tests and quizzes.
- Students will take pride by working to maintain a clean and well-presented school campus.
- Students will take pride in how we treat fellow Vikings and our guests.
- Give your best effort every day!

**Please see the BMS Behavior Expectation Matrix on how you can be respectful, responsible, and take pride in every setting of the school. The matrix is located on the back, inside cover.

BMS Cash

BMS believes in positively reinforcing students when they make great choices, particularly when they exceed the school's expectations. Students can earn BMS Cash throughout the year when going above and beyond in the areas of being respectful, responsible, and taking pride in everything they do. Students can use their BMS Cash to enter drawings for giveaways, buy reward passes, and earn a variety of school-wide or classroom-specific incentives. At the end of each nine-week grading period students who are able to attend PBIS Reward Parties will be permitted to use their BMS cash to enter drawings, participate in fun activities, and purchase concessions. Our goal is for students to be respectful, responsible, and take pride, regardless of whether they earn BMS Cash. The BMS Cash serves as a fun way to celebrate making good, positive choices!

PBIS Reward Parties

Students also have the opportunity, through making good choices, to attend nine week reward parties. These reward parties are thrown at the end of each nine weeks. These parties are designed to celebrate students for making good choices, as evidenced by NOT having to serve any negative consequences throughout the nine weeks such as, but not limited to tardy detention, behavior detention, A.I.D., Saturday school, In-school suspension, Out-of-school suspension, etc. Students who are invited to attend the PBIS reward parties will be permitted to use their BMS cash to enter drawings, participate in a variety of activities, and purchase concessions.

STUDENT DISCIPLINE

(Refer to WCS Board Policy 6.3061 – Student Conduct and Discipline)

Just as we have a positive discipline plan for when students make good choices, we also have a reactive discipline plan for when students make negative choices. In addition to what is detailed below, each teacher may have additional expectations for their individual classrooms.

Nonnegotiable rules for BMS:

In order to provide an exemplary educational experience at Brentwood Middle School, we expect students to abide by the following rules.

1. All students must have their agendas with them at all times. A teacher must sign the agenda giving the student permission to be in the hallways or any other area outside of their assigned classroom.
2. Students are not allowed to leave the school grounds during the day without permission from an administrator and his/her parents or legal guardian. Skipping school and leaving the school campus will result in a referral to juvenile court.
3. Students are not allowed to be in the building after 3:20 p.m., unless they are under the direct supervision of a teacher, coach, or an administrator and in their designated area. Coaches and teachers must stay with students until they are picked up. Students who are not picked up on time may lose the privilege of participating in that sport or extra-curricular activity.
4. Students should not engage in public display of affection (PDA).
5. Students should not engage in the inappropriate use of technology. Please reference the BYOT section in the Code of Conduct.
6. Gum is not allowed to be chewed at BMS.

All disciplinary incidents are subject to the discretion of the BMS administration.

LEVEL I CHOICES: All Grades

- Tardy to class
- Minor classroom/hallway disruption (class continues)
- Not following school rules or teacher directions
- Unprepared for class (not bringing books, notebooks, novel, calculator, etc.)
- Dress code violation
- Chewing gum
- Violating lunchroom rules

All students begin each SEMESTER demerit free. Demerits are handled as follows:

LEVEL I CONSEQUENCES:

- 2 demerits per semester = parent notification by phone or email
- 3 demerits per semester = Lunch or After School Detention (3:00 – 4:00)
- 4 demerits per semester = Lunch or After School Detention (3:00 – 4:00)
- 5 demerits per semester = 1st day of Saturday School (7:00 – 9:00am) in cafeteria
- 6 demerits per semester = 2nd day of Saturday School (7:00 – 9:00am) in cafeteria
- 7 demerits per semester = 1 day of In-School Suspension or Administrative Intervention
- More than 7 demerits per semester = Administrative Intervention

**In 6th grade students will receive strikes. 2 strikes = 1 demerit

LEVEL II CHOICES: All Grades

- Disrespect to anyone in the building (negative conversations about others, hitting, name calling, pushing, shoving, kicking, mistreatment of others and of others' property, being dishonest with an adult, etc.)
- Cheating (see Academic Integrity Policy)
- Skipping class on campus (including lunch and focus)/not in assigned location
- Profanity/Cursing/ Inappropriate Language
- Minor vandalism of school property (writing on desks, bathroom stalls/walls, etc.)
- Major class disruption (class has to stop in order to deal with the situation)
- Public displays of affection

LEVEL II CONSEQUENCES: All Grades

- Step One – Saturday School or Administrative Intervention
- Step Two – ISS or Administrative Intervention
- Step Three – Out of school suspension or Administrative Intervention

LEVEL III CHOICES: All Grades (Refer to WCS Board Policy 6.316)

- Harassment, Intimidation, or Bullying-any act that substantially interferes with a student's educational benefits, opportunities or performance. This could occur face-to-face or via on campus cyber bullying (**for a more complete definition, refer to WCS Board Policy 6.3032**).
- Sexual harassment (touching body parts, or using inappropriate gestures, jokes, or drawings) (**Refer to WCS Board Policy 6.304**)
- Possession or distribution of pornography
- Fighting
- Assault of another person
- Skipping class off campus
- Theft (including the cafeteria/lost and found)
- Threats of personal injury
- Major vandalism of school property
- Selling, delivering, or distributing a counterfeit controlled substance

LEVEL III CONSEQUENCES: All Grades

- Out of school suspension and/or referral to juvenile court or Administrative Intervention

LEVEL IV CHOICES (ZERO TOLERANCE AND REASONED JUDGEMENT OFFENSES):

All Grades (Refer to WCS Board Policy 6.309)

- Possession of firearms or other weapons/alcohol/drugs/drug paraphernalia
- Possession or use of vaping device or other tobacco products
- In addition, making or circulating a false report of bomb, fire, or other emergency will also carry with it discipline up to a year's suspension and a report to law enforcement.

LEVEL IV CONSEQUENCES: All grades

- Out of school suspension/referral to Juvenile Court/ALC referral/expulsion to ALC (Please refer to the WCS Board Policy 6.309 for further information about the process and appeals.)
- Out of school suspension/tobacco citation for possession or use of vaping or tobacco products

Lunchroom Behavior

BMS wants students to be able to talk and interact during lunch. However, students are expected to maintain the same level of control and noise level as they do in the classroom. The following are cafeteria rules:

- Students should stay in their seat at all times unless they are making a purchase or throwing their trash away.
- Students are expected to dispose of their food/objects in the trash prior to leaving the cafeteria.
- Students are not allowed to bring or use electronic devices in the cafeteria.
- Students should talk at an appropriate level to other students at their table.
- Students are not allowed to save or hold seats for other students.
- Food is not to be tossed, thrown or taken from another student's lunch.

If students do not follow these expectations as well as the BMS Code of Conduct then demerits/strikes will be given, silent lunches may be assigned, and students may be given a temporary seat in the cafeteria away from peers.

Bus Rules (Refer to WCS Board Policy 3.400)

Failure to obey the school bus driver may result in denial of school transportation rights. The decision regarding the disciplinary action is to be made by the school administrator.

Saturday School (Refer to WCS Board Policy 6.315)

Saturday School is held each Saturday from 7:00 – 9:00 AM. Rules for Saturday School are:

1. Must be on time. Students may not be allowed to attend Saturday School if they arrive after 7:00 a.m. or extra time will be added on for students who arrive after the designated time. If a student is not allowed in after 7:00 a.m., BMS administration will determine whether the student is able to reschedule or be assigned to In-School Suspension.
2. Saturday School can be rescheduled only one time with parent's written or verbal communication with the BMS administration.

3. Students who do not attend Saturday School without communication between parents and BMS administration will result in one day of In-School Suspension.

In-School Suspension (Refer to WCS Board Policy 6.316)

In-School Suspension (ISS) is another discipline alternative which the administration may assign. Students who are assigned ISS are required to comply with all instructions of the ISS teacher. Students will be required to complete class work and make-up tests and quizzes. Students in ISS should report to the office upon arriving at school.

- ISS students will walk with an adult to the ISS classroom. Students may bring a lunch or will purchase a sack lunch from the cafeteria. Students must work on their class work the entire day.
- Each classroom teacher will assign the student work that needs to be completed while in ISS. Students will turn in all ISS work to the classroom teacher when the student returns to class.

BRING YOUR OWN TECHNOLOGY (BYOT) **(Refer to WCS Board Policy 4.406)**

For purposes of BYOT, “Technology” is defined as personally owned wireless, portable electronic equipment used **FOR INSTRUCTIONAL PURPOSES ONLY**. **Students’ devices must be kept in lockers unless a teacher has informed them that they will be used in class for BYOT purposes.** All approved devices should be used for classroom learning purposes only. The device may ONLY be used to access files or internet sites which are relevant to the classroom curriculum. **Non-instructional games, sites, or texting are not permitted.** WCS approved devices for the 2019-2020 school year include: smartphones, iPads, iPods, laptops, netbooks, tablet computers and eReaders that meet the definition of technology. All approved devices must allow access to the Internet through a fully functional web browser and be capable of accessing the WCS guest network.

Electronic Media Access (Refer to WCS Board Policy 4.406)

An annual parental request is required prior to students being granted independent access to the school’s technological resources. The required permission/agreement form will specify acceptable uses, rules of on-line behavior, access privileges, and penalties for misuse.

When BYOT privileges are abused, BMS will enforce the following policies:

BYOT: LEVEL I CHOICE

****Students will receive strike/demerit for the following choices:**

- Using electronic device for a non-academic purpose (i.e. texting, playing games, etc.)
- Using electronic device without accessing WCS guest network
- Using device without teacher permission
- Class disruption with electronic devices (alarms, ringtones, etc. going off at inappropriate times)

BYOT – LEVEL I CONSEQUENCES

As students earn strikes/demerits for BYOT infractions, students will serve consequences (detention, Saturday school, ISS, or OSS) as outlined in Level I Consequences in the BMS Code of Conduct. Also, as students earn strikes/demerits for BYOT infractions, electronic devices will be confiscated from students as follows:

- 3rd BYOT Infraction – Loss of use of electronic device for 3 days
- 4th BYOT Infraction – Loss of use of electronic device for 5 days
- 5th BYOT Infraction – Loss of use of use of electronic device for 9 weeks
- 6th BYOT Infraction – Loss of use of electronic device for 18 weeks
- 7th BYOT Infraction – Loss of use of electronic device for the remainder of the year

BYOT – LEVEL II CHOICES

**Follow code of conduct procedures for immediate administrative referral to the grade level principal.

- Disrespect (i.e. using technology to be mean to or degrade another student, teacher, or staff member)
- Using the device to record, transmit or take photographic images or video of a person or persons on campus during school hours and/or on campus activities (unless assigned by the teacher)
- Visiting inappropriate or blocked sites as defined by WCS AUP (i.e. Facebook, Instagram, etc.)
- Using electronic devices to cheat on assignments and/or assessments
- Profanity/Cursing

BYOT – LEVEL II CONSEQUENCES: All Grades

- Step 1 – Saturday School or Administrative Intervention (Loss of Device for 5 days)
- Step 2 – ISS or Administrative Intervention (Loss of device for 9 weeks)
- Step 3- OSS or Administrative Intervention (Loss of BYOT privileges for the remainder of the year)

BYOT – LEVEL III CHOICES

**Follow code of conduct procedures for immediate administrative referral to the grade level principal.

- Threats of personal injury
- Cyber bullying (Using one’s online presence to repeatedly disrespect or intimidate another student)
- Communication that would be in violation of the law (i.e. theft, major vandalism of school property, selling, delivering, or distributing counterfeit controlled substances, etc.)
- Sexual harassment (i.e. inappropriate sexual advances, making sexually inappropriate comments, jokes, or requesting inappropriate media, etc.) (**Refer to WCS Board Policy 6.304**)
- Sexting – Texting or sending inappropriate sexual pictures of oneself or others.
- Possession or distribution of pornography

BYOT – LEVEL III CONSEQUENCES: All Grades

- Out of school suspension and/or referral to Williamson County Juvenile Court

ACADEMIC INTEGRITY POLICY

At Brentwood Middle School, we believe the development of *character* is the foundation of good citizenship. Individual students are solely responsible for their own work and will be held accountable for any actions that undermine this premise.

Definition: Academic dishonesty falls under two basic categories – Cheating and Plagiarism

Cheating is defined as, but not limited to, the following:

- By both copying from another student’s work as well as allowing your work to be copied.
- By giving or receiving answers during a test, quiz, or any other assignments without your teacher’s approval. This includes working on assignments together when the teacher has not given explicit permission.
- By using electronic means (such as text messaging, email, pictures, etc.) to copy homework assignments, projects, or communicate test answers.
- Referring to a book, person, or any other resource while you are taking a test or quiz.
- Obtaining, possessing, using, or distributing tests, quizzes, answer keys, teacher manuals or teacher textbooks, etc.

Plagiarism is defined as, but not limited to, the following:

- Representing the work of others as one’s own work. Copying another author’s work from any source and turning it in as your own ideas and writing.
- Not using quotation marks, and/or proper citation to denote material that has been directly quoted from another source.
- Paraphrasing an author without giving proper citation.
- Violating copyright laws by not following fair use guidelines.

Consequences for violating academic integrity:

Offenses will be recorded by grade level. By violating the academic integrity policy, student offenders will not be considered for the Golden Viking Award, or any other honor with character as a consideration.

First Offense:

- Parent contact
- Administration will be informed
- Student must complete an alternative assignment, paper, or test to replace the grade of a zero.
- Saturday school assigned by administration

Second Offense:

- Parent Contact
- Zero for assignment, paper or test
- Student must complete assignment, paper or test for no credit
- ISS assigned by administration provided all of first offense consequences were applied.

Third Offense:

- The administration will impose appropriate consequences

DRESS CODE
(Refer to WCS Board Policy 6.310)

In order for WCS to maintain a safe learning environment that minimizes distractions, the minimum standards for acceptable clothing during the school day are as follows:

- 1) Tops of shoulders must have a minimum of a 1-inch strap unless otherwise covered by an opaque top garment;
 - 2) Skin and undergarments must be covered with opaque clothing from the underarm to mid-thigh. Mid-thigh is defined as the mid-point between the waist and mid-knee;
 - 3) All pants, trousers, shorts and skirts must be held at the waist;
 - 4) Leggings and other compression-style garments may be worn so long as an opaque top garment covers the private body parts;
 - 5) Hats may be worn in buildings with the permission of building administration;
 - 6) Appropriate shoes are required;
 - 7) Any type of clothing, apparel or accessory, including that which denotes such students' membership in or affiliation with any gang associated with criminal activities is not permitted (TCA 49-6-4215).
- Any apparel or dress that advertises or promotes products or activity prohibited by law or by the Board of Education is prohibited (e.g., profanity, illustrations, or suggestive language, etc).
 - Student uniforms related to student extra-curricular activities (band, cheerleading, dance, sports team, etc.) must be in compliance with this policy during the academic day.
 - Any apparel or dress that is potentially disruptive to the learning environment or educational process is not permitted. Any apparel or dress that is dangerous to the health or safety of students or the lawful, peaceful operation of the school is not permitted.
 - Administrators and teachers shall enforce the dress code policy. The principal or his/her designee shall be the final judge as to compliance with the dress code

Dress code will be checked daily. Teachers will refer students who are in question of violating the dress code to the main office and administrators or designee will enforce the dress code policy. Students that are deemed to wear inappropriate clothing will be given a demerit and asked to call home for a change of clothes to be brought to school. If a change of clothes cannot be brought to school, the student will be provided clothes to wear that are within dress code.

GRADING AND PROGRESS REPORTING
(Refer to WCS Board Policy 4.600 – Grading Systems and Report Cards)

The assessment and reporting of student progress to parents is critical to an effective home/school partnership. It is our goal that students, teachers, parents, and administrators work together to help students reach their maximum potential.

Family Access / Skyward

Parents and students are expected to set up a Skyward Family Access account to monitor students' academic performance as grades are entered in the teachers' grade books. Through Skyward Family Access, triggers can be set so that an email is sent when your child's grade drops below a designated numerical average. To set up a Skyward Family Access account, please visit www.wcs.edu. Choose the Parents and Students tab and click WCS Family Access. You will need a WCS-issued user name and password to activate your account. Please bring a photo ID to pick up this information at BMS during school hours.

Progress Reports

Grades are updated in Family Access for progress reports at the halfway mark (4.5 weeks) of the 9 week reporting period. Parents are able to access these grades electronically through the Family Access account. If you desire a hard copy of your progress report, please contact the main office at BMS.

Report Cards

Report Cards are generated at the end of each nine-week grading period into a PDF file in your Family Access account.

WCS Grading Scale

A	91-100
B	81-90
C	72-80
D	70-71
F	0-69
I	Incomplete (must be removed during the next grading period)

Academic Intervention Detention (A.I.D.)

It is the expectation of BMS that all students diligently complete all academic assignments. If a teacher assigns the work, then the student should complete the work. To this end, BMS has designed an Academic Intervention Detention (A.I.D.) in order to support students in completing all assignments. Students can be assigned to A.I.D. for either of the following two reasons:

1. The student is missing multiple (2 or more) assignments.
2. The student is failing a class due to a missing assignment.

Students will receive an A.I.D. form from their teacher assigning them to the intervention time. The grade level counselor will contact parents to confirm the time A.I.D. should be served. A.I.D. is from 3:00-4:00 on designated afternoons. After a student attends A.I.D., the work is expected to be turned in by Friday morning. If a student fails to do so, then the student will be assigned to Saturday school to complete the missing assignment(s). At any time throughout this process, a student cannot turn in the missing work to avoid attending the A.I.D. or Saturday School. Once the teacher has assigned the A.I.D. or Saturday School the student must attend the intervention time.

*At the discretion of administration and the counseling department, students may also be subject to academic working lunches if grades fall below passing or they have missing assignments.

Promotion/Retention (Refer to WCS Board Policy 4.603)

In grades 6-8, students must pass with an average of 70% in language arts, math, science, and social studies. Principals may require students who are failing coursework to attend remediation after school, during study hall, or in summer school as a condition for promotion. The final decision for promotion/retention rests with school personnel.

GENERAL INFORMATION

School Day Hours

School Hours: 7:50-2:57

Two Hour Late Hours: 9:50 – 2:57

Power Monday Hours: 8:35-2:57

Half Day Hours: 7:50 – 11:25

Visitors (Refer to WCS Board Policy 1.501)

A photo ID is required to enter the school building. All visitors are required to sign in at the BMS main office or volunteer desk and receive a Visitor's badge. **Student visitors from other schools are not allowed at BMS.**

Messages and Deliveries

Messages and deliveries to students from parents need to be handled by the main office rather than texting your child, calling or e-mailing the classroom and interrupting learning. Parents should not text their child while at school as this disrupts the learning environment. If you absolutely must get something to your child, bring it to the BMS front office by 10:15 so that it can be delivered to the student at lunch. Please put your child's name on the item or lunch. Each child is responsible for checking the grade level basket for items to be picked up during lunch. **Parents are not allowed to bring their child a lunch from an outside restaurant.** For messages received after lunch, we will call the student to the main office at dismissal to receive the message.

Car Riders

Students must be picked up no later than 3:20 p.m. Parents of students left after 3:20 p.m. will be notified that they are in violation of school policy and their child may be required to ride the bus home for the remainder of the school year.

Riding Home with a Friend

A student should only ride the bus to which he or she has been assigned by the WCS Transportation Department. Any student who needs to ride home with another student should follow the following steps:

1. Students must have a note written and signed by the parent or guardian.
2. This note must be brought to the office each day the student plans on riding another bus.
3. The office will issue a BMS bus pass.
4. The student must present the bus pass to the driver upon getting on the bus.

****A bus driver is not allowed to accept a bus pass that is not issued by the BMS front office. A bus pass is only good for the day it is issued by the BMS office. Phone calls and emails are not sufficient for receiving a bus pass, because it would be a violation of the state law concerning this issue.**

Textbooks (Refer to WCS Board Policy 6.709)

Students must pay for lost or damaged textbooks and library books issued by BMS. School records will be withheld if books are not returned or the fine is not cleared.

Lockers (Refer to WCS Board Policy 6.303)

Hall lockers are assigned to students at the beginning of the school year. Lockers should be locked at all times. Students should not give their locker combinations to anyone, and they should not set their locker so that the locker opens automatically or by just turning the dial slightly. This is for student protection and safety since students are responsible for whatever is found in their lockers. Any problems with locks or lockers should be reported to the BMS administration. Lockers can be searched by school officials. Lockers can be taken away from a student for not following the rules or being tardy to class because of their locker.

Counseling (Refer to WCS Board Policy 6.400)

Three school counselors are available to help and support students through their daily life at Brentwood Middle School. The school counselors meet regularly with the teachers as a part of the team effort in planning for the positive progress of all students.

The school counselor's services include:

- Individual and group counseling
- Classroom Guidance/Anti-Bullying Programs
- Student Support
- Parent Support
- Testing Consultation

Referrals by School Counselor: The school counselor may refer or help facilitate a referral of a parent or legal guardian's student to an outside counselor or therapist for mental health assessments or services. If a school counselor refers a student to a counselor or other mental health provider, the school nor the school counselor shall bear the expense of such services provided to the student.

Students Taking A Right Stand (S.T.A.R.S.)

S.T.A.R.S. is an organization that provides individual and group support for students in need at BMS. The S.T.A.R.S. counselor assigned to our school works with the BMS counselors and faculty members to facilitate and co-facilitate the counseling program. Some of the issues discussed in counseling groups are alcohol and other drug abuse, tobacco, families in transition, grief, eating disorders, and bullying.

Breakfast and Lunch at the BMS Café (Refer to WCS Board Policy 3.500)

The price for breakfast is \$1.50 and the price for lunch is \$2.75. A la Carte items are sold as well. Parents please create an account with MySchoolBucks®. This account will allow you to deposit money in your child's lunch account at any time and track your child's daily purchase history. Students may add money to their personal account before school starts each day. To speed up lines in the cafeteria, money cannot be deposited in student accounts during lunchtime.

Outside Food Policy

- All foods brought to school for scheduled school-wide celebrations must be pre-packaged with product ingredients listed. Food made at home may not be distributed during the school day or brought into the classroom.
- Parents/guardians will not be allowed to bring outside restaurant food into the school cafeteria. Where space is available, schools may designate an area outside the cafeteria for parents/guardians to bring lunch for their student.

Library Media Center

The library media center is devoted to the learning enrichment of the BMS students and faculty. Books, magazines, newspapers, and computer stations are available during the school day. There are work stations from which students have access to online resources, Microsoft Office, and additional software programs.

Fees and Fines (Refer to WCS Board Policy 6.709)

Fees approved by WCSB may be charged by schools for activities that occur during regular school hours, supplies required for participation in all courses offered for grades, equipment, and supplies required to participate in interscholastic athletics and band, and fees or tuition for summer school. The payment of school fees is voluntary. No fee will be charged to any student as a condition of attending school, but students shall be responsible for normal school supplies, such as pencils and paper. School fees are waived for students who are eligible to receive free or reduced-priced school lunches. Applications are available in the school office. Fines may be charged for overdue library books, lost, damaged or destroyed textbooks, library books, workbooks, or other school property.

Health and Medicine (Refer to WCS Board Policy 6.405)

A written request must be made by parents for any medicines to be administered to their child during the school day. All such medicine will be stored and dispensed by the school nurse in the clinic. This procedure encompasses all medication: prescription, non-prescription and emergency drugs. For the safety of all students, DO NOT send medicine with your child to school. It must be brought and picked up by the parent/guardian to and from the nurse's office. Medication will not be sent home with a student for any reason.

Co-Curricular Organizations (Refer to WCS Board Policy 4.300)

There are a variety of after school clubs and organizations offered to our students. Please visit <http://www.wcs.edu/bms/extracurricular> for a complete listing of co-curricular organizations.

ATHLETICS
(Refer to WCS Board Policy 4.301)

WCS sponsors a number of interscholastic sports for both girls and boys. Below is a list of sports offered at Brentwood Middle School.

Sports Physical Information and Final Forms

Once you have obtained a physical form completed by a physician, you will need to make copies to give to the coaches on the first day of tryouts. **Please do not give a coach your original physical. They do not keep them after the season. If your child plays more than one sport, you will need a copy of your physical for each coach. Students will not be allowed to tryout without a physical.**

Final Forms: In addition to providing the coach with a hard copy of the sports physical, students are required by the WMAA to upload and update documents in the online Final Forms. Parents and students will need to visit wcs-tn.finalforms.com to setup an account, upload documents, and make changes to existing selections of sports to participate in.

Athletic Seasons

Early Fall Season (August – October)

Football (JV, Varsity)
Football Cheer (one team)
Volleyball (6th, JV, Varsity) Girls/Boys
Golf (one team for each)
Girls/Boys Tennis (one team for each)
**Girls/Boys Cross Country (one team)

Late Fall Season (October –November)

Girls/Boys Soccer (JV, Varsity for each)
Wrestling (one team)
Wrestling Cheer (one team)

Winter Season (December – Feb.)

Girls/Boys Basketball (6th, JV, Varsity for each)
Basketball Cheer (one team)
Dance Team (one team)

Spring Season (March – May)

Baseball (JV, Varsity)
Softball (JV, Varsity)
Girls/Boys Track (one team for each)

**Indicates no cut, all academically eligible students may participate.

Athletic Eligibility (Refer to WCS Board Policy 4.301)

For any athlete to play a game he or she must have attended school for at least one half of the school day on game day (7:50-11:25). To be eligible to try-out or participate on an athletic team, students must pass (70% or above) all four academic subjects: Language Arts, Math, Science, and Social Studies in the previous nine-week grading period. The previous nine-week grading period is the last nine-week grading period school was in session. Once a student makes a team, academic eligibility must be maintained. To ensure this is the case, during the sports season the following will occur:

- Coaches will provide teachers and BMS administration with team rosters once teams are formed.
- BMS administration will set up an activity group in skyward with the team roster for coaches to access and monitor their players' grades throughout the season.
- BMS administration, coaches, and subject area teachers will certify those students with a passing grade (70% or above) at the end of each established nine-week grading period.

- Students whose grades in any of the four academic subjects listed above fall below 70% for the nine-week grading period will be placed on probation. Students on probation may practice, but not dress out or play in a game. Grades of students on probation will be checked each week. As soon as the grade has improved to an average of 70% or above, the student will be allowed to participate on the team, except that a student shall not dress out or play for at least one week after being placed on probation.
- For any student whose grade does not improve to an average of 70% or above in each of the four academic subjects by the mid-term progress report, that student will be suspended from participation until the next nine-week grading period.
- Principals are responsible for enforcing “probation and ineligibility status.”

FEDERAL NOTICES

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Pursuant to the terms of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232(g), Williamson County Schools designates the following personally identifiable information contained in a student’s educational record as “directory information”, and it will disclose the following student information without prior written consent: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, weight and height of members of an athletic team, and most recent previous educational agency or institution attended. Parents must notify their child’s school in writing if they do not want his/her directory information released.

Under provisions of the Elementary and Secondary Education Act of 1965 and other federal law, directory information will be provided to recruiters from the armed services upon request. Parents must notify their child’s school in writing if they do not want his/her directory information released to military recruiters.

SECTION 504 NOTICE

Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act (ADA) are acts which prohibit discrimination against persons with a disability in any program receiving federal assistance, among others. Both acts define a person with a disability as anyone who:

- has a mental or physical impairment which substantially limits one or more major life activities (major life activities include caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
- has a record of such impairment;
- is regarded as having such an impairment, or has had a record of such an impairment.

In order to fulfill its obligations under Section 504 and the ADA, Williamson County Schools recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person on the basis of a disability will knowingly be permitted in any of the programs or practices in the school system.

The school district has specific responsibilities under both acts, which include the responsibility to evaluate and determine if the child is eligible under Section 504/ADA, and to then afford access to appropriate educational accommodations.

If the parent or guardian disagrees with the determination made by the professional staff of the School District, he/she has the right to a hearing with an impartial hearing officer. For further information, contact Jill Merritt, 504 Coordinator at 615-472-4000.

RIGHTS OF CHILDREN WITH DISABILITIES AND PARENT RESPONSIBILITIES

Parents may access information about child advocacy groups and information on how to contact the state department of education for information on student rights and services from the following agencies:

Tennessee Department of Education Legal Services Division, 710 James Robertson Parkway, Andrew Johnson Tower, 5th floor, Nashville, TN 37243-0380, 615-741-2851, Fax: 615-253-5567 or 615-532-9412.

Williamson County Schools Student Support Services, 1320 West Main Street, Franklin, TN 37064, 615-472-4130, Fax: 615-595-4930.

CHILD ADVOCACY GROUPS CONTACT INFORMATION

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee. A few of these organizations are listed below:

- The ARC of Williamson County, 129 W. Fowlkes Street, Suite 151, Franklin, TN 37064, 615-790-5815, Fax: (615) 790-5891
- Support and Training for Exceptional Parents (STEP), 712 Professional Plaza, Greeneville, TN 37745, 615-463-2310, Web: <http://www.tnstep.org>
- Tennessee Disability Law and Advocacy Center (DLAC), 2416 21st Avenue South, Suite 100, Nashville, TN 37212, Phone: 615-298-1080, Toll free: 1-800-342-1660, email: GetHelp@DLACTN.org.
- Tennessee Voices for Children, 1315 8th Avenue South, Nashville, TN 37203, 615-269-7751, Fax: 615-269-8914, TN Toll Free: 800-670-9882, TVC@tnvoices.org.

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services-Disability Pathfinder Database: <http://kc.vanderbilt.edu/tennesseepathfinder/ServiceFinder/Default.aspx>.

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education and Williamson County Schools do not intend this as an endorsement or recommendation for any individual organization or service represented in this list.

WILLIAMSON COUNTY SCHOOLS STATEMENT OF NON-DISCRIMINATION

Williamson County Schools in its employment of personnel and in its educational activities with students does not discriminate on the basis of race, color, religion, national origin, sex, age or disability. Employees of Williamson County Schools are appointed as coordinators of the various activities ensuring compliance with federal laws and regulations including the U.S. Department of Education regulations implementing: Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973

and Vocational Education Programs Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, and National Origin, Sex and Handicap. U.S. Department of Justice regulations implementing: Title II of the American Disabilities Act of 1990.

Employees include Title VI & ADA Coordinator Rebecca Owens, Title IX Coordinator Bill Squires, IDEA Coordinator Carol Hendlmyer, and Title II Coordinator Laurette Carle. Contact them at: 1320 West Main Street, Franklin, TN 37064, 615-472-4000. Individuals who need assistance or have a complaint should contact the above listed individuals.

Williamson County Schools provides equal access to youth groups such as Boy Scouts and Girl Scouts.

TEACHER INFORMATION

Parents have the right to request information regarding the professional qualifications of the student's classroom teachers and any paraprofessionals providing support to the child. Parents must be provided, upon request, state qualifications and license criteria for teachers and paraprofessionals. For more information, contact the Human Resources Department at 615-472-4050.

HOMELESS EDUCATION

You qualify for consideration under the McKinney-Vento Homeless Education Act if any of the following apply: if you live in a shelter, motel, vehicle, campground, abandoned building or trailer, or other inadequate accommodations, or if you live with friends or relatives because of the inability to afford adequate housing. If any of these apply, you may be entitled to all services, rights and protection provided under this law.

Your children have the right to attend a school no matter where you live or how long you have lived there, continue in the school last attended before becoming homeless (if that is your choice and it is feasible) and receive transportation to the school last attended prior to becoming homeless if requested. Students, if qualified, are also allowed to enroll in a school without a permanent address, without school records or without proof of immunization. These will be obtained by school personnel.



BRENTWOOD MIDDLE SCHOOL

VIKINGS

Make it a great day or not,
the choice is yours!