

Brown Summit Middle School Center for Advanced Academics

2023-2024 Student & Family Handbook



Welcome from the Principal

Kimberly Jones-Goods, Ph. D.
Brown Summit Middle School
Center for Advanced Academics

Phoenix Families,

If you are new to Brown Summit Middle School, let me first say “welcome.” For those of you that are returning, “welcome back.” It is always a great day to be a Phoenix.

Brown Summit Middle School is an amazing place to learn and work. We have a tradition of academic and scholastic excellence. It is a place where students are encouraged to pursue rigorous coursework and challenged to reach their goals.

I am delighted to be your principal. Every day, I am grateful to work with such amazing students and teachers. I hope my passion for this school and the success of each student is evident in my actions.

I look forward to working with families to support students through connections and collaboration so that each one has the best middle school experience possible. While we hope our students develop independence, self-advocacy, and individual growth, we still believe in the importance of parents to their child’s success. Therefore, I strongly encourage parents to be an active participant in their child’s middle school experience by listening to them talk about their classes, friends, and various school activities. If issues arise, I encourage you to reach out directly to our teachers, counselors, and administrators to promote a unified team, focused on helping your child.

It is our people - the students, teachers, families, and community members that make brown Summit Middle School so special.

Welcome to all our new and returning Phoenix!

Sincerely,

Dr. Kimberly Jones-Goods

Principal
Brown Summit Middle School
Center for Advanced Academics

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Who to Contact?

Concern	Contact
Curriculum	Teacher
Discipline	Teacher
Volunteering	Teacher
Bus	Transportation Dept.
Cafeteria	Cafeteria Manager
Records	Data Manager
Medical	School Nurse
Homework	Teacher
Transportation Changes	Front Office
Classroom Concerns	Teacher
Academic Teams	Scholastic Director
Extended Learning	Teacher
Academic Support	Teacher
Standardized Testing	Teacher
Attendance	Data Manager
Grades	Teacher
Materials	Teacher
Devices	Media Specialist
Student Support	School Counselor

School Hours

Office Hours 8:00am-4:00pm

Student Academic Hours 8:20am-3:20pm

Students may enter the building beginning at 8:00am and are not to be dropped off prior to the start of the car rider line at 8:00am.

Buses will leave campus by 3:30pm. Car riders are dismissed at 3:15pm and all students must be picked up by 3:40pm.

We request no early dismissals after 3:00pm.

About our School

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

Motto: “Educational 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 oneself 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.

Brown Summit Middle School Staff

Administrative Team

- Dr. Kimberly Jones-Goods, Principal
- Rachel Burdick, Front Office Support/Treasurer
- Tanya Briones, Data Manager
- Sonja Sloan, Counselor
- Shanda Hamm, Curriculum Facilitator

Support Team

- Hannah Zamboni, Media Specialist
- Tara Santiago, Exceptional Children Teacher
- Cydney Cook, Social Worker
- Kathy Weaver, School Nurse
- Alison Bigsby, School Psychologist

Sixth Grade Team

- Ashley Hughes, Social Studies/Science
- Kiera Brown, Math
- Kirby Young, English Language Arts

Seventh Grade Team

- Michael Cacaci, Accelerated 7 and Math I
- Noren Bonner, English Language Arts
- Beth Perdue, Social Studies & Scholastic Director
- Rebecca Cox, Science

Eighth Grade Team

- Patricia Shumaker, Math I and Math II
- Linsey McCarthy, English Language Arts
- Rebecca Cox, Science
- Beth Perdue, Social Studies

Encore Team

- Victoria Czencheck, Health/Physical Education & Vacant (Family Life Education)
- Jessica Runtz, Latin
- Mor Fine, Art
- Claudja Dwight, CTE

Custodial Team

- Tyrus Thomas, Lead Custodian
- Gary Haith, Custodian

The Brown Summit Way

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

The Way

Experiential Items

Be 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.

Strengthen 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.”

Make 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.

Show 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

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“Educational Excellence”
The successful coupling of academic achievement and character development!

Brown Summit Middle School Values

Philosophy

We are all responsible for our 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.

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:

1. keep hands and feet to yourself
2. use appropriate language
3. be polite and positive (*refrain from put-downs, name calling, profanity, and vulgarity*)
4. 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. The 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 and briefcase “like” bags in your own lockers and leave valuables at home. Small drawstring and small canvas bags are allowed if they are able to fit underneath a student’s desk, otherwise, these items should be placed in student lockers. As the authority in their classroom, teachers have discretion to ask students to place items in their lockers.

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 to school property.

Code of Conduct

Brown Summit Middle School will follow the Code of Conduct listed in the Guilford County School’s Student/Parent Handbook 2023-2024.

Student Behavior Expectations

In the school environment, students at Brown Summit Middle School are expected to uphold the appropriate behavior in all areas of the school. Students who do not follow these expectations will have a consequence.

In the classroom:

Students are expected to use encouraging words, address adults, staff, and peers with respect and follow directions. Complete all assignments and turn them in on time. Work well with others and do your part and take pride in your own work and treat others as you wish to be treated. Lastly, students are expected to follow any classroom rules that are set by the teachers.

In hallways:

Students are to keep conversations quiet, positive and appropriate. Be mindful while transitioning from classes and keep moving. Students will report to class on time, keep the hallways clean and respect the other classrooms by not interrupting.

In the cafeteria:

Students are expected to be polite and respectful to students and cafeteria staff, wait for their turn in the lunch line, and not touch other students waiting in line. Students will pick up their trash in their area. Students will also eat and visit quietly with their friends.

In the gym & locker rooms:

Students are to dress out, respect others' privacy and property, display good sportsmanship and inform adults of any concerns.

Technology:

Students will have their Chromebooks to use daily in classes. Students are expected to follow the technology agreement and use their Chromebook appropriately. Failure to follow these expectations will result in consequences. Students will handle their Chromebook with care and use technology for assigned tasks and on assigned sites. Students will take care of technology so others can use, learn and enjoy it. Students will also keep their hands on their own Chromebooks and interact positively with others.

On school grounds & athletic events

Students participating in any Brown Summit Middle activity on school grounds or at an off-campus event in which they represent Brown Summit will uphold all Brown Summit Middle's Code of Conduct. Failure to do so will result in consequences such as not being allowed to attend any extracurricular activities on Brown Summit grounds. Students will uphold respect and be polite to all adults and athletes. Students will act appropriately and follow all directions given to them. Students are expected to throw away trash and keep the area clean.

School Discipline

Discipline/Student Behavior 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. BSMS follows the GCS Code of Conduct.

Bus Conduct: Riding a school bus is a privilege and not a right. 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. No food, drinks or electronic devices are allowed on buses. **Students can NOT switch buses without PRIOR approval from the transportation department.** (888-511-44247).

Student Reporting/Bullying Threats

Students are strongly encouraged to report any bullying, threatening, or self-harm to a trusted adult and administrator immediately. If you see something say something.

Please visit the GCS Bullying Reporting Online Form.

Teacher/Team Interventions can 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 parents 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.

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

Additional Teacher Actions:

1st Offense: Silent Lunch:

This serves as a teacher's warning. The student will serve silent lunch in the cafeteria.

2nd Offense: Lunch Detention:

Students will serve lunch detention on a grade level appointed day. Parents must be contacted. Teachers will rotate duties and students will serve lunch detention in the classroom.

3rd Offense: Morning/Afterschool Detention:

Parents must be contacted by the teacher in advance to know Morning Detention has been scheduled. Students serving morning detention will serve detention on Friday mornings from 7:45am – 8:15am with an assigned staff member. Students will also complete a behavior reflection form.

4th Offense: Referral to Administration. Parents will be contacted by the principal.

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 to ISS only by an administrator or designee. Parents must be contacted.

Cheating Policy

Brown Summit Middle School encourages students to exemplify high standards of academic integrity and honesty. To clarify expectations for students, the following list provides examples of unacceptable acts of cheating:

- Looking at another student's paper during a quiz, test or exam
- Revealing items to a student who has not yet taken a quiz, test, or exam
- Copying other students' assignments designated as independent work
- Referring to unauthorized notes and material during a quiz, test or exam
- Positioning your paper so that another student can see it during a quiz, test or exam
- Using unauthorized technological devices to complete or disseminate answers during a quiz, test or exam
- Using technological devices to secure work from another student's project
- Obtaining an unauthorized copy of a quiz, test or exam
- Plagiarizing a paper or using a paper written by another person

Teachers and administrators will treat cheating as a serious matter. Teachers will review the evidence of any misconduct with the appropriate administrator. All substantiated infractions will result in the grade being affected and the parent will be notified. **Students will receive a 0 for the assignment.** Opportunities for make up or resubmission will be left up to the teacher and/or administration.

When an incident occurs between two or more students, administration, and staff cannot discuss discipline consequences of the other students involved.

Attendance

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. Students are required to provide a written excuse from their parents/legal guardians when absent. Excessive absences and/or tardy will be referred to the administration and social worker for follow-up. Students who check in after 12:00 p.m. or leave before 12:00 p.m. are considered absent for the day. Students with contagious diseases or illnesses should be kept at home.

Written excuses for all absences must be sent with your student upon returning to school and given to the homeroom teacher. Guilford County Schools' Policy states that if a student is absent, the parent/guardian must send a note with the dates of the absence, otherwise it is considered an unexcused (unlawful) absence. Even if you have contacted the school via phone, we need a written excuse note for our records. This may be emailed. When emailing, it may be helpful to include the homeroom teacher AND our data manager Mrs. Briones at brionet@gcsnc.com. If you plan ahead, it is okay to notify us of anticipated absences prior to the student's absence by emailing your student's team of teachers.

The following absences are considered lawful/excused absences according to the NC State Board of Education Attendance Rules:

- a. Illness/injury
- b. Quarantine
- c. Death in family
- d. Medical/Dental Appointment

- e. Court proceedings
- f. Religious observances
- g. Educational Opportunity (with prior approval)
- h. Suspension
- i. Expulsion

What is the Process of Notifying Parents/Guardians of Absences? Unlawful (unexcused) absences are defined as the student's willful absence from school without the knowledge of the parents/guardians, or the student's absence from school without justifiable causes with the knowledge of parents/guardians. Violation of the Compulsory Attendance Statute 115C-378 can result in prosecution if absences cannot be justified. Parents will receive notification (in the form of a district-level "form letter") at 3, 6, and 10 days of documented absences.

Absentee Information: All students who are absent from school for a day or any portion of a day must bring a written note from home within 3 days of their return. This note must be presented to your AA/homeroom teacher. Students are responsible for assignments missed and required to submit them no more than 2 days after returning to school. If at any time a student is absent from school more than five consecutive days, the parent/guardian should contact the school and give reasons for the extended absence. Students who fail to attend school regularly will be referred to the school social worker. The parent/guardian will be notified after a child has accumulated three, six and 10 unexcused absences in a school year. Violation of the Compulsory Attendance Statute 115C-378 can result in prosecution if absences cannot be justified.

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.

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.), as determined by the school. 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 on GCS website).*

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 (Walt Disney World or business trips accompanied by students will not be approved. All requests for approval are required to be made in advance of the trip.

Make-up Work/Requests

According to GCS Board Policy, "students are responsible for all work missed when absent from school."

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 returning 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 on Canvas or email the teachers and request assignments. Teachers must have a minimum of 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.

Students may also use Canvas to stay up to date with current assignments while they are absent from school. Upon request, teachers will prepare assignment packages for students with extended illnesses or planned absences and/or direct students to the class Canvas Page.

Admission to After-School Events

Students who have been suspended from school **may not attend** any after-school events. Administration at BSMS may remove students from after-school activities as part of disciplinary consequences/procedures.

Students not participating in a particular event or sports activity **are not allowed to remain** on campus to attend events that start at a later time. Allowing this puts the safety of students at risk.

Arrival

Student drop off in the car rider line begins at 8:00am. No student should exit their car in the car rider line before 8:00 am until the staff member on duty begins the car rider process by opening the front doors. This is a safety risk to students. The school's front doors will open at 8:00am and all students will enter through the front doors.

Students who arrive after 8:20 a.m. will be marked tardy. **Students who are tardy more than three times per month will be referred to the school social worker.**

Per Uber and Lyft rider policies, their services are not available to any person(s) who are under the age of 18. Any individual who is not of legal age, must have an authorized adult with a valid account in the vehicle. It is also stated that Uber and Lyft accounts cannot be shared or be utilized by third parties. Therefore, in keeping with the policies of these organizations, students will not be authorized to leave school grounds with a Lyft or Uber driver if their authorized parent/guardian is not present during the transport. If your student will need to be dropped off or picked up by anyone other than their parent/guardian, the person must be authorized in our student information system and must provide a valid photo I.D. for verification to front office staff.

Entering School

Beginning with this school year, ALL students and campus visitors will be required to pass through touchless body scanners to enter our building.

The addition of metal detectors to our school will require a change in several morning drop-off procedures.

- Bus riders will no longer enter the building through the courtyard and side doors of the A and B buildings.
- All students will enter the building using the main office doors.

- Students must have their OneCard each day. They must scan in using their OneCard prior to being allowed to report to class and wear their OneCard on their lanyard.
- Anyone wishing to enter the school must enter through the body scanner and proceed immediately to the main office for assistance. If when passing through the metal detector, an alarm sounds, please wait for further direction from school staff before proceeding.

Scanners will be located at the front entrance to BSMS. Any person entering campus will be required to follow our security measures. Persons or students who do not adhere to our security measures will not be allowed into the building.

Tardy

Students arriving at school after 8:20 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 admission slip to class. For a student to be considered present for a full day they must attend school **until 12:00 p.m.**

Car riders are not excused if they are late. 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

Parents are asked to avoid checking out students after 2:50 p.m. so as not to disrupt end of day procedures. Students will not be called from the classroom for early dismissal after 2:50 p.m. unless prior arrangements have been made. We closely monitor early dismissals in an attempt to reduce class interruptions for all students. Please try to schedule doctor's or other appointments after school or on teacher workdays whenever possible. However, we do realize that emergencies arise, and you may need to check a student out early.

When an early dismissal is necessary, please send a written note stating the reason for leaving, the time of departure, the name of the person who will be picking the student up, a phone number and the signature of a parent/guardian. The note should be given to the AA teacher upon arrival.

A parent/guardian on file must report to the front office to sign out any student leaving campus during the school day (or adult who has written permission from your parent/guardian). Parents will be required to remain outside the main school entry doors to pick up their student. Parents are never allowed to go into the building to retrieve students for early dismissal, since this creates a disruption in instructional time.

Students **WILL NOT be released** to anyone other than those listed on the student contact form without prior notification. Please check your SchoolMint account for those emergency contacts.

If you forget to send a note for an early dismissal for your student or you have to make an emergency appointment for your child, please call the school as soon as possible before coming to pick them up. We will then inform the student between their classes that they are being picked up to cut down on interrupting instructional time. If a note or phone call is not made, please expect to wait while the student is called for dismissal.

The note must be presented to the front office secretary by 10:00 a.m. All students must report to the main office before leaving school if they are 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 12:00 p.m. or arrives after 12:00 p.m. Students must check out through the main office.*

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.

Car Rider Dismissal

BSMS uses a new dismissal process in which students are notified through an electronic system. All students are assigned a number and families are provided with a car tag that displays that number. Families are asked to show that tag upon student pickup. Our staff will enter that number into their mobile device and classroom teachers are alerted that students are to be dismissed. If your child is a part of a carpool, please be sure to provide the driver with your child's number to make for a smooth dismissal process. If you are running late (after 3:40pm) and no one is at the pickup station, you will need to come to the front circle and come into the building to sign your student out.

***This process is not used for parent initiated early dismissals.**

Transportation

Students riding buses will arrive at Brown Summit each morning between 8:00 a.m. and 8:15 a.m. for our planned 8:20 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

Per Uber and Lyft rider policies, their services are not available to any person(s) who are under the age of 18. Any individual who is not of legal age must have an authorized adult with a valid account in the vehicle. It is also stated that Uber and Lyft accounts cannot be shared or be utilized by third parties. Therefore, in keeping with the policies of these organizations, students will not be authorized to leave school grounds with a Lyft or Uber driver if their authorized parent/guardian is not present during the transport. If your student will need to be dropped off or picked up by anyone other than their parent/guardian, the person must be authorized in our student information system and must provide a valid photo I.D. for verification to front office staff.

PTSA Carpool

At the beginning of each school year, PTSA works with families to help them coordinate carpools based on where families reside. The carpool is operated by the PTSA and is not sponsored by Brown Summit Middle School or Guilford County Schools. This is normally done at the first few school events such as Open House and Orientation. Please be sure to check our website for information if you are interested.

Dress Code

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.*

Electronic Device Policy

Cell Phones: Silenced and Away

Middle school can be the beginning of your child's cell phone experience. Students are permitted to bring cell phones and earbuds to school. However, they are not allowed to have these devices out during the school day unless given direct permission by a teacher or staff member. While cell phones are a great tool for communication, they can also cause major disruptions in the learning environment. Cell phones should not be used to threaten, bully, or harass other students; this includes obvious displays posting or sending public threats, disrespectful writing about other students or staff, and recording incidents for posting and sharing.

Brown Summit Middle School has a "silenced and away" policy for all cell phones, earbuds, air pods, etc. If a student has their electronic device out without the permission of an adult, the device will be collected, and a parent or guardian will need to come pick it up from the main office.

All Portable Electronic Devices are to be turned off/silenced and placed out of sight before students enter the classroom or ANY instructional setting. Devices include phones, smart watches, air pods, headphones, portable gaming consoles, and speakers.

The following consequences are in compliance with Rule I-6 of the Guilford County Schools Student Handbook: “Use of Unauthorized Electronic Devices or Applications During Instructional Time.”

Students may not use any electronic device or personal entertainment device during instructional time unless authorized by the classroom teacher or other school personnel with supervision responsibilities during instructional time. Further, students are prohibited from using electronic devices in an unauthorized manner, including but not limited to, playing games, sending messages, and browsing websites, unless authorized by the classroom teacher or school personnel with supervision responsibilities during instructional time. In addition to other disciplinary interventions, any device used in violation of this policy may be confiscated and only returned to the students' parents/caregiver.

If a student is caught with these devices out, whether being used or not, the device will be confiscated for a period of time as described below. Occasions may exist where teachers will permit students to use electronic devices for educational purposes as outlined in their lesson plan. If this is the case, students are not to retrieve their device until directed by the teacher and must put them away as soon as the teacher instructs them to do so. Students refusing to submit their cell phone to school personnel, when in violation, will be in violation of Rule I-1 Noncompliance.

Consequences

1st Offense: The student will be reminded of the school’s electronic device policy. Parent is notified.

2nd Offense: The student’s electronic device will be confiscated and placed in the front office. Parent is notified. The item can be picked up at the end of the school day by a parent or guardian. The student will serve 1-day morning or afternoon detention.

3rd Offense: The student's electronic device will be confiscated and placed in the front office. The item must be picked up by a parent or guardian. The student will serve 3 days morning or afternoon detention.

4th Offense and above: The student's electronic device will be confiscated and placed in the front office. The item can be picked up at the end of the school day by a parent or guardian. The school may ban the student from possessing the phone at school for the rest of the year and the student will serve 1 week of morning or afternoon detention.

The item must be picked up by a parent. Any cell phone usage, picture taking or text messaging that results in students cheating, or which cause arguments or major disruptions will result in the phone being confiscated and the student being banned from possessing the phone at school for the rest of the year. Major disruptions may result in more serious consequences.

*** The school does not take any responsibility for lost, damaged, or stolen electronic devices- including cell phones and earbuds.**

Chromebooks/Student 1-1 Computer Devices Chromebooks will be provided to each student to use during the instructional day. These devices should travel to and from home and school each day. Students are expected to charge their Chromebook each night so that it comes to school each day with a full battery/charge.

Students who misuse, mistreat, or disregard school and teacher directions regarding the use of technology may face disciplinary actions including loss of privileges or other disciplinary actions.

The wide variety of technology makes it challenging to monitor and control in a school environment. A student who violates any portion of the Acceptable Use Policy may immediately lose the privilege to use their school issued device at school for a length of time commensurate with the nature of the violation.

General Information

Planners

Student Planners are given to 6th grade students at the beginning of each school year or on their first day of school free of charge. Parents should consistently check student planners for information. *Planners are for sale to students for \$5.00. The replacement cost is \$5.00, and students are expected to have a planner at all times.* Students are not allowed to trade/swap/or use another student's planner. They must use their own BSMS planner.

The planner is also a great organizational tool for students.

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 as these items are difficult to remove
- Students are required to keep their phones in their lockers.
- Your locker and its combination are your responsibility.

Locker Room Rules and Procedures

- Students are not permitted in the gymnasium or locker rooms unless a teacher or staff member is present.
- Students will have 5 minutes before class to change into PE uniform and 5 minutes after class to change back into school clothes.
- Students are expected to behave responsibly while in the locker room at all times. Once a student is dressed, they are expected to report to the designated area instructed by the teacher. Students are not to hang out in the locker rooms.
- Students are expected to keep the locker room clean at all times. Do not leave any trash or extra clothing out.
- No food or drink is permitted at any time in the locker room.
- Any vandalism, fighting, unsafe conduct, or any other inappropriate behavior in the locker room will not be tolerated. Any actions will be dealt with in accordance with the school's disciplinary policy.
- If someone is behaving inappropriately or if there is someone in the locker room that does not belong, please notify a teacher or staff immediately.
- No video or audio recording devices are permitted in the locker room at any time.
- Students should make sure their personal items are secured during class times. Students are responsible for their own belongings.

Telephone Usage

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

Do not bring valuable items to school. There is always the risk of it being stolen or lost. Students should check with the office after school to locate lost items. We ask that parents bring forgotten items (e.g.: textbooks, lunch, lunch money, and articles of clothing) to the front office. Mark coats and hats with the student's name to help identify lost items. Items in Lost & Found will be cleaned out monthly and donated to local agencies.

Please note: The school makes every effort to help students safeguard their valuables. However, the ultimate responsibility for this lies with the student. Name labels should be placed on personal articles and clothing. All lost articles will be placed in the lost and found. Students should not bring large amounts of money to school. All valuables should be left in locked lockers, particularly during P.E. and after school sports. **The school is not responsible for lost, damaged, or stolen articles.** Unclaimed items will be donated to a local agency at the end of each month. Clothing marked with a student's name will be returned to the owner.

*****LOST ITEMS WILL NOT BE REPLACED BY THE SCHOOL NOR CAN SCHOOL ADMINISTRATORS CONDUCT TIME-CONSUMING INVESTIGATIONS.**

Forgotten Items

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. Therefore, we ask that all changes and notifications happen BEFORE 2:00pm. We understand that emergencies happen, and those cases will be handled as they arise.

In case of emergencies, parents/guardians may leave messages for students with the front office at (336) 656-0432. To avoid interrupting instructional time, messages will be delivered between class changes. **As a reminder, we do not allow students to use their cell phone during the day. Parents should refrain from texting or calling their students on their cell phones during the school day.**

Student Deliveries

Students are not allowed to receive deliveries such as flowers, balloons, or food deliveries (i.e. Uber Eats, Doordash). If something is delivered, it will remain in the office and the parents will be contacted. While we understand that these deliveries can be convenient, they can become an unnecessary distraction within the school environment.

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 the school campus. This includes flowers and balloons.*

Birthdays/Celebrations

Snacks for birthdays or celebrations may only be permitted during AA or lunch. Parents who wish to send in snacks for birthdays or other celebrations must send a request to the child's teacher one week in advance. **NOTE: GCS POLICY STATES THAT NO homemade foods may be served or brought in by parents to be served. Everything must be store bought.**

Visitors

All visitors to the school must enter the building using the main entrance and walk through the body scanners. Visitors must then 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. All visitors must enter the school using the main entrance and pass through the body scanner.**

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 emergencies and other vital public service announcements when the weather is bad.
- The district may make a general call to all parents and teachers as soon as the district makes decisions 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

19Click here to enter text.

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 always have the student's current address and all other pertinent information on file in the office to ensure expedient communication in the event of an emergency. Please update this information as necessary by calling Mrs. Briones, Data Manager, at (336) 656-0432.

It is critical that telephone numbers are updated throughout the year in order to maintain accurate and consistent communication. If the school is not able to locate a parent due to inaccurate address and/or phone number, a referral will be made to the school's social worker.

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 the school treasurer the same day of the accident.

Restroom Breaks

Arrangements to use the restroom should be made during class changes and based on classroom guidelines. Students must sign in and out with the teacher. Students with physical needs that require frequent restroom visits should provide a note from a doctor.

Report Cards and Grading

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

	First quarter	Second quarter	Third quarter	Fourth quarter
Interims	10/3	12/7	2/21	5/2
Grading period ends	11/1	1/19	3/22	6/7
Report Cards	11/14	1/31	4/9	Mailed by 6/18

Interim Reports will be sent home with students and may be viewed through PowerSchool Parent Portal. **Report Cards** will be sent home with all students each quarter. You may also access them through the PowerSchool Parent Portal.

Assignment Completion

Class work and homework completion is an important part of academic growth in middle school. Students are expected to remain on-task during class in order to accomplish their learning goals. Students will be given homework in most classes on a regular basis so that they may practice, review and/or prepare for future lessons on an independent basis. Timely, successful completion of both class work and homework is a part of each student's evaluation process. Homework assignments may be overnight or long term. It is important that students complete this work independently so teachers can obtain an accurate assessment of understanding. If parents have any questions regarding homework, they should contact his/her scholar's teachers immediately.

Homework

Student achievement is directly related to the quality of learning that occurs in school and at home. Meaningful homework, not simple busy work, extends learning beyond the school days and should be a regular part of the instructional program. It is our expectation homework assignments will be completed by all students and turned in as instructed. Late assignments will be graded at the discretion of the

teacher, but an automatic decrease in the grade should be expected.

Teams of teachers meet on a regular basis in order to ensure that the amount of homework assigned is reasonable. **It is the student's responsibility to complete and turn in homework/classwork as assigned.** Failure to complete assignments will negatively affect a child's grade.

Grading System

Grading Scale

90 and above	A
80-89	B
70-79	C
60-69	D
0-59	F

School Policy for Late Classwork

Each grade level and encore team created their own late work policy.

	List your grade level expectations for late work below.
6th Grade	1 day late: 10% 2-3 days: 25% 4-7 days: 50% After 7 days it will only be accepted if a written explanation of why it is late AND parent signature is provided.
7th Grade	1 day late: 10% 2 days late: 20% 3-5 days late: 30% Work is not accepted after one week late unless arrangements have been made in advance with teacher approval.
8th Grade	1 day late: 10% 2 or more days late: 30% Work is not accepted after one week late. *Exceptions may be given depending on the assignment type and length of time for completion.
Encore	1-2 Days Late: 10% Off After 2 days late, work will be keyed in as a 0 until it is turned in. When work is turned in to replace the 0, work will be 30% off. Work must be turned in before the end of the quarter it was given.

Clubs

Every student at BSMS will have the opportunity to participate in Friday clubs. Clubs will be set up according to student and teacher interest. Sign up information will be shared with students.

After-School Tutorial

Brown Summit Middle School is a magnet school with the 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.

MASTER SCHEDULE 2023-2024

MORNING

- 8:00 – Students arrive to campus (Report to 1ST CORE)
- 8:00 – 8:20 Breakfast (Pick up in cafeteria & report back to 1ST CORE)
- 8:20 – TARDY BELL RINGS (Breakfast ends & Instruction begins)
- After 8:20 – Late students report to front office to sign in

AFTERNOON (Students may not be picked up after 3:00 because of Dismissal Plans/Traffic Patterns)

- 3:20 – School Ends
- 3:35 – Car Rider Dismissal ENDS

6	HR	1ST CORE	1ST ENCORE	2ND ENCORE	PHOENIX 15	LUNCH	2ND CORE	3RD CORE	PHOENIX BLOCK (AA)
	8:00-8:20	8:20 – 9:43 (80 minutes)	9:43 – 10:28 (45 minutes)	10:28 – 11:13 (45 minutes)	11:18 – 11:33 (15 minutes)	11:35 – 12:00 (30 minutes)	12:03 – 1:23 (43 minutes)	1:25 – 2:46 (80 minutes)	2:50 – 3:20 (30 minutes)
7	HR	1ST CORE	PHOENIX 15	2ND CORE	LUNCH	3RD CORE	1ST ENCORE	2ND ENCORE	PHOENIX BLOCK (AA)
	8:00-8:20	8:35 – 9:45 (80 minutes)	9:43 – 9:58 (15 minutes)	10:01 – 11:21 (80 minutes)	11:24 – 11:49 (30 minutes)	11:52 – 1:12 (80 minutes)	1:19- 2:04 (45 minutes)	2:04- 2:49 (45 minutes)	2:50 – 3:20 (30 minutes)
8	HR	1ST CORE	2ND CORE	LUNCH	1ST ENCORE	2ND ENCORE	3RD CORE	PHOENIX 15	PHOENIX BLOCK (AA)
	8:00-8:20	8:35 – 9:45 (80 minutes)	9:43 – 11:03 (80 minutes)	11:06 – 11:31 (30 minutes)	11:39- 12:24 (43 minutes)	12:24- 1:09 (43 minutes)	1:10 – 2:30 (80 minutes)	2:30 – 2:47 (15 minutes)	2:50 – 3:20 (30 minutes)

*Subject to change to meet the needs of the school.

Brown Summit Middle School
HONOR CODE

Brown Summit Middle School encourages students to exemplify high standards of academic integrity and honesty. Any student who engages in or attempts to engage in cheating, plagiarism, falsification, violation of copyright laws, or violation of computer access shall be subject to disciplinary action.

Cheating—giving or receiving of any unauthorized assistance on academic work.

Plagiarism—copying the language, structure, or idea of another and representing it as one's own work. Plagiarism includes using artificial intelligence or other online resources to develop work product that does not reflect the student's own independent thoughts or ideas. Students must follow any parameters set forth by their classroom teachers for use of online resources or artificial intelligence in completing assignments.

Falsification—verbal or written statement of any untruth. Students shall not provide false information to school officials and/or parents/caregivers regarding any report card, attendance matter, grades or progress reports, discipline matters or any other school business. d. Violation of copyright laws—unauthorized duplication of computer software (computer piracy), printed material, digital material, copyrighted media of any kind (such as sound recordings, motion pictures, etc.), and/or the use of pirated computer software.

Violation of computer access—logging on as a person other than oneself to any device or system of any kind and/or impersonating someone other than oneself or misrepresenting oneself online or through electronic means. Any conduct prohibited under Policy Code 3225/4312/7320 Technology Responsible Use is also subject to disciplinary action regardless of whether the violation is specifically described in this Code of Conduct.

Teachers and administrators will treat cheating as a serious matter. Teachers will review the evidence of any misconduct with the administrator. All substantiated infractions will result in the grade being affected and the parent will be notified. A zero will be recorded for the assignment, and there will be no opportunity for make-up work.

Plagiarism is an act of academic dishonesty. A failing grade will be given for the assignment, the teacher will contact the parent(s), and a record of the incident will be placed in the student's disciplinary file.

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, clubs etc.
- Students may lose access to their electronic devices during the school day
- ISS
- OSS (for repeat offenses)