

Brown Summit Middle School



Student Handbook
2019-2020

Table of Contents

Message from the Principal	4
Brown Summit Colors, Mascot, Motto, Vision, Mission Beliefs	5
The Brown Summit Way	6
Parent-Teacher-Student Association	7
The Brown Summit Middle School Family	8
Student Behavior and “The Brown Summit Way”	9
Discipline	9
Values	9
Discipline Plan	10
Respect for Yourself	10
Respect for Others	10
Respect for Property	11
Dress Code (updated)	11
Inappropriate Displays of Affection	11
Bus Conduct	11
Student Movement Across Campus	11
Textbooks	11
Hall Lockers	12
Telephone	12
Lost & Found Items	12
Forgotten Items	12
Messages for Students (updated)	12
Gifts for students	12
Visitors	12
Weather Policy	13
Emergency Information	13
Student Illness or Injury	13
After-School Tutorial	13
Restroom Breaks	13
Transportation	14
Alternate Transportation Home	14
Report Cards	14
Grievance Policy	14
The GCS Middle School Attendance Policy	15
BSMS Middle School Attendance Policy	15
Make-up Work	15

Documentation for Absences	15
School Policy for Late Work (updated)	16
Morning Arrival	16
Tardy Policy	16
Early Dismissals Notes	16
Prior Approval Notes	17
Prescription & Non-Prescription Medication	17
Responsibilities of the Parent/Guardian	17
Prohibited Substances	18
Responsibility of the School	18
Counseling Center	18
Purpose of the Counseling Center	18
Conferences	18
Withdrawals/Transfers	18
BSMS Ambassadors	18
Peer Tutors	19
The Media Center & Media Collection	19
Overview	19
Hours of Operation	19
Circulation Policies	19
Resources Available	19
Physical Education	20
Physical Education Lockers	20
Required Physical Education Uniforms	20
To Be Excused from Physical Education	20
Cafeteria	20
Overview	20
Federal Lunch Program	21
Honor Code	22
Excused Absence for Educational Opportunity Request	23



Dear Brown Summit Middle Parents and Students,

Welcome to the Phoenix Family!! We are excited that you have chosen to attend our amazing school. BSMS is truly a unique and extraordinary place.

At Brown Summit Middle, we are committed to ensuring that all of our students receive a high quality educational experience. We aim to challenge them academically, nurture their socio-emotional growth, and equip them with the necessary skillset to reach their goals and accomplish their dreams.

We believe that the parent and school partnership is key to our students' success. We both want to see the students succeed at the highest level possible and this shared commitment drives the work that we do together. Therefore, we encourage parents and community members to volunteer and take an active role in our school.

During this school year, we ask for your continued support in the following areas:

- ☉ Being actively involved in our school
- ☉ Ensuring that your child completes homework assignments and/or projects within the deadlines set by his/her teacher.
- ☉ Speaking positively about our school. The child who believes his/her parents support the school is more likely to work hard and succeed in school.
- ☉ Sharing questions and/or concerns with your child's teacher immediately.

This student/parent handbook is a very important tool as it provides important policies and information that will be helpful to you and your child in the coming year.

We thank you for choosing Brown Summit Middle School for your child's middle school experience. We look forward to an amazing school year!

Sincerely,

Dr. Kimberly Robertson

Brown Summit Middle School

Center for Advanced Academics

School Colors: Red, Yellow & Black **School Mascot:** The Mighty Phoenix

Motto: “Education Excellence” The successful coupling of academic achievement and character development!

Vision: To be a globally competitive school that inspires, challenges, and empowers students to meet high academic standards, lead ethical lives, and demonstrate knowledgeable, responsible citizenship in an increasingly challenging world.

Mission: To provide an exemplary learning experience that encourages students and staff to actively discover, integrate, and apply knowledge in a dynamic global and technological environment.

Beliefs:

1. Nurturing relationships are essential for adolescent growth and development.
2. Adolescents develop independence and conscientiousness through differentiated practice.
3. Well-designed, technology infused, active, relevant, inquiry-based learning experiences are essential for the 21st century global student to be competitive.
4. An individualized, structured environment is essential to the promotion of independence and responsibility.
5. Competitiveness with one’s self helps adolescents reach their full potential.
6. Civic service promotes experiential learning and character development for adolescents while enhancing the community at-large.
7. Parent involvement motivates and supports adolescent development and responsibility.
8. Passionate educators empower students to seize the day and prepare for tomorrow.
9. Students must learn to effectively use technology to find and obtain relevant information, organize and analyze thought, yield new ideas, collaborate, communicate, and extend innovation.
10. Adolescents discover their full potential through rigorous independent thought, focusing on critical analysis and evaluation of information.

The Brown Summit Way

A place to strengthen the mind, cultivate character and experience service!

The Way

Experiential Items

1. **B**e respectful
and embrace
diversity

- We provide Diversity and Multicultural training and host multicultural events promoting unity.
- We utilize globally diverse literature and activities that teach character, integrity, honesty, and respect.
- We acquire cultural competency skills through learning together and from each other.
- We empower each student to be his or her authentic self.
- We foster an environment of inclusion, support, and respect.

2. **S**trengthen
the mind

- We inspire, challenge, and empower students to meet high academic standards.
- We teach students to understand themselves as learners and critical thinkers.
- We provide a rigorous differentiated curriculum.
- We promote real-world study skills training.
- We prepare students to face “College Ready Expectations.”

3. **M**ake
ourselves
globally
competitive

- We use 21st century skills to understand and address global issues.
- We learn to work collaboratively with individuals representing diverse cultures, religions, and lifestyles in a spirit of mutual respect and open dialogue.
- We foster an understanding of other nations and cultures.
- We commit to personalized learning by utilizing 1:1 technology.
- We integrate the Four C’s (collaboration, communication, critical thinking, and creativity) to enhance digital literacy.

4. **S**how
integrity,
honor and civic
responsibility

- We strive for excellence in all that we do.
- We participate in annual service learning projects.
- We emphasize civic responsibility and leadership.
- We practice integrity and strong moral principles.
- We exercise the BSMS Honor Code at all times.

Brown Summit Middle School

“Education Excellence”

The successful coupling of academic achievement and character development!



Welcome Brown Summit Middle School Parents, Students, and Staff!

We are looking forward to a great year at Brown Summit Middle School! We have a wonderful executive PTSA board already hard at work making plans for the upcoming school year. I am excited to be part of this team, and I encourage each of you to join us by finding a place where you can contribute your talents to help support Dr. Robertson and our amazing staff.

It is my hope that our PTSA widens its reach to include every Brown Summit family this year. All of us made the decision to bring our children to Brown Summit Middle because we believed it was the best middle school in Guilford County. Now that we are here, we have the opportunity to work together and write the next chapter of the story. Brown Summit is, indeed, the best place to be in Guilford County, and we want everyone to get involved.

Please join me this year by joining the PTSA. Watch for opportunities to be involved, either by volunteering, sending in items when needed, or attending PTSA-sponsored events like Coffee with the Principal, spirit nights, the Talent Show, and the End-Of-Year Cookout. Getting plugged in and getting involved will enrich your experience at Brown Summit, and I promise, we will have a lot of fun, too!

Thank you for your support and for helping make Brown Summit Middle such a special place!

Amy Teoh
2019-2020 PTSA President
Brown Summit Middle School

Executive Board Officers

President: Amy Teoh, amypteoh@gmail.com
Vice President: Palmer McIntyre, mcintyrepalmer@gmail.com
Treasurer: Maureen DeLuca, mnpdeluca@yahoo.com
Secretary: Heather Bouchillon, heather.bouchillon@gmail.com

Committee Chairs

Spirit Wear: Katie Houlden, kdhoulden@gmail.com
Talent Show: Brenda Gross, bookladyb@hotmail.com
Hospitality/Staff Appreciation: Hope Jackson, mrsnijackson@gmail.com
and Enid Cooper, enidcooper@hotmail.com
Spirit Nights: Lindsey Key
Membership: Palmer McIntyre, mcintyrepalmer@gmail.com

Brown Summit Middle School Staff

Administrative Team

- Dr. Kimberly Robertson, Principal
- Mira Palatiello, Secretary/Treasurer
- Tina Lunsford, Data Manager
- Aimee Denny, Counselor
- Muzical Waite, Curriculum Facilitator

Support Team

- Hannah Zamboni, Media Specialist
- Paula Fabros, Exceptional Children Teacher
- Christopher Crawley, Social Worker
- Kori Welch, School Nurse
- Mark Patterson, School Psychologist

Sixth Grade Team

- Katy Crisco, Social Studies/Science
- Mark McGregor, Math
- Kirby Young, English Language Arts

Seventh Grade Team

- Michael Cacaci, Math
- Rebecca Rogers, English Language Arts
- Beth Perdue, Social Studies
- Rebecca Cox, Science

Eighth Grade Team

- Shanda Hamm, Math
- Linsey McCarthy, English Language Arts
- Rebecca Cox, Science
- Beth Perdue, Social Studies

Encore Team

- Justin Drabot, Health/Physical Education
- Jessica Runtz, Latin
- Meigan Milleson, Art
- Claudja Dwight, CTE

Custodial Team

- Tyrus Thomas, Lead Custodian
- Gary Haith, Custodian

Student Behavior and “The Brown Summit Way”

Discipline

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it strengthens the whole education structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

“The Brown Summit Way” is to be implemented consistently across campus. It is critical that each student is responsible and accountable for their actions. Our school-wide plan encourages positive choices and does not exclude consequences.

Brown Summit Middle School Values

Philosophy

We are all responsible for own behavior. We choose how we will respond and act in every situation. We can allow others to push our buttons or handle the situation with calm and dignity. Ultimately, this speaks to our character and integrity. “The Brown Summit Way” guides behavior and personal development. Appropriate attitudes and behaviors are expected at BSMS. We will treat each other with dignity and respect while valuing our differences. Our goal is to facilitate learning and develop excellent young citizens both academically and socially.

Brown Summit Middle School Discipline Plan

Teacher/Team Interventions include:

Warning- Teacher created system for informing the student of the infraction

Reflection- Time alone in their classroom, separated from the group. Students must be supervised at all times.

In-Team- Time alone in a different classroom within the grade level team. Students complete their assignments and sit in a designated area.

Parent Called- The parent will be asked to speak with their child and encourage them to make better choices. Parent phone calls by the teacher will be used as well to notify parent of issues.

Written Assignment- Students are given an article and/or prompt to write an appropriate summary and/or appropriate apology of their poor choice and action steps to correct the behavior in the future. This does not refer to having to write repetitive sentences. Students may also have to research a character education topic as a result of a poor choice.

Detention- Morning and lunch detention will be supervised by an adult. Lunch detention may take place in the cafeteria if there is an isolated location that can be supervised or in the Media Center. Students are to sit and eat without talking.

Guidance and/or Social Worker Referral- Students may be referred to the guidance counselor or social work for intervention and redirection of behavior.

Administrative Interventions may include all the above and the following:

Cross-Team- Each grade level team will work with another grade level team to accommodate students requiring time out of their designated classroom.

ISS- Students are assigned ISS only by an administrator or designee. Parents must be contacted. Teachers will provide assignments in their content area and give to the teacher hosting ISS.

Repeated poor choices will likely result in In-School Suspension (ISS) or Out of School Suspension (OSS) depending on the severity of the incident.

Respect for Yourself

Give your best effort at all times. Come to class prepared to learn. Be on time for class and bring necessary materials (paper, pencils, books, PE clothes). Actively participate in class in a positive and productive manner.

Respect for Others

Interactions with other people require that you:

- keep hands and feet to yourself
- use appropriate language
- be polite and positive (*refrain from put-downs, name calling, profanity, and vulgarity*)
- abide by the GCS Student Handbook and “**The Brown Summit Way**”. Students need to be aware that GCS has a no tolerance policy towards harassment towards other students. Consequences can be severe.

Respect for Property

Keep the school buildings and grounds clean while keeping your personal property safe. To keep your valuables safe put personal items, including book bags, in your own lockers and leave valuables at home. Never leave valuables unprotected. The school is not responsible for lost or stolen items. Students are also expected to take special care in their use of school materials, such as books, calculators, etc. Parents will be contacted and reimbursement expected for damage of school property.

Dress Code (Updated for 2019)

Students will be expected to keep themselves well groomed and neatly dressed at all times. Any form of dress or appearance considered destructive and detrimental to the purpose of the school will not be permitted. This includes but is not limited to clothing that has violent, hateful, racially

inciting, suggestive and offensive words, phrases, or graphics. Clothing cannot disrupt the learning environment.

It is important that our dress code and administrative enforcement should not reinforce or increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, household income, gender identity, or cultural observance.

Students must wear clothing that covers “private” body parts with an opaque fabric.
Undergarments should not be visible.

Must Wear:

- Shirt: A fabric in the front, back and on the sides under the arms
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts)
- Shoes

The following items of clothing have been determined to be **unacceptable**:

- clothing that exposes undergarments
- halter-tops, midriff shirts, or blouses that expose private parts
- hats (*male or female*) (unless it is a specified “hat day”)
- sunglasses
- attire with profanity, suggestive slogans, references to alcohol, drugs, or tobacco products
- attire that causes a disruption to the learning environment

Students wearing inappropriate clothing will be required to change immediately into appropriate clothing or call home for it. Students with repeated dress code violations will receive disciplinary action.

Inappropriate Displays of Affection

Acts of Affection- Inappropriate displays of affection (e.g. hand-holding, hugging, kissing) among students will not be allowed on campus grounds or at any school related activity. (Remember that school rules apply at all times while under the direct or indirect supervision of BSMS faculty and staff).

Bus Conduct- A student’s failure to follow bus rules and regulations may result in a suspension from riding a bus for a designated length of time. Riding a bus is a privilege, not a right.

Student Movement across Campus

The following expectations apply for student movement across school grounds:

- *Move on campus quickly-* Come to class on time, follow route to class designated by team, walk at an appropriate pace.
- *Move on campus quietly-* Talk at an acceptable level and be considerate of others. Close lockers quietly.
- *Move on campus safely-* Walk to class without sliding, jumping, or running. Always keep to the right side of the hallways and sidewalks.

Textbooks

Teachers issue student textbooks. Students must take good care of these books. If any book that has been issued to a student is lost, the student must pay full price to replace it. Also, students are financially responsible for damages to any textbook. Replacement textbooks may be acquired from the Textbook Coordinator, Ms. Zamboni.

Hall Lockers

The following rules apply to the use of school assigned lockers, property of Brown Summit Middle School:

- Students are not to share lockers or locker combinations for any reason.
- Lockers are not to be exchanged with another student without permission from their Phoenix Block teacher.
- Students should use lockers only at times designated by teams.
- The Principal or his/her designee may inspect lockers at any time.
- Do not place stickers or signs on the inside or outside of your locker.
- Your locker and its combination are your responsibility.

Telephone

Students are not to receive or make phone calls. In the event of an emergency, the classroom teacher will contact the home for the student. Students needing to contact a parent for any reason must do so from the front office phone. Classroom phones are not for use by students.

Lost & Found Items

If you have lost an item, please tell your teacher where you last remember having the item as soon as you discover the item missing. Lost and found items can be found in the bins in A & B buildings and the gym.

Forgotten Items

We ask that parents bring forgotten items (e.g.: textbooks, lunch, lunch money, and articles of clothing) to the front office. Office personnel will notify your child at the appropriate time to come pick up these items. We ask for your cooperation in this matter to minimize disruption of the learning process.

Messages for Students

We ask that all transportation changes are worked out with students prior to their arrival at school. We will not contact students during the instructional period to provide them with phone messages. **We will “take” messages and notify all students that they have a message waiting on the “Message Board” at 3:00pm.** Therefore, we ask that all changes and notifications happen BEFORE 3:00. We understand that emergencies happen, and those cases will be handled as they arise. We will notify students at the end of the day during announcements if they have a message waiting.

Gifts for Students

Due to safety concerns and the need to limit disruptions during the school day, students are not allowed to receive gifts during the school day. *No gifts will be delivered to students on school campus. This includes flowers and balloons.*

Visitors

All visitors to the school must report to the office to receive a visitor's pass and record the reason for their visit. Meetings with a teacher or the counselor must be pre-arranged. Parents will be asked to wait in the office for the staff person to escort them to the meeting place. **Student visitors are not allowed on campus during school hours nor are they permitted to attend classes with friends or relatives.**

Weather Policy

When snow or other severe weather conditions occur, it may be necessary to cancel school, delay the opening of school, or dismiss classes early. Please keep the following in mind when inclement weather occurs:

- Guilford County Schools will make an announcement of cancellations, delays, or dismissals as soon as a decision is made.
- Listen to a local radio or television station. If no announcement is made, school will open or dismiss as usual.
- Please do not call the school for information since telephone lines must be kept open for emergency and other vital public service announcements when weather is bad.
- The district may make a general call to all parents and teachers as soon as the district makes decision to cancel or delay classes.

To avoid the disruption of family schedules, please have a contingency plan in place in the event of adverse weather conditions or the early closing of school. Please remember that Brown Summit Middle has a limited number of phone lines available, so please plan ahead to avoid confusion.

Emergency Information

Students and their parents should make certain that parent's and emergency contact's phone numbers (home, work and cell) are current. Also, it is important that we have the student's current address and all other pertinent information on file in the office at all times to ensure expedient communication in the event of an emergency. Please update this information as necessary by calling Mrs. Lunsford, Data Manager at 656-0432.

Student Illness and Injury

Any student who becomes ill, injured, or is involved in an accident while at school should go to the front office (if possible) until the parent arrives to take them home. Teachers may call the front office for assistance as needed. In the event of an accident, the supervising teacher must complete the Student Accident Report form and turn it in to school treasurer the same day of the accident.

After-School Tutorial

Brown Summit Middle School is a magnet school with a theme of Advanced Academics. There is no funding for after school tutoring. If a teacher is willing and able to make arrangements for a student to stay after school for help, the teacher and parent will agree that the parent must provide transportation home at a designated time agreed on by both the teacher and parent. No staff person will be allowed to transport a student.

Restroom Breaks

Arrangements to use the restroom should be made during class changes and classroom guidelines. Students must have a pass to the restroom if going other than class changes. Students with physical needs that require frequent restroom visits should provide a note from a doctor.

Transportation

Students riding buses will arrive at Brown Summit each morning between 8:00 a.m. and 8:30 a.m. for our planned 8:35 a.m. start time.

Alternate Transportation Home (including buses and car riders)

Students wishing to ride the bus or ride home with another student must:

- provide a written statement from his/her parents including a phone number to call the parent to verify the request
- bring the note to the office before school starts (1st thing in the morning)
- get approval from an administrator
- pick up the note before dismissal

Please note the following:

- Confirmation calls to parents may be made
- Due to limited capacity on buses, notes requesting the use of a different bus may not be approved

REPORT CARDS

The following is the interim report and report card schedule. Interims will be issued every 3 weeks. Report cards are issued each nine weeks.

	First quarter	Second quarter	Third quarter	Fourth quarter
Interims	September 25	December 3	February 24	May 4
Grading period ends	October 25	January 17	March 26	June 5
Report Cards	November 5	January 30	April 14	Mailed by June 16

Interim Reports will be sent home for parent signature and must be returned to the appropriate teacher the following day.

Grievance Policy

If you are unhappy about something that has happened in your child's classroom, you should:

- ☉ **Talk with your child's teacher about the problem first.**
- ☉ **If you are not satisfied after talking with the teacher, ask to speak with the principal.**

We will work with you in every way possible to resolve problems within our school. Proper procedures involve beginning at the local school level to seek resolution, rather than starting by calling the Regional Office. Our goal is to always seek to find a resolution at the school level.

Brown Summit Middle School Attendance Policy

At Brown Summit Middle School, we believe that it is essential that students attend school regularly and arrive on time in order to benefit the most from school experiences. We realize that there will be times when students have legitimate absences; however, needless absences and habitual tardiness do nothing more than interrupt the learning process. We believe that children should be taught the value of punctuality. The school staff appreciates your cooperation in these matters.

Magnet school students who accumulate excessive tardies or absences will have their magnet status rescinded. These students will be required to return to their attendance zone school. Brown Summit defines excessive as six (6) absences/tardies per semester or twelve (12) absences/tardies per school year.

On the seventh and each subsequent absence, the student is required to make up time (*four hours of make-up time equals one school day or*). Since we do not have after school activities, we must make special arrangements for make up time. This opportunity will primarily be offered on Saturdays. Parents must provide transportation. For the purposes of make-up time, absences start over at the beginning of each semester.

REQUEST FOR EXCUSED ABSENCE FOR EDUCATIONAL REASONS

The North Carolina General Assembly passed General Statute 115C-378, entitled the Compulsory Attendance Law, in 1955 and amended it through 1992. This law, in conjunction with the rules and regulations of the North Carolina State Board of Education, makes parents and legal guardians responsible and accountable to ensure that their children's absences from school are valid. Seven (7) types of valid absences are established by the rules and regulations set forth by the State Board of Education. Two of those types are absences resulting from religious observances and educational opportunities of a significant nature. The principal should deny the request if the cumulative effect of such absences would substantially interfere with the education of the student. If the principal does not approve this request, you will be promptly notified.

REQUEST FOR ABSENCE TO BE EXCUSED ON EDUCATIONAL GROUNDS

For an excused absence for educational reasons, the intent of the experience should have been educational from the onset and comparable to that which the student would have experienced in school. Family vacations or business trips accompanied by students will not be approved. All requests for approval are required to be made in advance of the trip. These pre-approval forms are also located at the front office. **Within 5 days of the return from the absence, the student will be required to present evidence of the educational value of the trip such as a written report or presentation (oral, digital, photo, etc.).** Students are also responsible for completing any missing assignments from their classes within the appropriate time period. Absences will be marked unexcused until the required evidence is submitted. It is the parent's responsibility to ensure that the evidence is submitted during this timeframe. Students will not be granted more than 5 excused absence days in the current school year under Educational Opportunity. Consideration will also be given to the number of days the student has been absent or tardy during the current school year. **(A request form is located in the appendix and front office)**

Make-up Work/Requests

Students will have two days per each day's absence to make up assignments, with exceptions considered by the principal. If a student is absent for only one day, it is the student's responsibility to request work upon return to school the next day. Students are also encouraged to choose a learning buddy on their team that they can call to get assignments or ask for help at home. If the absence is for two or more days, you may go to Brown Summit Middle School's website where homework for each class will be posted or email the teachers and request assignments. If you do not have access to the website or email, call the counseling center to have assignments forwarded from your child's teacher(s). Teachers must have a minimum of a 24-hour notice to prepare assignments. Parents must pick up assignments and books from their student's locker. Please come prepared with the locker number and combination to retrieve any materials needed from the student locker. It is the parent or guardian's responsibility to pick-up needed assignments. Work assigned prior to the absence (for any reason) must be turned in immediately upon returning to school. Students have two (2) days to make up work missed that was assigned during the absence. No work is excused because a student is absent.

Documentation for Absences

All students who are absent from school for a day or more must bring a written note from home within three (3) days of their return. This note should be returned to the front office staff. The written explanation will allow us to determine if the absences are excused or unexcused. If no written explanation is received within three days, the absence will be considered unexcused. The following shall constitute valid excuses for nonattendance of a student at school:

- (a) Illness or injury
- (b) Death in the immediate family
- (c) Medical appointments
- (d) Court proceedings
- (e) Religious observances
- (f) Education opportunity – **Form is located on the last page of the handbook**

If at any time a student is absent from school more than five (5) consecutive days, the parent/guardian should contact the school to give a reason for the absence and to work with his/her child's teachers to secure missing assignments.

Students who fail to attend school regularly will be referred to the school social worker. Parents/guardians will be notified of absences after the third, sixth, and tenth absence.

School Policy for Late Classwork

Our school's focus is advanced academics. We value the importance of honoring commitments and deadlines. In order to maintain that focus, all late work will be penalized. Work that is 1 day late will result in a 15-pt. deduction, work that is 2 days late will result in a 30-pt. deduction, and work that is 3 days late will result in a 0. This applies to homework and classwork.

Parents and students are strongly encouraged to review PowerSchool consistently to ensure students are completing assignments in a timely manner.

Morning Arrival

Car riders should not arrive before 8:00 a.m. No supervision will be provided before this time. For safety and to ease congestion do not pull into the parking area near the gym to drop students off. We ask that you proceed to the designated drop off area that is marked. This area is for staff parking only. When students arrive, they should report to the gym and be seated. They may use

this time for organization and study and will have the opportunity to go to the cafeteria for breakfast. Students will be expected to clean up their morning area, including breakfast discards. Students are dismissed to their 1st block class at 8:30 a.m. and are not allowed in the halls without a pass prior to 8:30 a.m.

Tardy Policy

Students arriving to 1st block after 8:40 a.m. are tardy. Parents must park and accompany their student into the front office and sign them in, including reason for the tardy. All notes (doctor, dentist, parent note) should be presented to the secretary in the front office. There the student will receive an admit slip to class. For a student to be considered present for a full day they must attend school until 12:15 p.m.

Only late bus riders will be excused, and they will receive admit notes directly from the front office. *Students with excessive tardiness will risk being returned to their home school per GCS Board Policy IEM-P.*

Early Dismissal Notes

A note from the parent/guardian with the following information is required for an early dismissal:

- reason for leaving early
- time of departure
- name of person picking student up
- signature of parent/guardian

The note must be presented to the front office secretary by 9:00 a.m. All students must report to the main office before leaving school if being dismissed early. The parent/guardian must sign the student out in the main office. *A student is counted absent for the day if he/she leaves before 12:15 p.m. or arrives after 12:15 p.m. Students must check out through the main office. In addition, we ask that no students be checked out for early dismissal after 3:00p.m. with the exceptions of athletes. The attendance policy is clearly outlined in the GCS Student Handbook.*

Prior Approval Notes

Parents/guardians must submit a written request to school administration for prior approval before any absence for reasons other than an illness, a doctor's appointment, or a death in the family. All work missed is expected to be made up as noted in the Brown Summit Middle School policies. If requesting an excused absence for educational reasons, please refer to the form at the end of the handbook.

Prescription & Non-Prescription Medication

Responsibilities of the Parent/Guardian

Medication must be delivered in person by the parent or guardian at the time the authorization form is submitted. The school will assume no responsibility for students who self-medicate.

For all Medication—including Tylenol and aspirin—the parent/guardian must fill out the authorization form, have the health care provider's signature and put the medication in an appropriately labeled container, including the following:

- the student's name
- the name of the medication
- the unit dosage to be given
- the time the medication is to be given
- the method of administration

In addition, the parent/guardian is responsible for the following:

- providing new containers with appropriate labeling when medication changes are made
- removing medications from the school premises when they are discontinued by the health-care clinician (*a health-care clinician is defined as a licensed health-care provider who can prescribe medication under North Carolina statute*)
- ensuring that an updated and completed *Authorization of Medication for a Student at School* form is on file at the school, signed by the health-care clinician and the parent or guardian (*a new form must be filled out each school year*)
- informing the school in writing if he/she wishes to withdraw authorization for medication to be given at school (the withdrawal of authorization is documented on the *Authorization of Medication for a Student at School* form)
- removing medication from school premises at the end of the school year (*all medication that is not removed will be destroyed*)

Per North Carolina law, if a student wishes to take Tylenol or Ibuprofen on a public-school campus, he/she must have a doctor's note and must follow the same policies outlined in this section.

Prohibited Substances

Any medicine not properly kept in the main office will be treated as a prohibited substance, and any student(s) involved may be subject to disciplinary action under the Guilford County Schools drug policy.

Responsibility of the School

It is the legal responsibility of the school to provide the medication prescribed by a doctor once the aforementioned procedures are in place. By North Carolina law, no faculty or staff member is allowed to give a child medicine without the aforementioned procedures in place.

COUNSELING CENTER

Purpose of the Counseling Center

A counselor is available to help students succeed in their school experiences. The Counseling Center assists students in their intellectual, emotional, and social growth by providing individual and group counseling, guidance programs, and a forum where students can speak openly and confidentially about many subject matters.

We encourage and invite all students to use the counseling center as needed. Students may request an appointment with the counselor after following the established procedures:

- Students may request to see the counselor at any time by filling out a form and leaving in her box outside her door or giving the form to the teacher. Teacher must grant the student permission to see Mrs. Denny.
- Teachers will turn in the request to the counseling center during their planning period.

- Mrs. Denny will contact students.

Teacher Conferences

Parents are encouraged to call the school counselor, Mrs. Denny, to schedule teacher conferences as needed. It is recommended that all teachers attend each parent/teacher conference.

Withdrawal/Transfers

Parents should notify the counseling center prior to a student's withdrawal from school. Time is needed to collect books, materials, and grades. A transfer form stating the student has properly withdrawn and a list of current grades will be given to the parent when this process has been completed. If the counselor is not notified in time to obtain grades, these will be sent to the receiving school when possible.

BSMS Ambassadors

Brown Summit Middle School ambassadors are students who are trained to assist during the magnet fair and also assist during Open House and other campus activities. Teachers and parents may nominate or students may nominate themselves. The school counselor coordinates BSMS ambassador training and activities. It is important the selected students demonstrate and embrace "The Brown Summit Way".

Peer Tutors

Peer tutors are students who volunteer their services to peers who need academic assistance. Tutors must be in good academic standing, exemplify leadership skills and be willing to positively assist their fellow classmates.

THE MEDIA CENTER & MEDIA COLLECTION

Overview

The Media Center staff wants students to feel welcome and wants to help them with their information and technology needs. The staff also hopes to encourage students to develop a love for reading and to make the media center one of their favorite places on campus.

Hours of Operation

The Media Center operates Monday through Friday, 8:00 a.m. to 4:00 p.m. Students must get a pass from the Media Specialist or their teacher to go to the Media Center.

Circulation Policies

The Media Center staff will employ the following policies:

- With teacher permission, single students or small groups of students may come to the Media Center for checkout or research at any time during its hours.
- Teachers may schedule time in the Media Center with their classes, and they should accompany their classes at all times while their students use the media facilities.
- After school visits should be arranged 24 hours in advance and should be approved by a parent, teacher, and media staff member.

- A total of two items may be checked out for a two-week period. Overnight materials include reference books, teacher-reserved books, and electronic equipment. Additional items for checkout must be approved by a parent, teacher, and media staff member.

Media Resources Available

The following represents the resources available in the BSMS Media Center:

- **Print collection**
The print collection includes over 6,000 fiction and nonfiction, reference, and magazine titles.
- **Electronic databases**
The Media Center database collection includes encyclopedia, periodical, and reference CD-ROMs.
- **Internet**
The Internet is available with parental permission and teacher supervision. Helpful Web links selected by teachers and the media specialist are available through the school's Web page and may be accessed from school or home.
- **Multimedia**
Software such as Hyper Studio and PowerPoint and hardware such as digital cameras, flatbed scanners, and video cameras are available through the Media Center.
- **Parent Resource Center**
The Parent Resource Center includes helpful resources for parents and families.
- **Student Media Assistant**
A limited number of students will be selected by recommendation to assist before school. This voluntary commitment allows students to learn all the technical, research, management, and clerical skills it takes to keep the media center running.
- **Special Events**
The media staff will coordinate many special events throughout the year including book fairs, contests, and special guests.

PHYSICAL EDUCATION

Physical Education Lockers

Physical education lockers will be issued for use during the student's physical education period only. Lockers and combination locks are the property of Brown Summit Middle School. Students are responsible for any damage to the locker or lock.

Physical Education Uniforms

Students are required to wear the Brown Summit Middle School P.E. uniform. The uniform can be purchased from the PTSA.

For safety reasons all jewelry must be removed before the physical education class begins.

To Be Excused from Physical Education

Participation in physical education activities require students must dress out. Participation is excused only with an accompanying note from the parent or physician or at the teacher's discretion. Students who do not participate with a note will be required to do an alternate assignment. In addition, student athletes must participate in their physical education class in order to be eligible for that day's athletic event.

CAFETERIA

Overview

All students are required to eat in the cafeteria, unless supervised by a teacher in another designated location, during their lunch even though they may bring their own lunch.

If a student needs to have a parent/guardian write a check for their meals (breakfast and/or lunch), the check should be made payable to *Brown Summit Middle School Cafeteria* and given to the cashier. Lunch can also be prepaid by visiting the GCS website and clicking on Parents and then Lunch Prepay. Only cafeteria food, brown-bag lunches, or lunches brought in lunchboxes are permitted. Parents may bring *take-out food (e.g.: McDonald's. No delivery (e.g.: pizza).*

	Paid Price (K-12 student)	Reduced Price (K-12 student)	Adult
Breakfast	\$1.00	\$0.00	A la carte
Lunch	\$2.85	\$0.40	A la carte
A la carte prices will be posted in August 2019			

As a result of state legislation, all students who qualify for reduced-price meals will receive breakfast at no cost.

Food or drinks are not allowed outside the cafeteria for any reason at any time, with the exception of water purchased from the school vending machine. Do not leave the cafeteria for any reason without teacher permission. Beverages brought from home must be in a sealed drink can or sealed carton and consumed during lunch only. *No glass containers are allowed.* Each student is responsible for keeping the cafeteria tables, floor, and general area clean.

Federal Lunch Program

Application for free or reduced lunches may be obtained any time during the year from the school cafeteria. Students must have a parent/guardian complete the application and return it to the school cafeteria. The reduced lunch fee is \$0.40 and reduced breakfast fee is \$0.00.

Brown Summit Middle School

Brown Summit
Middle School



Center For
Advanced Academics

HONOR CODE

1. I will take credit for my work. I will not cheat, help others cheat, or allow others to do my work for me.
2. I will not forge (fake/copy) signatures, records, information, or results.
3. I will not plagiarize. I will use quotations and cite sources when I use someone else's words and ideas.
4. I will not use words that hurt or demean an individual in any way (this includes electronically).
5. I will not abuse the GCS Acceptable Use Policy – (reverse side) - Board Policy EFE and EFE-P

I understand that every assignment I submit follows the BSMS Honor Code

Consequences will include, but are not limited to:

- Parent Contact
- Receiving a zero on the assignment
- Loss of participation in Extra Curricular activities, i.e. dances, intramurals, etc.
- Students may lose access to their electronic devices during the school day
- ISS
- OSS (for repeat offenses)

I, _____ have read and understand the BSMS Honor Code. My signature below indicates that I will abide by the Honor Code.

Student Signature

Date

Parent Signature

Date

For an excused absence for educational reasons, the intent of the experience should have been educational from the onset and comparable to that which the student would have experienced in school. Family vacations or business trips accompanied by students will not be approved. All requests for approval are required to be made in advance of the trip. These pre-approval forms are also located at the front office. **Within 5 days of the return from the absence, the student will be required to present evidence of the educational value of the trip such as a written report or presentation (oral, digital, photo, etc.).** Students are also responsible for completing any missing assignments from their classes within the appropriate time period. Absences will be marked unexcused until the required evidence is submitted. It is the parent's responsibility to ensure that the evidence is submitted during this timeframe. Students will not be granted more than 5 excused absence days in the current school year under Educational Opportunity. Consideration will also be given to the number of days the student has been absent or tardy during the current school year.

References: GCS Board Policy JBD Attendance Policy K-12; JBD-P Attendance Procedure K-12

Signing this form documents that this absence is for valid educational purposes.

As the parent or guardian of _____, Grade: _____
(Student's Name)

I state that the absence from school for the date (s) _____

is an educational opportunity that is of comparable value to my child's regular attendance at _____.
School name

Signature of Parent or Guardian Date

Please briefly describe the educational opportunity and its connection to grade level standards: _____

For Office Use Only:-----

of Total Absences to Date ____ # Excused ____ #Unexcused ____ # Tardies

Approved

Not Approved

Principal (or Designee's) Signature Date

Reason for denial (if applicable):

Date Evidence Presented: _____ Teacher Signature _____

Date Entered into PowerSchool _____ Data Manager Signature _____