

**Brookville Middle School Information Guide**

**CAMPBELL COUNTY SCHOOLS**

**2018 - 2019**



This document serves as an informational reference for parents and students. All policy related information can be found in the Campbell County Student Handbook.

<http://www.campbell.k12.va.us/parents-students>

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## **CAMPBELL COUNTY MISSION STATEMENT**

Campbell County Schools will provide a world-class education that enables every student to choose and pursue any Post K12 endeavor

## **BROOKVILLE MIDDLE SCHOOL MISSION STATEMENT**

The Brookville Middle School community is dedicated to working collaboratively to provide engaging, relevant, and rigorous learning experiences that develop the growth mindset in our students in a safe and welcoming environment.

## **THE BROOKVILLE MIDDLE SCHOOL WAY**

To provide the best possible education for the students in our community the Brookville Middle School faculty, staff, parents, students and members of the community will work together.

Collaboration on five key traits will foster student success:

Citizenship

Communication

Collaboration

Creativity

Critical Thinking

## GENERAL INFORMATION

### ADMINISTRATIVE STAFF

Principal - Eddie Martin  
Assistant Principal - Stan Hull  
Assistant Principal – Erica Ford

### AGENDAS

An agenda will be provided for all 6<sup>th</sup> & 7<sup>th</sup> grade students to be used to increase homework completion, teach organization, encourage accountability, help students achieve higher grades, and strengthen home-school communication. All other students may purchase an agenda while supplies are available.

### ATTENDANCE PROCEDURES

It is important that all students attend school on a daily basis. Good attendance is an important aspect of academic success. Absences, early dismissals, and tardies will only be excused for reasons stated in the Campbell County Schools' Policy Manual: Please refer to File: JED-R for clarification on Regulations on Student Absences/Excuses.

Whenever a student is absent from school he or she must deliver a note to the main office stating the reason for the absence upon their return to school. This note must be signed by a parent or guardian and it must be submitted no later than the second day after the student returns to school and is necessary even if a parent or guardian has called the school.

Make up work will be the responsibility of the student. If a student is out more than 3 consecutive days a parent or guardian may contact the school and request that work be collected for their child.

**Once a student has been absent 10 cumulative days further absences may require a doctor's note or court subpoena in order to be excused.**

#### **Pre-arranged absences:**

Requests for pre-arranged absences must be submitted in writing to the principal at least two days prior to the first day absent. A student's attendance record will be the primary consideration in determining whether or not a pre-arranged absence will be excused or unexcused.

#### **Tardy to School:**

Students who are not present in 1<sup>st</sup> period by 8:05 AM will be tardy and must obtain a late slip from the office to enter class. Students with excessive tardies will be subject to disciplinary action.

#### **Early Dismissal:**

Students will only be released during the school day to people authorized by their parent or guardian. Time missed will only be excused for the reasons stated above. Students must be present **four (4) periods** in order to be eligible to participate in extracurricular activities.

**BMS BELL SCHEDULE**

**7:30 a.m.** Students may not be dropped off prior to 7:30. Once students enter the building, they must report directly to the appropriate centrum, go to their lockers, and then be seated.

**7:50 a.m.** Students to 1<sup>st</sup> period class.

**8:05 a.m.** Tardy Bell/WBMS/Announcements

<b><u>BELL</u></b>	<b><u>TIME</u></b>
1st Period	8:05 – 8:49
2nd Period	8:53 – 9:37
3rd Period	9:41 – 10:25
<b>Intervention</b>	10:29 – 11:04
4th Period	11:08 – 12:28
5th Period	12:32 – 1:15
6th Period	1:19 – 2:02
7th Period	2:06 – 2:50

**STUDENT DISMISSAL**

Students must remain in their classrooms until their dismissal bell rings.

**2:50 p.m.** First dismissal bell

**2:55 - 3:00** Announcements will be made dismissing students for 2nd load buses and car riders.

<b>One Hour Late Schedule</b>		<b>Two Hour Late Schedule</b>		<b>Two Hour Early Dismissal</b>	
9:05	Tardy Bell	10:05	Tardy Bell	8:05	Tardy Bell
9:05-9:42	First Period	10:05-10:33	First Period	8:05-8:40	First Period
9:46-10:23	Second Period	10:37-11:04	Second Period	8:44-9:16	Second Period
10:27-11:04	Third Period	11:08-12:28	Fourth Period	9:20-9:52	Third Period
		12:32-1:03	Third Period	9:56-10:28	Fifth Period
Regular Schedule remainder of the day.		1:07-1:38	Fifth Period	10:32-11:04	Sixth Period
		1:42-2:13	Sixth Period	11:08-12:28	Fourth Period
		2:17-2:50	Seventh Period	12:32-12:50	Seventh Period

## BICYCLES/SKATEBOARDS/INLINE SKATES

Students are not permitted to ride or bring bicycles, skateboards, or inline skates to school without permission from the administration. **Skateboards and inline skates are not allowed on school property at any time.**

## BOOKBAGS

Students are **NOT** permitted to bring backpacks into classrooms, however, the use of drawstring bags **will be** permitted. Handbags and large purses are not to be used as book bags. Students are expected to visit their lockers between classes to get necessary materials. Students will be permitted to pack their backpacks before 7<sup>th</sup> period and take them to class.

## BUS

Students are to ride their assigned bus daily. When a student needs to ride a different bus, permission must be granted from the office. The student must bring a written note to the office on the day of the bus change requesting permission for the bus change. In the event that a student is riding the bus home with another student, we must have a note from **BOTH** parents giving permission. Permission will be granted **if** seats are available on the bus.

## COUNSELING OFFICE

Guidance Director	Andrea Dukes
Guidance Counselor	Amy Cash

Campbell County offers a comprehensive guidance and counseling program to all students in grades K-12. Students who wish to see a counselor may make an appointment through the guidance secretary, their teacher, or counselor.

## CRISIS DRILLS

Student safety is a school priority. Throughout the school year, the school conducts a number of drills including fire drills, tornado and earthquake drills, and lockdowns. If you have questions about school safety procedures, please contact a school administrator.

## EATING IN CLASSROOMS

Food may be consumed in the classroom with the permission of the teacher. All drinks except bottled WATER must be consumed prior to leaving the centrum before 1st period and at the conclusion of lunch. Bottled water may be prohibited during classroom activities and/or during the usage of electronic devices.

## **ELECTRONIC DEVICES**

Per county policy, electronic devices must be powered off and kept out of sight at all times. Devices must be powered off PRIOR to entering the school building and can be powered on when students EXIT the building for the day. Devices may be confiscated for failure to comply. Students are NOT permitted to wear ear buds except in class for educational purposes.

## **EXAMS**

An exam will be given to students who take courses for high school credit.\* High school course final grades are to be computed by applying 22.5 percent weight to each of the four nine-weeks' grades and 10 percent weight to the final examination grade. In instances of exam exemption, end-of-course grades are to be computed by an average of the grades earned for each nine weeks. No exams will be given to any student prior to the regular examination period. Make-up exams will be given only for those students whose absence has been approved by the Principal.

Students may be exempt from taking the second semester exam if an **A average** has been maintained for each nine weeks' grading period. A student may choose to be exempt from a second semester exam for a course in which he or she has taken and passed the SOL test(s) for that course. If the SOL test(s) results are not received by the school prior to the administration of exams, exams for which a student has taken the SOL test(s) will be optional.

**\*High School Courses:** Earth Science, Algebra, Geometry, Concert Band, Chorus 1, Art 1, Foreign Language, Computer Applications, Basic Technical Drawing, Yearbook

## **HALL PASSES**

No student will be allowed in the hall area without a pass from the classroom teacher. Each grade level will use a hall pass system that limits the number of times students are permitted to leave class. Passes are required at all times when students leave a classroom. The only exceptions occur during class changes.

## **HONOR ROLL**

Students who receive all **A's** and **B's** will be named to the Honor Roll. Students who receive all **A's** will be named to the Principal's List.

## **INTERVENTION/ENRICHMENT (IE) PERIOD**

An "intervention/enrichment period" will be used to enhance learning activities and to effectively meet the specific learning needs of students each day.

## **LUNCH**

All students, whether they bring their lunch or buy lunch from the school, are required to report immediately to the cafeteria (centrums) during their scheduled lunch time. Loitering in the halls or bathrooms after being dismissed to go to lunch may result in disciplinary action. All food and beverages must be consumed in the cafeteria area. With permission from the administration, parents are welcome to join their son/daughter for lunch, but we ask that you only bring food for your child. **Fast food lunches must be prearranged with student knowledge. If not, parents are required to stay in the building and take food items to the student during their designated lunchtime/area.**

Students should stay seated unless emptying their trays and talk quietly at all times. Students will be held responsible for keeping the cafeteria neat and clean. No one may leave the cafeteria for any reason unless they have permission from the teacher on duty.

## **LUNCH DETENTION**

Students may be assigned to a supervised lunch detention by administrators for various minor infractions or by teachers if students are missing assignments.

## **PUBLIC DISPLAY OF AFFECTION**

Students are not to physically display affection at school. This includes hugging, kissing, and holding hands. Repeated violations may lead to disciplinary action.

## **SCHOOL ACTIVITIES/EXTRA-CURRICULAR ACTIVITIES**

When students are given the privilege to participate in any school or extra-curricular activity sponsored by the BMS, they are representing the school. All school rules and Campbell County School Board Policies, Rules, Regulations, and Procedures apply for school-sponsored activities, including conduct to and from the activity. Academic eligibility for after school activities will be determined by the previous grading period when starting participation in extracurricular activities. At the beginning of the school year, all students will be eligible to participate in extracurricular activities. To be eligible to participate in after-activities, students must meet the following requirements:

1. A student who receives one failing grade on a report card and/or interim will be placed on academic probation until the next grading period. At the end of the next grading period, the student must be passing all classes.
2. A student who receives two or more failing grades on a report card and/or interim will become immediately ineligible until he/she is passing all classes at the end of the next grading period.
3. Whenever a student receives ISS, he/she will be ineligible to participate the day in which they serve ISS. This includes games and/or practice.
4. If a student is suspended from school, he/she will be ineligible for the next contest upon returning to school.



5. Multiple discipline incidents may result in a student being ineligible to participate (or removed from) extracurricular activities. These are minimum requirements. The coach or sponsor of each activity may have their own rules that hold students to a higher standard.

### **STUDENT INFORMATION SYSTEM**

Campbell County Schools provides access to our Student Information System via Parent Portal which can be used to update student and parent demographic information. The system is also used to view attendance records and student grades. For access to this system, parents should provide a current email address. For more information, please contact your school or access the CCS Website at [www.campbell.k12.va.us](http://www.campbell.k12.va.us).

### **STUDENT PROPERTY**

The responsibility for personal possessions has to be accepted by each individual student. The school cannot be held financially liable for any item missing from a classroom, locker, or any other locations in the building.

It is requested that students:

1. Do not bring large sums of money to school.
2. Leave cell phones and other valuables at home whenever possible.
3. Mark gym clothes and shoes for identification.
4. Do not leave books, papers, pens, or pencils lying around for someone else to pick up and claim.
5. Use your gym lock to secure your items during PE.
6. **Do NOT give others your locker combination(s) for any reason.**

### **SWAG DAY**

SWAG stands for “Students With Achievement Goals”. The objective of SWAG is to recognize students who have met all the school’s behavior, attendance, and academic expectations each nine weeks. The SWAG committee (made up of teachers) plans fun activities for students to participate in. Students who do not qualify go to a study hall where they have the opportunity to complete work they are missing before grades are due for the quarter. Teachers are on duty who can help them with their work as needed.

**What are the qualifications for SWAG?** Students must meet ALL of the qualifications below:

- No discipline referrals during the 9 weeks
- No missing or excessive late work during the 9 weeks
- No more than one unexcused absence during 9 weeks
- Students must have all C's or above for the 9 weeks

In addition, any teacher has the authority to exclude students from SWAG day for repeated behaviors in their classrooms that have not lead to a discipline referral. It is our hope is that

SWAG day is an added incentive that encourages students to do their best every day. If your child does not qualify for SWAG day, please use it as a motivational tool. Have discussions with them about what they need to do so they can participate in the next SWAG day.

### **TARDY TO CLASS**

**Students are expected to go directly from one class to the next.** Students will not be allowed to loiter in the hallways and centrums during class changes. **If a student enters class without the required materials, they will be considered tardy.** When a student is tardy to class, the teacher will verbally inform the student that he or she has been marked tardy. Upon receiving a 4th tardy to a class during each semester, students will be referred to administration and will be subject to disciplinary action.

### **TELEPHONE USE**

Students are allowed to use the telephone in the main office only in case of an emergency. Students are not to use their cell phone during school hours for any reason. They must be turned off and out of sight from the time they enter the building in the morning until they exit the building after dismissal.

### **TEXTBOOKS, LIBRARY BOOKS, CALCULATORS**

Students are responsible for books/calculators issued to them by the school and books checked out from the library. If a book/calculator is lost or damaged, the student/parent will be expected to pay for the textbook and/or library book. **Loss, damage, or failure to return school issued items will negate participation in the end of year activities inclusive but not limited to SWAG, AR Reading Incentive, and/or Talent Show.**

### **VISITORS**

In accordance with the State Code, all visitors to the building must report to the main office where they will sign in and be issued a visitor's badge for identification purposes. Parent(s) and/or guardians will be required to show a valid form of state identification upon entrance to the main office. This identification will be recorded on our school's' safety system. Visitors will be required to state their purpose prior to entry into the school.